

- PUBLIC MEETING -

Rockport Select Board

Monday, September 9, 2019 – 6:30 p.m.

Geoffrey C. Parker Room

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

AGENDA

I. Call Meeting to Order

II. Town Manager's Report/Update

III. Public Input on Non-agenda Items

Public comment should be directed at issues not under discussion on this evening's agenda. Comment from the public will be welcome prior to each agenda item. Further comment will be granted only by permission from the Board. All public comment should be brief and to the point.

IV. Amendments to the Agenda

V. Consent Agenda

- a. Meeting Minutes
 - Monday, August 26, 2019, meeting of the Select Board

VI. Action Items

- a. Approval of Select Board Bylaws
- b. Approval of Library Committee Bylaws
- c. Approval of Relocation of the Mary Lea Park Sign
- d. Authorize Manager to Sign Agreement for Case Loader
- e. Approval of Special Town Meeting Warrant (by Referendum)
- f. Consider Appointments to RES Redevelopment Committee

VII. Discussion Items

- a. Review Honorary/Memorial Bench Program Policy

VIII. Announce Future Meetings, Office Closures, Etc.

- September 23, 2019 – Workshop Short-Term Rentals 5:30 p.m.
- September 23, 2019 - Regular Select Board meeting
- October 2, 2019 – Town Clerk's Office Closed - Training
- October 8, 2019 – Safety Training Town Office Closed 8 – 11 a.m.
- October 14, 2019 – Town Office Closed – Columbus Day
- October 15, 2019 – Regular Select Board meeting – (Tuesday)

IX. Select Board Liaison Reports

X. Adjournment



Town of Rockport, Maine

Town Manager's Office

Town Office
101 Main Street
Rockport, Maine 04856
Telephone: 207-236-0806 x3
Fax: 207-230-0112

William S. Post, Town Manager

Email: wpost@rockportmaine.gov

Diane Hamilton, Executive Assistant and General Assistance Administrator

Email: dhamilton@rockportmaine.gov

Town Manager's Report & Update September 4, 2019

Tax Commitment

Assessor Kerry Leichtman committed taxes on September 4th with a tax rate of \$17.05 per \$1,000 of valuation. This is up from FY19's \$16.08 tax rate, which is 6.03%. Please see Kerry's press release attached to this report for additional details.

Harbor Concert Series

The third and final concert at the Marine Park is scheduled for September 15th 4:00 – 8:00 p.m. Please see the memo attached from Harbormaster Abbie Leonard for additional information.

EMS

While trying to best determine what level of emergency medical service is expected by Rockport residents and investigating a variety of service delivery models that can best provide that desired level of service, it's important to point out that this work does not preclude the Town from working with its current EMS provider to strengthen the current EMS service delivery system. I have had a positive meeting with NEMHS representatives and have scheduled monthly meetings to be able to review any issues that may arise over the life of the current contract.

The current contract requires the Select Board to make "a reasonable effort to deliberate among themselves and also seek public opinion at its Select Board meetings during or about the month of January 2020, at which time there will be a public consideration of extension of this contract, and/or consideration and assessment of other alternatives, for single or multi-year agreements with NEMHS or other emergency medical service providers". Therefore, the Town should be deciding in January about extending the contract with NEMHS, amending it, or seeking a different provider.

Making a significant change to any municipal service requires a great deal of research, analysis, planning and communication. Rockport is in the early stages of research and while my role is to provide the best, most efficient services to Rockport, we do not operate in a vacuum with EMS. We have three other communities which need to be part of the conversation. These conversations are ongoing and will be over the next several months while we continue to work with NEMHS.

Town Office Sidewalk

Rhino Services began the sidewalk reconstruction at the Town Office on Monday August 26th. As of September 5th, the old concrete sidewalk and base has been removed, underdrain and new base material has been added and compacted, and granite curbs have been set in place. Next will be the fill for the base of the concrete sidewalk.

Wastewater Extension Project

Woodard & Curran are still working on obtaining an easement for the second pump station location and are currently in discussions with the owners of the preferred location. It is expected that this will be finalized within a few weeks. The project will be put out to bid most likely in November with a spring 2020 construction start.

LED Streetlight Project

The consultant for this project, Realterm Energy, has completed their inventory of the existing streetlights throughout the town. The next step is to compare that inventory with the inventory provided by Central Maine Power and reconcile the two. After that, the Town will receive an initial evaluation of purchase price against equipment age and industry norms to determine whether lights need to be replaced with newer hardware. This will then come to the Select Board for discussion and further action.

Code Enforcement Issues

Over the last few weeks, several code enforcement issues have been brought to my attention by residents or Board members. I want to ensure the Board, and residents, that I take code issues seriously and they will be reviewed and addressed, if needed, by the code department. All complaints should be directed to Code Officer Scott Bickford and Planner Bill Najpauer, as I am sure you are aware. However, I can also be copied on these complaints so that I am aware of the issues.

Administrative Assistant for Code Enforcement and Assessing

After reviewing this vacant position and discussing it with the assessor, code officer, planner and finance director, I have decided to advertise for a temporary part-time employee to fill this position. I am planning on a 24-hour per week position and it will be temporary so that when I start working on the budget for FY21, I can review all the staffing levels to see what will best suit the support needs of the staff. I expect that efficiencies may be found. In addition, I am in discussions with Camden about potentially expanding Caitlin's time in the assessing office from 8 hours per week to 16 hours per week which will allow the assessing office to have an assessor in the office at least four days per week to better assist residents.

Dark Fiber Lease Agreements

I am working with the Town's attorney on creating a contract for leasing the Town's dark fiber that can be used as a template for any company that wishes to lease the fiber. I expect that this should be a completed draft in a couple of weeks.

Pascal Avenue Road Closure

Pascal Avenue will be closed to traffic by the MDOT on September 10th 7:00 a.m. to 6:00 p.m. for drainage improvements/repair by the wall in hopes of alleviating the water issue.

Paving Projects

Paving will start by the September 9th on South Street and then continue onto Rockport Park Center, Mt. Pleasant Road (west end), Beech Hill and Church Street.

Memo

To: William Post, Town Manager
From: Abbie Leonard, Harbormaster
Date: 9/5/2019
Re: Rockport Harbor Concert Series 9/15/19

The third and final concert series of the season is going to be held on September 15, from 4-8:00 at the Marine Park. The music will be Glen Da Costa ("legendary sax player from Bob Marley and the Wailers") and Royal Hammers. There will be pizza, oysters and a cash bar. The entrance to the Park will be blocked so folks will have to find alternate parking (Old RES site or behind Opera House).

Please let me know if you have any questions or need anything further from me.

Abbie Leonard, Harbormaster

September 4, 2019

For Immediate Release

Contact:

Kerry Leichtman – Assessor
assessor@rockportmaine.gov
207-236-6758 ext. 5

William Post – Town Manager
207-236-0806 ext. 3
wpost@rockportmaine.gov

Rockport's 2019 Mil Rate

ROCKPORT, MAINE—Rockport's mil rate increased by 6.03% over last year to \$17.05. While the town and county appropriations increased by 4.44% and 4.51%, respectively, the schools' appropriation rose 7.85%.

Rockport saw modest new construction/parcel split growth during the past assessment year (April 1 – March 31) of \$2,338,869.

The schools were again the largest contributor to the need for additional revenues. This year's 7.85% increase translates into \$802,002, while the town and county combined for less than half of that increase at \$312,528. Last year the schools increase was \$1,034,894, compared with that year's town and county increase of \$625,904.

The tax dollar split is now 6.61% to the county, down from 6.72%; 24.92% to the town, down from 25.84%; and 68.47% to the schools, up from 67.44%.

Tax bills should be arriving during the week of September 9.

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Consent Agenda

- a. Meeting Minutes

Manager's Comments: Action item

Items on the "Consent Agenda" are generally those that shouldn't garner much discussion, such as meeting minutes. That said, any Board member can address any item included in the consent agenda.

Suggested Motion:

I move the Board approve the Consent Agenda as presented (or amended).

**ROCKPORT SELECT BOARD
MEETING MINUTES
MONDAY, AUGUST 26, 2019
7:00 P.M.
ROCKPORT OPERA HOUSE
GEOFFREY C. PARKER COMMUNITY MEETING ROOM**

Present: Chair Debra Hall, Vice Chair Denise Kennedy-Munger, Douglas Cole, and Jeffrey Hamilton. Absent: Mark G. Kelley. Also, present: William S. Post, Town Manager; Department Heads: Megan Brackett, Finance Director, and Michael Young, Public Works Director; and members of the public

- I. CALL MEETING TO ORDER – Chair Debra Hall called the meeting to order at 7:00 p.m.
- II. PUBLIC HEARING – None this meeting
- III. MINUTES, MEETINGS AND ANNOUNCEMENTS
 - a. Approval of the minutes of the previous meeting: None this Meeting
 - b. Announcements of upcoming Select Board meeting(s) – See agenda
 - c. Announcements of upcoming Select Board Workshop(s): - See agenda

Chair Hall reminded the Board and Manager that there are some potential workshops coming up on short-term rentals, broadband and EMS.

- d. Announcement(s) and/or Training (s) - See agenda
 - e. Committee Openings: – See agenda
 - f. Agenda Changes – None this Meeting
 - g. Public Comments - None this Meeting
- IV. TOWN MANAGER’S REPORT/UPDATE – See attached
 - a. Update on Emergency Medical Services

The Manager stated that there will be some temporary closures of the Town Office parking lot during the construction of a new sidewalk.

The front-end loader that we are purchasing will be delivered earlier than expected and a better machine at the same cost thanks to some negotiating by the Public Works Director.

The Town has received two applications for the RES Redevelopment Committee to date.

Chris Taylor, Police Officer has resigned and will be going to work for the Knox County Sheriff’s Department. The county has to reimburse the Town \$24,000 for officer Taylor’s academy training. Chief Gagne has a potential candidate for the open position.

ROCKPORT SELECT BOARD MEETING MINUTES
MONDAY, AUGUST 26, 2019

Chair Hall asked if the Town needs a mission statement and bylaws for ad hoc committees, specifically referring to the RES Redevelopment Committee. The Manager replied that ad-hoc committees usually do not have bylaws, only a mission statement. Board member Cole will work with the Manager on developing a mission statement for the RES Redevelopment Committee.

Board member Hamilton asked if the updates for the new library construction progress can be posted to the Town web site. The Manager replied that the staff is working on that and will have an obvious link on the homepage to the information.

The Manager stated that he met with the director of NEMHS and monthly meetings with NEMHS representatives, the Fire Chief and the Manager will be held to discuss any issues and review the service provided. September 17th is the first meeting. The priority is working on the contract. The Manager will be meeting with the other manager and administrators from the other towns on Tuesday. The Manager also met with the PBMC CEO concerning this situation and that meeting was also very productive.

Chair Hall asked if a workshop concerning EMS should be scheduled. The Manager replied that a workshop should be scheduled, but not at this point, but before January.

V. CONSENT AGENDA

- a. None this Meeting

VI. UNFINISHED BUSINESS

- a. Approval of Rockport Parks and Beautification Committee Bylaws

Board member Cole stated that the bylaws have been approved by the committee. Under membership the Committee added an attendance requirement. The Committee has submitted the bylaws for the Board's approval.

Chair Hall stated that in section 7, the first half of the second sentence should be deleted and then add the last half of that sentence to the third sentence. (~~Any waivers or amendments can be made by a majority vote of the committee~~)— (but shall not be effective until approved by the Select Board.)

Board member Hamilton stated that on page one, section 1, third paragraph delete the word "rules". Page 2 second sentence delete the comma (,) after "works". Section 3 add "with input from committee members" at the end of the last sentence.

Board member Cole moved to approve the bylaws for the Rockport Parks and Beautification Committee as amended. Board Vice-Chair Kennedy-Munger seconded the motion. VOTE: 4 FOR – 0 OPPOSED

- b. Approval of Memorandum of Understanding Rockport Masonic Center

ROCKPORT SELECT BOARD MEETING MINUTES
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Board member Hamilton moved the Select Board approve the Memorandum of Understanding with the Trustees of the Charity Fund of St Paul's Lodge (Rockport Masonic Center) as presented with an amendment to delete the ('s) on page 2, line 13, should be (as a Town Warming/Cooling Center. Board member Cole seconded the motion. VOTE: 4 FOR – 0 OPPOSED)

VII. NEW BUSINESS

- a. Committee Application(s): None this Meeting
- b. Approve Infrastructure Bond Projects

The Manager stated that at the last meeting the Select Board approved \$1.5 million so the Board would need to change the dollar amount if they wish to include the items as discussed in the workshop earlier that night.

Board discussion.

Board member Cole moved that the Select Board approve the Projects as discussed to be funded by the Infrastructure Bond of \$1,632,000 of which \$1,382,000 is for items 1-15 from the CIP list with an additional \$250,000 for sidewalk maintenance, improvements and upgrade, if approved by the voters at the November 5, 2019 referendum. Board member Hamilton seconded the motion. VOTE: 4 FOR – 0 OPPOSED

Pathways Committee Chair Geoff Scott stated that he wants to make sure that some of the projects that were discussed will be in the annual budget.

Board discussion – removal of the sidewalks and fixing grates. The life expectancy has to be ten years or more to be a CIP project.

Chair Hall stated that the sidewalk projects will be Summer Street to the Town Office; two portions of Russell Avenue (one removing the sidewalk from Mechanic Street to Winter Street and potentially moving it to the other side of the road; Rockville Street, 200' by the Rockville Chapel; West Street, from Rayr 600' to the first driveway at the old RES; and by the Corner Shop to the stairs that lead to crossing Main Street.

VOTE: 4 FOR – 0 OPPOSED

- c. Discuss revised agenda format

The Manager presented a draft revised agenda format.

There was discussion of moving the Town Manager's report. The board felt that the public would be interested in hearing it so it should be nearer the first of the evening's agenda.

Board member Hamilton suggested moving it to item II.

ROCKPORT SELECT BOARD MEETING MINUTES
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Board member Cole asked if the agenda format is set by charter. The Manager replied that it is set in the Select Board bylaws.

Chair Hall stated that the bylaws will need to be changed at the next meeting.

The Manager asked about changing the starting time of the meetings. After discussion, the Board agreed to move the starting time to 6:30 p.m.

Board member Hamilton moved that the Board approve the revised format as amended to move the Town Manger's Report to item II. Board member Cole seconded the motion.

VOTE: 4 FOR – 0 OPPOSED

Vice-Chair Kennedy-Munger moved that the Board approve the Select Board meetings to begin at 6:30 p.m. to accommodate the staff. Board member Cole seconded the motion.

VOTE: 4 FOR – 0 OPPOSED

VIII. WASTEWATER COMMISSIONERS

- a. None this meeting

IX. LIAISON REPORTS

Board member Cole stated that the Planning Board met and discussed their concern about the landscaping that has been delayed at the Camden Exxon and used car sales lot. It is being carefully followed.

The Parks and Beautification Committee elected Maggie Timmerman as secretary and Gretchen Leone as the vice chair. They approved their bylaws. They will be placing one of the benches that were approved in the budget. They recommend charging \$5,000 for the brass plaque to be on the benches. A policy needs to be developed.

The Committee recommends moving the Mary Lea Park sign back to Central Street. It is presently down below the park. The signs for Cramer Park, Harbor Park, and Mary Lea Park cost \$2,000 each and were purchased when Bob Peabody was manager. The Committee would like to have the sign returned to the Park so that the public knows that it is a public park. The committee thinks that it is where it belongs.

The meeting on August 20th with the landscaper for the Library Park was not well publicized. Everyone in attendance agreed with the concept of the landscaping. The Committee talked about paying special attention to the area around the Youngs' property. Lighting was discussed and agreed that it should be tasteful and with the neighbors in mind.

Chair Hall stated that any plans for the benches should come back to the Board and asked how many were included in the budget. Board member Cole replied that two were included in the budget, but the Committee decided to go with one and when the Town receives funding for selling the memorial plaque, another bench can be purchased.

ROCKPORT SELECT BOARD MEETING MINUTES
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Board member Cole stated that the Investment Committee met, and Mark Schwarzmunn was reelected chair. There was a lot of discussion about the Weidman Fund. Megan and Diane put together a policy. In the beginning it was suggested to move 5% of the \$500,000 for operating cost. There is disagreement on how to administer it. There is a will and a revision to the will. The Committee would like to expand it from hospital cost to include dental and doctors. The policy still needs to be revised. Bill Freeman suggested that the committee make a recommendation each year on how much to spend.

Chair Hall stated that this topic should be a future agenda item.

Board member Hamilton stated that the Harbor Committee will be meeting on Thursday. So far there are no notes or agenda. The CIP Committee and the Recreation Committee have not met. The Pathways Committee, we heard from tonight. He stated that the Committee should be pleased with the Board's proposed inclusion of sidewalks in the infrastructure bond.

Vice-Chair Kennedy-Munger stated that Legacy Rockport met and reported that Taylor Allen is working on the Vulcan locomotive by replacing the deteriorated wooden parts. It was discussed that the metal parts also need some work. The Maine Bicentennial will be on March 15, 2020 and the Committee is planning a dinner and a program for our residents to celebrate this event.

On August the 14th, the ZBA met and Geoffrey Parker was elected the chair and David Cockey was elected vice chair. On September the 11th, they will be hearing the Library Appeal.

Chair Hall stated that there have been meetings and lunches to have informed discussions on Broadband. The Technology Committee is trying to sort out the options available. The Town will need to make some education efforts and need to discover what would be needed for fiber optic and wireless to make it cheaper, fastest and better.

Chair Hall stated that the annual meeting of the Midcoast Solid Waste Corporation will be on Wednesday and the new plant manger will be there. It will be held at Camden in the French Room at 6:30 p.m.

Vice-Chair Kennedy-Munger stated that the Town received some funding for a sign at Route 1 and 90. A tree was planted and some plants that will cover the junction boxes. Dorr Signs did the sign for the Town. As a gateway to Rockport, the landscaping needed to be more beautiful. 47 West furnished us with the water for the plants.

X. EXECUTIVE SESSION

- a. Discussion of contracts connected with the use of real or personal property pursuant to 1 M.R.S.A. Section 405(6)(C) – None this meeting.

XI. ADJOURNMENT

Denise Kennedy-Munger moved to adjourn the meeting at 8:25 p.m. Jeffrey Hamilton

ROCKPORT SELECT BOARD MEETING MINUTES
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seconded the motion. **VOTE: 4 FOR – 0 OPPOSED**

Respectfully submitted,

LINDA M. GREENLAW
TOWN CLERK as RECORDING SECRETARY

Action Items

- a. Approval of Select Board Bylaws

Manager's Comments: Action item

As discussed at your August 26th meeting, in order to change the agenda format, the Select Board bylaws needed to be amended. The only change made to the bylaws is on page 2 (Section 3. Meetings).

Suggested Motion:

I move the Board approve the Select Board bylaws as amended.



Bylaws of the Select Board of the Town of Rockport, Maine

Section 1. Purpose and Scope

The purpose of these Bylaws is to establish reasonable rules of procedure for Board meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These Bylaws shall govern the Board's practices and procedures except as otherwise provided by law and/or Charter of the Town of Rockport and shall be liberally construed so as to accomplish their purpose.

Section 2. Officers; Duties

Officers of the Board shall consist of a Chair and Vice Chair to be chosen annually at an organizational meeting of the Board to be held within twenty-four (24) hours of the town election in June. The Chair shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings. The Chair also shall, together with the Town Manager, set the agenda for each meeting. In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority as the Chair. The Town Manager shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law.

Section 3. Meetings

Regular meetings of the Board shall be held on the second (2nd) Monday (or the day following if Monday is a holiday) of each month (except June when the meeting shall be the fourth (4th) Monday) or as otherwise necessary or required by law. Special meetings may be called at the discretion of the Chair or upon the request of a majority (three) of the Board, provided, however, that notice thereof shall be given to each member and to representatives of the press at least forty-eight (48) hours in advance and that no business may be conducted other than as specified in said notice. Workshops may be called at the discretion of the Chair or upon the request of a majority (three) of the Board, and shall include informal discussion of the matter at hand, but will not include formal action.

Notice of all Board meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law.

No business may be conducted by the Board except at a duly called and noticed meeting at which a quorum consisting of a majority of the Board is present. The order of business at regular meetings shall be ~~as determined follows, unless otherwise amended by the Board, or the Chair:~~

- ~~I. Call Meeting to Order~~
 - ~~a. Determination of a quorum~~
- ~~II. Public Hearing~~
- ~~III. Minutes, Meetings and Announcements~~
 - ~~a. Approval of Minutes of the previous meeting(s)~~
 - ~~b. Announcement of next regular Select Board meeting~~
 - ~~c. Announcement of upcoming Select Board workshop(s)~~
 - ~~d. Announcements~~
 - ~~e. Committee Openings~~
 - ~~f. Agenda Changes~~
 - ~~g. Public Comment~~
- ~~IV. Town Manager's Report~~
- ~~V. Consent Agenda~~
 - ~~a. Act on Consent Agenda~~
 - ~~b. Act on Items Removed from Consent Agenda~~
- ~~VI. Unfinished Business~~
- ~~VII. New Business~~
- ~~VIII. Wastewater Commissioners~~
- ~~IX. Liaisons' Reports~~
- ~~X. Executive Session~~
- ~~XI. Adjournment~~

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Section 4. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions, as a majority (three) of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal

rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chair and without interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross examination of any other party through the Chair, provided however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 5. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority (three) of its membership unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause shown. If a member does abstain from a vote, other than because of a recognized conflict of interest, the abstention shall be considered an affirmative vote.

Section 6. Decisions

All decisions of the Board shall be made within the time limits, if any, established by law. All final decisions shall be included in the official minutes, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefore. All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits offered to the Board, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law.

Notice of any decision, if required, shall be given as prescribed by law.

Section 7. Performance Reviews of Town Manager

The Select Board shall hold a goal setting session no later than August 31st to establish the goals for the coming year for the Town Manager. Additionally, the Select Board shall conduct a formal, written review of the Town Manager's performance which shall be completed annually no later than May 31st of each year.

Section 8. Conflict with Laws

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

Section 9. Parliamentary Authority

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the Select Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, applicable state and federal statutes, the Charter of the Town of Rockport, and any special rules of order the Select Board may adopt.

Section 10. Waivers; Amendments

These Bylaws, or any provision thereof, may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These Bylaws may be amended at any time in writing by majority (three) vote of the Board after notice and public hearing on the proposed amendment.

Adopted by the Board on January 22, 2001

Revised by the Select Board on August 13, 2007

Revised by the Select Board on June 27, 2011

Revised by the Select Board on June 25, 2012

Revised by the Select Board on December 10, 2012

Revised by the Select Board on October 15, 2013

Revised by the Select Board on June 23, 2014

Revised by the Select Board on August 22, 2016

Revised by the Select Board on October 23, 2018

Approved by the Select Board on June 12, 2019

Approved by the Select Board on September 9, 2019

Action Items

- b. Approval of Library Committee Bylaws

Manager's Comments: Action item

The Library Committee bylaws are recommended by the Library Committee and have been formatted to our standardized format.

Suggested Motion:

I move the Board approve the Library Committee Bylaws as presented (or amended).



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

The Committee was originally established in 1914 with the Committee's first report appearing in the March 1, 1915 annual Town Report.

The Committee's duties/responsibilities were further defined/expanded at the March 17, 1980 Town Meeting when voters passed Article 12 of the Town Warrant:

Section 1. Purpose and Scope

To establish a Trust to be known as the "Rockport Library Trust Fund"

To appoint the Library Committee elected to care for and control the library and its funds as Trustees of said Trust in accordance with Title 30, Maine Rev Statutes annotated, Section 5051 as amended. The annual income and trust shall be used for Library purposes only.

The Select Board and Library Committee followed up that vote at a Select Board meeting held on May 19, 1980 with a six-point agreement relating to "Procedures for Deposit and Investment of Library Funds."

Section 2. Membership, Election, Terms of Office, Vacancies

The Committee shall consist of five members, each a resident and qualified voter of the Town of Rockport.

Committee members are elected to three-year terms on a staggered basis at regular or special Town elections.

Vacancies:

- A) When a vacancy occurs within 120 days from a town election, it may go unfilled.
- B) When a vacancy (or more than one) occurs more than 120 days before a town election, the Committee may request the Select Board call a special election to fill the vacancy(ies).

Section 3. Duties and Responsibilities of the Committee

The Committee shall be responsible to the residents of the Town of Rockport to:

- 1) Supervise investment and administer the Library Trust Fund.
- 2) Review annually the long-range fiscal and funding needs of the Library.
- 3) Develop programs for the purpose of increasing annual giving and/or attracting bequests or gifts that augment the existing Trust Fund.
- 4) Maintain proper receipts, record keeping, depositor, deposits or investment of monies from gifts, contributions or legacies.
- 5) Maintain proper care, use or disposition of gifts of other kinds.
- 6) Review on a regular basis various physical and building needs to see that they meet the requirements of the total library program.

The Committee shall be responsible to the residents of the Town of Rockport for consulting with the Library Director regarding policies governing:

- 1) The acquisition, organization, and use of the Library's books, non-print materials, and equipment.
- 2) Use of the Library building for other than Library or Library related purposes.
- 3) The disposition of material no longer needed.
- 4) The acceptance or refusal of gifts of all kinds.

Section 4. Organization, Duties/Responsibilities of Officers

A) Following Town Meeting, the Town Clerk shall call a special meeting for the Committee to elect a Chairperson, Secretary, and Treasurer and set the date for the next Committee meeting.

B) Duties and Responsibilities of Officers:

- 1) The Chairperson shall
 - a. preside at all meetings and shall have authority to rule on questions of evidence and procedures, to maintain order and determine the course of the proceedings, and take such other action as may be necessary and consistent with these by-laws or other laws to enable the Committee to conduct its affairs.
 - b. represent the Committee before the Town Manager, the Select Board, and other Town Officers or Committees.
 - c. prepare the Committee's Annual Report for the Annual Town Report.
 - d. distribute to each Committee member and provide a copy of the agenda to the Town Manager in a timely fashion to be posted on the Town and Library website.
- 2) The Secretary shall
 - a. distribute in a timely manner, draft minutes of all meetings to each Committee member
 - b. provide an approved copy of all minutes to the Town Manager and Library

- Director to be posted to both the Town and Library website.
 - c. organize and maintain a file of approved minutes, correspondence and other materials related to the work of the Committee and its actions.
 - d. conduct such correspondence as the Library Committee may direct.
 - e. serve as Chair in the Chairperson's absence or inability to serve.
- 3) The Treasurer shall
 - a. maintain a checking account for the purpose of meeting the Library's current operating expenses and reimbursing the Town for services.
 - b. review and update authorized signatures on all treasury accounts as necessitated by changes in Committee Officers/Library Director
 - c. keep a record of the Library's expenditures and budget allocation balances and report these to the Committee quarterly.
 - d. deposit and account for contributions and other income received by the Library.
 - e. arrange for yearly review of Trust performance and special reviews as requested by the Committee.
 - f. prepare a financial statement of the Library's income and expenditures for inclusion in the Committee's Annual report for the Annual Town Report.

Section 5. Meetings

Regular meetings of the Committee shall be held monthly in accordance with State law regarding public meetings. Special meetings may be called by the Chairperson or by a majority of the members provided reasonable notice is given. Notice of all Committee meetings shall be given as requested by law, and all such meetings shall be open to the public except as otherwise provided by law. No business may be conducted by the Committee except at a duly called and noticed meeting or without a quorum consisting of a majority (at least three of five), of the Committee.

The order of business at regular meetings shall be as follows:

- 1) Announcements/introductions/determination of a quorum
- 2) Public comment
- 3) Reports
 - a. Secretary's Report
 - b. Treasurer's Report and Warrant
 - c. Director's Report
 - d. friends' Liaison report
 - e. Select Board Liaison Report
- 4) Old (unfinished) business
- 5) New business
- 6) Other Business
- 7) Upcoming events

Section 6. Participation, Voting and Decisions

- A) The business of the Committee shall be conducted in accordance with Robert's Rules of Order.
- B) A quorum shall consist of three of the five members. Any action of the Committee shall require the affirmative vote of a majority of the members (at least three of five members). A member must be physically present to cast a vote.
- C) All final decisions shall be in writing and shall become part of the Committee's permanent record.

Section 7. Conflict of Interest

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

Section 8. Amendments

Amendments to these by-laws may be proposed for consideration at any regular meeting. They may be adopted by two-thirds vote at the next regular meeting of the Committee after notice of the proposed amendment.

Historical Note: These bylaws, revised/adopted from original 10/10/2001 bylaws and from drafts of November 2014 and February, March, May, July, September 2015 drafts, were approved as revised at the October 27, 2015 Library Committee meeting. Lash moved to approve as revised/written; Kumble second; no discussion; unanimously (4-0, Lash, Monroe, Kumble) approved. Copies sent to Stacey Parra, Rockport Exec. Sect. and to Bill Chapman, Select Board Chair. Library Committee By-Laws approved July 10, 2019 Shaw moved to approve as written, Chapman second; no discussion; passed unanimously.

Approved by the Library Committee on July 10, 2019
Approved by the Select Board on September 9, 2019

Action Items

- c. Approval of Relocation of the Mary Lea Park Sign

Manager's Comments: Action item

The Parks and Beautification Committee has requested that the May Lea Park sign be moved from its current location at the base of the park to the Central Street side of the park. I felt that this was an issue on which the Board should discuss and take action.

Suggested Motion:

If the Board wishes to have the sign moved: **I move the Board direct the Manager to have the Mary Lea Park sign relocated to the Central Street side of the park.** (Or other appropriate language after discussion.)

If the Board does not want to move the sign, no motion is needed.

Action Items

- d. Authorize Manager to Sign Agreement for Case Loader

Manager's Comments: Action item

According to the Town's attorney, our purchasing policy and banking regulations do not authorize the Manager, acting as Treasurer, to enter into lease-purchase agreements for items over \$100,000 in value. As such, the Board must approve these acquisitions. The motion language below (crafted by the attorney) is needed by the bank in order for the Town to move forward with this acquisition.

Suggested Motion:

- I move:** (1) That a Capital Acquisition Project (the "Project") consisting of the Lease of a new Case Loader 621G Wheel Loader, Serial #JEEN0621VKF247231, is hereby approved; and
- (2) That the financing for the Project in the principal amount of \$130,500 is awarded to Androscoggin Bank at an interest rate of 3.13%; and
- (3) That the Town Manager is hereby authorized to execute a Lease Purchase Agreement, Lease Number 5319006374, and all other documents reasonably necessary to accomplish the purpose of this vote in his capacity as Town Manager or in his capacity as Town Treasurer, as the documents may require; and
- (4) That the Select Board hereby confirms its determination that the term of the Lease does not exceed 120% of the economic life of the Project.
- (5) That said Lease is hereby designated a "bank qualified tax-exempt obligation" of the Town for the 2019 calendar year under the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Action Items

- e. Approval of Special Town Meeting Warrant (by Referendum)

Manager's Comments: Action item

Any town meeting when the voters are asked to gather and vote on an article of town business that is not the annual budget meeting is called a “special town meeting”. Additionally, any town meeting (annual or special) must have a warrant. There are two articles for the special town meeting warrant for November 5, 2019: the election of a moderator and the infrastructure bond article. The warrant was drafted by the Town’s attorney’s along with the Town Clerk.

Suggested Motion:

I move the Board approve the Special Town Meeting Warrant for November 5, 2019 as presented.

**TOWN OF ROCKPORT
SPECIAL TOWN MEETING WARRANT
TUESDAY, NOVEMBER 5, 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 Rockport, on Tuesday, the 5th day of November, 2019 at 8:00 o'clock in the forenoon to 8:00 o'clock in the evening to vote on Articles 1 and 2.

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

Article 2. Shall the Town:

(1) Approve the design, planning, preparation, construction, equipping, purchase, and/or acquisition, including all expenses reasonably related thereto, of the following types of projects located throughout the Town of Rockport, Maine: (a) paving of Town ways, streets, and roads; (b) sidewalk construction and reconstruction; and (c) public facility capital infrastructure improvements, all to be located in a variety of areas throughout the Town (collectively, the "Projects");

(2) Appropriate a sum not to exceed \$1,632,000, plus any additional premium, for the Projects; and

(3) To fund the appropriation, authorize the Treasurer and Chair of the Select Board to issue, at one time or from time to time, general obligation securities of the Town of Rockport, Maine, including temporary notes in anticipation of the sale thereof, in an aggregate principal amount not to exceed \$1,632,000, plus any additional premium, with the discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, premium(s), call(s) for redemption(s), form(s), and other details of said securities, including execution and delivery of said securities against payment therefore, and to provide for the sale thereof, to be delegated to the Treasurer and the Chair of the Select Board?

FINANCIAL STATEMENT

Total Town Indebtedness:

| | |
|--|---------------------|
| A. Bonds outstanding and unpaid: | \$ 4,073,985 |
| B. Bonds authorized and unissued: | \$ 4,500,000 |
| C. Bonds to be issued if this Article is approved: | <u>\$ 1,632,000</u> |
| Total | \$10,205,985 |

Costs:

At an estimated interest rate of 2.2% for an estimated 10-year maturity, the estimated costs of this bond issue will be:

| | |
|---------------------|--------------|
| Principal: | \$ 1,632,000 |
| Interest: | \$ 265,991 |
| Total Debt Service: | \$ 1,897,991 |

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 nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

_____,
William S. Post, Treasurer
Town of Rockport

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

Budget Committee Votes: __ For, ____ Against, ____Abstain RECOMMEND

Given unto our hands the 9th day of September, 2019.

Debra Hall, Chair

Denise Kennedy-Munger, Vice-Chair

Douglas Cole

Jeffrey Hamilton

Mark Kelley

Attest:

Linda M. Greenlaw, Town Clerk

Action Items

- f. Consider Appointment to RES Redevelopment Committee

Manager's Comments: Action item

The two Select Board liaisons to the RES Redevelopment Committee have not been approved by the Board and should. The recommendations are:

- Douglas Cole Select Board Liaison
- Debra Hall Select Board Liaison

In addition, the Town has received applications from the following six individuals to serve on the RES Redevelopment Committee:

- Mary Stevens – 9 Huse Street
- David Jackson – 10 West Street
- Janet Hall – 24 West Street
- Allen Mitchell – 175 Main Street
- Amanda Dwelley – Beech Hill Rd property owner
- Dana Smart – 22 West Street

The committee bylaws have three positions for individuals with economic development, real estate and/or banking experience and one position for a neighborhood representative.

In addition, one representative from the Recreation Committee and Parks and Beautification Committee will serve. Haunani Wallace has agreed to be the representative from the Parks and Beautification Committee so she should be appointed as well.

Suggested Motion:

I move the Board appoint _____ (from the list above) to serve on the RES Redevelopment Committee.

I move the Board appoint Haunani Wallace to the RES Redevelopment Committee.

APPLICATION FOR COMMITTEE SERVICE

Town of Rockport • 101 Main Street • Rockport, ME 04856

Name: Mary Stevens

Home Address: 9 Huse St. Work Address: _____

Mailing Address (if different): _____

Phone Number: (Home) _____ (Work) 831-521-0734

E-mail Address: marystevens05@^{cell:}hotmail.com

Committee you wish to serve on: RES Development Committee

Why do you want to serve on this committee?

The RES property is an exciting
piece of land that could be developed
into a place where community meets.
It could also draw visitors to Rockport
which might add to the City's renown & tax base.
I'd like to be a part of that venture.

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

30 years in the construction industry, URS Corp &
Granite Construction, in RFG, RFP, Proposal management
and marketing. Also have managed
Construction/public information programs
for high visibility projects. I am a writer &
Photographer.

Land Use philosophy: (if applicable)

I suppose my land use philosophy is
mixed use, blend community needs
with commercial while preserving the natural
beauty of the area,

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

1. Promote the involvement of the community in this project as much as possible.
 2. Solicit the creativity of the experts so that the community/committee can sift through as many options as possible to choose the best.
- Are you interested in serving on other committees? Yes for Rockport.
Possibly.

Interview comments:

Appointment Date: _____

APPLICATION FOR COMMITTEE SERVICE

Town of Rockport • 101 Main Street • Rockport, ME 04856

Name: DAVID P. JACKSON

Home Address: 10 WEST ST. Work Address: SAME

Mailing Address (if different): P.O. BOX 760

Phone Number: (Home) 267-542-5801 (Work) SAME

E-mail Address: dpjackson@roadrunner.com

Committee you wish to serve on: RES REDEVELOPMENT COM.

Why do you want to serve on this committee?

I THINK THE DISPOSITION OF
THE RES PROPERTY IS THE MOST
IMPORTANT DECISION THE TOWN WILL
MAKE IN THE NEXT SEVERAL YEARS,

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

I SERVED ON THE RES COMMITTEE
THAT WAS IN EXISTENCE ABOUT
10 YEARS AGO.

DIRECTOR OF HARBOR PARK &
AMPHITHEATRE

Land Use philosophy: (if applicable)

THE PRESERVATION OF GREEN
SPACE.

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

PRESERVE THE PLAYING FIELDS.
AN APPROPRIATE DEVELOPMENT
THAT WILL SERVE AS THE
GATEWAY TO ROCKPORT.

Are you interested in serving on other committees?

I SERVE ON LIBRARY ROCKPORT

Interview comments:

Appointment Date: _____

APPLICATION FOR COMMITTEE SERVICE

Town of Rockport • 101 Main Street • Rockport, ME 04856

Name: Janet Hall

Home Address: 24 West St. Work Address: 229 Commercial St.

Mailing Address (if different): _____

Phone Number: (Home) 236-6737 (Work) 701-8015

E-mail Address: janet@yachtingsolutions.com

Committee you wish to serve on: RES Development

Why do you want to serve on this committee?

I care deeply about what happens
to the property. When its
developed I want it to
benefit the town and the
neighborhood.

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

I have worked in accounting
my whole life. I am all about
how much something with cost
versus what can be made
Gross margin is always the most
important part of a decision.

Land Use philosophy: (if applicable)

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

Use of the property that
benefits the majority.

Are you interested in serving on other committees?

not at this time.

Interview comments:

Appointment Date: _____

APPLICATION FOR COMMITTEE SERVICE

Town of Rockport • 101 Main Street • Rockport, ME 04856

Name: ALLEN MITCHELL

Home Address: 175 MAIN ST Work Address: 655 WEST ST.

Mailing Address (if different): _____

Phone Number: (Home) 236-4422 (Work) 236-8528

E-mail Address: allenmar@mcormickbuilders.com

Committee you wish to serve on: R.E.S. DEV. COMM

Why do you want to serve on this committee?

INTEREST IN SEEING THAT WHAT HAPPENS
AT THAT LOCATION IS THE GATEWAY TO
ROCKPORT & DOESN'T CHANGE THE
OVERALL ENTRANCE

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

I HAVE BEEN IN THE BUILDING &
DEVELOPEMENT BUSINESS FOR 47 YEARS
& FEEL I CAN OFFER GOOD INPUT. ALSO,
HAVE SERVED ON RKPT BLDG COMM FOR TOWN
OFFICE, OPERA HOUSE PROJECT, TOWN GARAGE, & HARBOR
MASTER BUILDING & FIRE STATION PROJECTS

Land Use philosophy: (if applicable)

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

I FEEL THE RECREATION VIEW POINT IS
POSSITIVE FOR A COMMUNITY OUTLOOK & CONCERNED
ON IDEA'S FOR COMMERICIAL & RESIDENTIAL
IDEA'S DISPLAYED

Are you interested in serving on other committees?

ALREADY ON CAP. IMPROVEMENT & INTERESTED
IN W. RPT FIRE STA. COMMITTEE WHEN FORMED

Interview comments:

Appointment Date: _____

APPLICATION FOR COMMITTEE SERVICE

Town of Rockport • 101 Main Street • Rockport, ME 04856

Name: [Amanda Dwelley](#)

Rockport Address: [Parcel ID 013-100 on Beech Hill Rd \(purchased in August 2019; planning to build\)](#)

Mailing Address (if different): [38 Limerock St, Camden ME 04843](#)

Phone Number: (Home) [207-706-9357](#) (Work) [802-448-2992](#)

E-mail Address: adwelley@gmail.com

Committee you wish to serve on: [RES Redevelopment Committee](#)

Why do you want to serve on this committee?

[I am a new Rockport taxpayer \(but long-time admirer of the town\) and want to get involved in local planning and development discussions to help the town meet its Planning and Community Development mission and goals.](#)

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

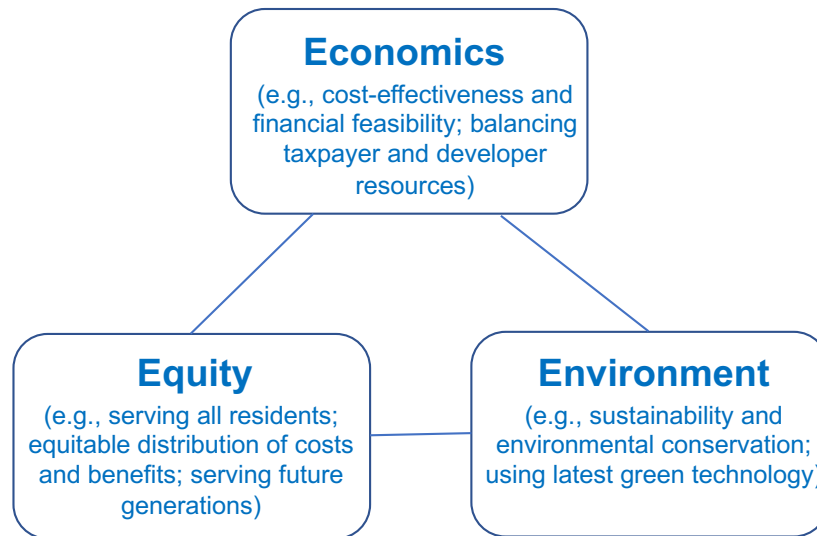
[I hold a Master's Degree in City & Regional Planning \(from the University of North Carolina at Chapel Hill\), where I focused on affordable housing development and finance \(and studied other dimensions of planning and development\).](#)

[I currently work in the Energy Efficiency industry as a research consultant to electric and natural gas utilities. In this role I manage large research projects to improve uptake/adoption of energy efficiency solutions. My work is much more on the "people side" \(needs, barriers and levers to adoption\) than the technology side. We also think a lot about equity and the distribution of costs and benefits.](#)

[As a researcher and consultant, I am trained to **ask questions** about other people's goals and objectives \(e.g., my clients or customers\) and take them as my own in a project – i.e., empathize and uphold their perspective. I'd like to believe I'd take this approach as a committee member.](#)

Land Use philosophy: (if applicable)

[I don't have/uphold a particular philosophy. In development, as in many decision-making processes, there are competing priorities, and it's typically not realistic to expect a project or plan to fulfill all of them 100%. I see it as a triangle of trade-offs to balance:](#)



Different stakeholders in any project will have different objectives and perspectives on the “Economics” (cost, benefits, feasibility of a project), “Equity” implications (who it serves; who benefits) and “Environment” and conservation. All of these perspectives are valuable for evaluating a project, and achieving the right balance will help with community buy-in and project success. As a committee member I would seek to understand all perspectives, ask good questions, and help achieve a balance that best-serves the community and project stakeholders, in keeping with the Town of Rockport’s mission and Comprehensive Plan.

Are there objectives you wish to see accomplished?

No specific objectives.

Are you interested in serving on other committees?

I’m open to serving on whatever committee is the best-fit for my training/skillset/interests, subject to constraints in my work schedule (only available in the evening). Energy-related committees may also be a good fit.

Interview comments:

Appointment Date: _____

APPLICATION FOR COMMITTEE SERVICE

Town of Rockport • 101 Main Street • Rockport, ME 04856

Name: DANA START

Home Address: 22 WEST ST. Work Address: 33 PARK ST SUITE 101 ROCKLAND, ME 04841

Mailing Address (if different):

Phone Number: (Home) 333-0655 (Work) 596-0707

E-mail Address: GOODIMPRESSIONS99@GMAIL.COM

Committee you wish to serve on: AES REDEVELOPMENT COMMITTEE

Why do you want to serve on this committee?

I WANT TO SEE THAT THIS IS DEVELOPED THE BEST WAY POSSIBLE. WHATEVER
GOES IN THERE, MAKE IT SO IT FITS IN THAT AREA AND PRESERVES THE
CHARACTER OF THE NEIGHBORHOOD. BE ABLE TO GET THE
MOST TAX DOLLARS THAT CAN BE OBTAINED FOR THE
TOWN.

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

Land Use philosophy: (if applicable)

COMMON SENSE DEVELOPMENT THAT WILL GENERATE
REVENUE FOR THE TOWN

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

TO BE ABLE TO SEE THE PROPOSALS COMING IN AND WHATS OUT THERE
FOR IDEAS AND MAKE THE BEST DECISION, AS FOR TO WHICH
ONE TO PICK TO PUT IN FRONT OF THE VOTERS. DO WHAT IS BEST
FOR THE TOWNS PEOPLE TO MAKE THE GATEWAY APPEALING TO REGION.

Are you interested in serving on other committees?

NO

Interview comments:

Appointment Date: _____

Discussion Items

- a. Review Honorary/Memorial Bench Program Policy

Manager's Comments: Discussion item

Staff drafted this policy to provide the guidelines for the Honorary/Memorial Bench Program. The Parks and Beautification Committee reviewed the draft policy at their meeting on September 4th and recommend the Board approve the policy as submitted.

Suggested Motion:

I move the Board approve the Honorary/Memorial Bench Program Policy as presented.

Honorary/Memorial Bench Program Policy

DRAFT



Rockport, Maine – September 2019

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1. INTRODUCTION

The Town of Rockport has established an Honorary/Memorial Bench Program to create a lasting tribute for family and friends while enhancing our community.

The dedication plaque that will be affixed to the bench backs and will feature the headline “In Honor Of” or “In Memory Of”, or words of your choosing not to exceed 28 characters. Donors can choose one of these phrases. The next two lines will hold a maximum of 28 characters each; if desired, with person or persons being memorialized or honored. Text is subject to approval in the application process. The middle line will identify who is being memorialized and the last line will identify the sponsor or donor.

There can only be one plaque per bench. A plaque will be displayed for ten years from the date of purchase and at the conclusion of the 10 years a new plaque must be purchased for continued participation in the program.

If you would like to sponsor or dedicate a bench placed in a park or open space, you can rent a bench with a plaque and the Town of Rockport will maintain it as a public bench.

The cost to rent a bench and display a plaque is \$5,000 for a ten (10) year (continuous) period.

The number of benches in each park or open space will be limited as determined by the Rockport Parks and Beautification Committee. New dedicated benches will in many places replace existing benches to provide a consistent bench program throughout the town. The current limits determined by the Committee are:

Marine Harbor Park: 14

Mary Lea Park: 4

Goodridge Park: 2

Memorial Park: To be determined

Walker Park: 2

Library Open Space: To be determined

This is consistent with the current number of benches located in our parks.

2. THE APPLICATION PROCESS

The Rockport Parks and Beautification Committee reserves the right to approve applications, with the criteria being satisfactory demonstration of association with the Town of Rockport.

A copy of the application is included. On your application please note your desired plaque wording.

Return the application to:

Rockport Town Office
101 Main Street
Rockport, Maine. 04856

The application will then be forwarded to the Rockport Parks and Beautification Committee for review; you will be notified if your request is approved. At that time, you will be requested to send a deposit check for \$1,000, made out to Town of Rockport Memorial Bench Program at the above address. After the bench is delivered, you will be invoiced for the remaining payment of \$4,000.

Each donor is limited to one application. If there are more applications than spaces available, the Rockport Parks and Beautification Committee will choose applications by lottery.

In the spring of the 10th year, the owner will be notified and offered the opportunity to have the plaque displayed for 10 more years at a cost to be determined by the Rockport Parks and Beautification Committee and Select Board. Donors who do not wish to continue displaying the plaque may ask to have the plaque returned to them during the winter of the 10th year.

Donors will be responsible for keeping an active address on file with the Rockport Town Office. Donors who fail to respond to a maintenance/renewal notice within 90 days will forfeit their right to their plaque location.

The Town reserves the right to terminate the memorial bench program at any time, returning the plaques to their donors and refunding maintenance monies on a prorated basis.

Please be advised the Town of Rockport is not responsible for the replacement of benches or plaques in the event of loss due to vandalism or Acts of God including and not limited to coastal storms, hurricanes, floods, etc.

Again, thank you for your interest in our Program and your participation will enhance our recreational areas and afford the public to sit and enjoy our exceptional views.