

**- PUBLIC MEETING -**  
**Rockport Select Board**

Tuesday, October 15, 2019 – 6:30 p.m.

Geoffrey C. Parker Room

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

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**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, September 23, 2019

**VI. Action Items**

- a. Consider Appointments to RES Redevelopment Committee
- b. Approve Harbor Fee Schedule and Marine Park Rental Fees
- c. Approve Conservation Commission Committee Bylaws
- d. Approve Creation of Comprehensive Plan Committee
- e. Approve Opera House fee schedule
- f. Presentation from Parks and Beautification Committee and Approval of Requests
- g. Accept Shore and Harbor Grant

**VII. Discussion Items**

- a. Discuss Donation for Alternate 1 Design for Library Lower Level

**VIII. Announce Future Meetings, Office Closures, Etc.**

- October 14, 2019 – Town Office Closed – Indigenous Peoples' Day (formerly Columbus Day, name changed per State law)
- October 28, 2019 – Select Board Meeting
- November 12, 2019 – Regular Select Board meeting (Tuesday)

**IX. Select Board Liaison Reports**

**X. Executive Session**

- a. Convene in Executive Session pursuant to 1 M.R.S. Section 405(6)(E) to discuss a legal matter.

**XI. Adjournment**



## Town of Rockport, Maine

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### **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](mailto:wpost@rockportmaine.gov)

### **Diane Hamilton, Executive Assistant and General Assistance Administrator**

Email: [dhamilton@rockportmaine.gov](mailto:dhamilton@rockportmaine.gov)

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## **Town Manager's Report & Update October 9, 2019**

### **Regional Planning**

You may be aware that Knox County towns have been served by the Midcoast Regional Planning Commission (MCRPC) for decades until recently. The MCRPC has had difficulty hiring a new director for many months and is essentially no longer operating. The Midcoast Economic Development District (MCEDD) can provide the same services that MCRPC formerly provided and has provided a proposal to Knox County for these services. In addition to the planning services, MCEDD also provides access to federal funds through the EDA and the Norther Border Grant Program. MCEDD is a member organization and the Town of Rockport is a member by paying its dues to MCEDD. The proposal from MCEDD to Knox County is that the county pay the dues for all the towns within Knox County and thus, every town would be a member and enjoy the services that MCEDD provides. If this is approved as part of the county budget, Rockport will continue to be a member of MCEDD, but not pay an annual membership fee.

### **Personnel Changes**

*Public Works* – Glen Adolphsen, formerly a part-time snowplow operator with the Town, has been hired to fill the recently vacant full-time position in Public Works.

*Codes, Planning & Assessing* – Mandy Marriner-Everett has been hired for the temporary part-time administrative assistant position for Codes, Planning and Assessing. She will work 24 hours per week for the foreseeable future.

*Police Department* – Jonathan Poole has been hired as a full-time police officer Jonathan has completed Phase I & II of the Maine Criminal Justice Academy Pre-Service training. He can complete Phase III as part of his on the job training during filed training with staff from Rockport PD and will attend the Criminal Justice Academy likely next fall.

Welcome to all three!

### **Wastewater I/I Study**

We are almost complete with the I/I basement study. There are 15 inspections that the CEO/LPI needs to complete, but being short staffed in the office, and this being the busiest time of the year, he has not been able to complete these.

The Town of Camden bills us quarterly, and we do not have the most recent information at this

point. We have reached out to see if they can provide the numbers to us earlier. It will take some time to see if our inspections had an impact or not, as you would expect to see a trending decrease, not something that could be considered a one-time decrease. At this point most of the problems that we found were located at places where their wastewater would have been sent to the Camden Treatment Plant, which means once the problems are corrected we should see a decrease in what we are sending to the Camden Wastewater Treatment Plant.

As we receive more data, we will continue the analysis and provide the findings to the Board.

### **MDOT Meeting**

Planner Bill Najpauer and I met with MDOT Region 2 planner Steve Cole to discuss projects in Rockport and future ideas/concerns, as well as the potential for a land swap of the MDOT property on West Street (Route 90). Mr. Cole discussed the potential land swap with his managers and the informed us that MDOT is not interested in a land swap or sale of the property. They intend to keep that property.

### **LED Streetlight Project**

We are making progress with the LED Streetlight Project. The inventory has been completed by Realterm Energy and compared to CMP's inventory list. There are some differences, but CMP will not provide what those differences are until a purchase and sales agreement is executed. There is a mixture of lights in town, including 150 radial wave lights that were termed "decorative" when they were first installed and the reminder of the lights are cobra-heads, which is the basic type of streetlight.

The next steps in the project include choosing an installer and choosing the type of fixture. The towns involved in the project are meeting next week to discuss the installer, as there is an economy of scale if we can all choose the same installer. At the Board's October 28<sup>th</sup> meeting, I will have a recommendation for the installer, and I will ask the Board to choose the light fixtures (decorative or cobra-head, or a mix). I will have all the cost comparisons at that point. After these decisions are made, we can continue to move forward with a purchase and sales agreement.

### **Department Reports**

Department Reports are now being prepared on a monthly basis and will be placed in the Select Board members boxes at the Town Office for your information. It is hoped that these reports will provide you with information and activity from each department so that you are well-informed.

## **Consent Agenda**

- a. Meeting Minutes

**Manager's Comments: Action item**

***Suggested Motion:***

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

**ROCKPORT SELECT BOARD  
MEETING MINUTES  
MONDAY, SEPTEMBER 23, 2019  
6:30 P.M.**

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

Present: Chair Debra Hall, Vice Chair Denise Kennedy-Munger, Douglas Cole, Jeffrey Hamilton and Mark Kelley. Also, present: William S. Post, Town Manager, Police Chief Randy Gagne and members of the public

I. CALL MEETING TO ORDER – Chair Hall called the meeting to order at 6:31 p.m.

II. PUBLIC HEARING

- a. Public Hearing to give interested members of the public an opportunity to comment on the Amendments to the General Assistance Ordinance Appendices A-D effective October 1, 2019

Chair Hall opened the Public Hearing at 6:32 p.m.

Town Manager Post stated that each year the Town needs to update the maximum amounts allowed for basic needs for General Assistance that are provided by DHHS. He explained how the numbers are arrived at.

Chair Hall asked for public comments. Hearing none, she asked for Board comments and hearing none closed the Public Hearing at 6:34 p.m.

III. TOWN MANAGER'S REPORT/UPDATE

The Town Manager stated that on Tuesday and Wednesday he would be conducting interviews for an administrative assistant for the Code Office, Planning Office and the Assessor's Office.

The executive assistant has input draft edits to the Opera House Rental documents. The Manager will work more with the Opera House Manager and give him administrative support so that he can work on marketing the Opera House. The new fee schedule has not been implemented yet.

The roadside cleanup will be held on September 26<sup>th</sup> and 27<sup>th</sup>.

Board Member Kelley stated that perhaps the chief could extract any complaints the department has received from short term rentals.

Chair Hall agreed that it was a good suggestion. If agreed on by the Board, we could put something on Facebook where residents can comment on short-term rentals.

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Board Member Kelley asked when the Police Department is going back to two cars. He stated that it was decided to do so at a budget meeting. Police Chief Gagne stated that was news to him. The Police Department did not buy a new vehicle this year and retained the older one to use for going to trainings and for a back-up vehicle when one of the primary cruisers is in for service.

Board Member Kelly stated that he believes that it was agreed upon to go to only having two cars.

Town Manager Post stated that he would check into it.

IV. PUBLIC INPUT ON NON-AGENDA ITEMS – None this meeting

V. AMENDMENTS TO THE AGENDA

The Board agreed to remove item b “Meeting Minutes” off the consent agenda for discussion.

VI. CONSENT AGENDA

a. Adopt the General Assistance Ordinance

**Board Member Hamilton moved that the Board approve the consent agenda as presented which only includes the General Assistance Ordinance. Board Member Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED**

b. Meeting Minutes

- August 12, 2019

Chair Hall stated that there are several corrections to the minutes. They are as follows: page 4, first paragraph under update on EMS, third sentence add “Chair and Vice Chair” after “Select Board;” page 5, second sentence delete the extra “s”; fourth paragraph from the bottom, first sentence change “hat” to “that” and change “\$10000,00 to \$100,000;” and page six next to the last sentence add “annual before meeting.”

**Vice Chair Kennedy-Munger moved to approve the minutes of the August 12, 2019 Select Board meeting as amended. Board Member Cole seconded the motion. VOTE: 5 FOR – 0 OPPOSED**

- September 9, 2019

Board members agreed to make the following amendments to the minutes: page one, half way down the page change “Manager” to “Chair”; third sentence from the bottom change “Town” to “harbor”; next sentence change “a good one and not too loud” to “well attended and the volume levels were not an issue”; page 3 fourth paragraph from the bottom, second sentence change “financial” to “financially”; page 4 first paragraph under item b second sentence delete the sentence and replace it with “They need to be consistent and that if the committee needs Board

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approval of the bylaws initially, then Board approval must also be necessary for amendments”; also delete the last sentence; page 7 first paragraph after “issues” there is an extra “s” ; after the word “arrangement” add “at the corner of Route 1 and Pascal Avenue”; and in the motion add “4 before FOR.”

**Vice Chair Kennedy-Munger moved to approve the minutes of the September 9, 2019 meeting of the Select Board as amended. Board Member Hamilton seconded the motion. VOTE 4 FOR – 0 OPPOSED – 1 ABSTAINED (KELLEY)**

Board Member Cole suggested that the Board change the format of the minutes to be the motions and votes only. The meetings are livestreamed, and he does not feel that it is necessary for full minutes. They are not as accurate. The Board had a discussion and it was decided to not change the format of the minutes.

**VII. ACTION ITEMS**

**a. Approval of Planning Board Bylaws**

Town Manager Post stated that the bylaws now include waivers on page eight.

Chair Hall stated that the format is great, but there are a couple of typos. Page one first paragraph the if has an extra underline between ensure and fair; next paragraph change “Boars” to “Board”; page 3, “e” underlined, “s” in “workshops” needs to be deleted; page 5, number 5 there is an extra underline before “public”.

**Board Member Hamilton moved to approve the Planning Board Bylaws as amended. Board Member Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED**

**VIII. DISCUSSION ITEMS**

**a. Fireworks Complaint**

Town Manager Post stated that the Town had received a complaint in August about fireworks. The Town operates under the state guidelines which allows fireworks to be set off between the hours of 9 a.m. and 10 p.m., with exceptions on July 4<sup>th</sup> and December 31<sup>st</sup>.

Resident Susan Sinclair provided public comment. She stated that the event that was the reason for her complaint occurred in August. Rockport is becoming more densely populated and the loud explosive noise is bothersome to the elderly, sick people, and animals. She likened the sound to an “AK-47” assault rifle. She expressed her concern and would like to see an ordinance to ban fireworks.

Police Chief Gagne stated that he did some research and there are two different ways of identifying complaints in the police records. One is “narrative” which are responses to a report of a gun being discharged when in fact it was fireworks and the other is “fireworks” with very



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few complaints. Over the past five years, there have not been any injury reports relating to fireworks. Camden and other towns do have ordinances which require a permit to use fireworks.

There was Board discussion about looking at neighboring towns and what they are doing. It was suggested that a workshop could be held, though it was also noted that no one else has complained or provided comment at the meeting.

Chief Gagne stated that one should be a good neighbor and let their neighbors know when they are going to have fireworks and maybe invite them to be a part of the event.

Resident Sinclair stated that the neighbors were fine and that it was the golf course that was the issue. She said she needs the Board's help with this issue.

Board Member Kelley stated that one of the biggest complaints was in how a department head handled the situation.

Board Member Hamilton stated that perhaps the Town Manager could offer to get a copy of ordinances from neighboring towns for review and to distribute copies to the Board. The Board agreed that this was a good next step.

Chair Hall suggested that the Town could also ask for comment on its Facebook page.

b. C-R Pathways Committee Update

C-R Pathways Committee Chair Scott gave a presentation on the plans that the committee has developed for the next five to ten years for Rockport (See attached)

IX. ANNOUNCE FUTURE MEETINGS, OFFICE CLOSURES, ETC.

- September 30, 2019 – Pre-Budget Workshop 6:00 p.m. (Dinner at 5:30 p.m.)
- October 2, 2019 – Town Clerk's Office Closed – Training
- October 8, 2019 – Safety Training Town Office Closed – 8:00 a.m. to 11:00 a.m.
- October 14, 2019 – Town Office Closed – Indigenous Peoples' Day
- October 15, 2019 – Regular Select Board Meeting – (Tuesday)

X. SELECT BOARD LIAISON REPORTS

Board Member Cole stated that the Planning Board will meet on Wednesday, the Library Committee on Thursday and the Investment Committee in October.

It was discussed to have Haunani Wallace come to the meeting next month to give an update on the Parks and Beautification Committee's work.

Vice Chair Kennedy-Munger stated that the ZBA met for four plus hours on the library building permit appeal and will be meeting again on the 17<sup>th</sup> of October for a decision on the appeal. The Opera House Committee discussed the new approved fee schedule and the air conditioner.

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House Manager Weber needs more help with that paperwork so he can focus more on marketing the Opera House. Legacy Rockport met and is making plans for a celebration in March of 2020 to celebrate the State of Maine's bicentennial, as well as overseeing projects at Simonton Corners, Rockville Chapel and the lime kilns and locomotive in Harbor Park.

Board Member Hamilton stated that the Board had already heard an update on the Pathways Committee. The Harbor Committee will meet next week.

Board Member Kelley stated that the Conservation Commission will meet on the 5<sup>th</sup>.

Chair Hall stated that this Wednesday the MCSWC Finance Committee members will meet to discuss the investments. The MCSWC investments received \$16,000 in interest in the last few months. She discussed the return of the PERC funds and that Camden and Rockport are interested in turning over their share to MCSWC, but other towns are not.

XI. EXECUTIVE SESSION

- a. Discussion with Town Counsel pursuant to 1 M.R.S. Section 405 (6) (E) to discuss legal matters

**At 8:10 p.m., Board Member Cole moved to enter Executive Session with Town Counsel pursuant to 1 M.R.S. Section 405 (6) (E) to discuss legal matters. Board Member Kelley seconded the motion. VOTE 5 – FOR – 0 OPPOSED**

**At 8:52 p.m., Board Member Kelley moved to exit Executive Session. Board Member Hamilton seconded the motion. VOTE: 5 FOR - 0 OPPOSED**

XII. ADJOURNMENT

**Board Member Kelley moved to adjourn the meeting at 8:52 p.m. Board Member Hamilton seconded the motion. VOTE: 5 FOR – 0 OPPOSED**

Respectfully submitted,

LINDA M. GREENLAW  
TOWN CLERK as RECORDING SECRETARY

## **Action Items**

- a. Consider Appointments to RES Redevelopment Committee

### **Manager's Comments: Action item**

The Board previously met the following candidates for this committee: Allen Mitchell, Amanda Dwelley, David Jackson, Janet Hall and Mary Stevens. New applications since were received from Dyke Messler, Martin Cates, Eric Boucher, and Sarah Greer.

The RES Redevelopment Committee consists of the following:

Town Manager – Ex-Officio  
Finance Director – Ex-Officio  
Planner – Ex-Officio

(2) Select Board Members – Debra Hall and Douglas Cole appointed on September 9, 2019

(1) Parks and Beautification Committee Member – Haunani Wallace appointed on September 9, 2019

(1) Recreation Committee Member – no volunteer yet

(3) Citizens with Finance/Banking, Real Estate and/or Economic Development background

(1) Neighborhood member

### ***Suggested Motion:***

**I move the Board appoint (choose 4 from the list below including one “neighbor” representative) to the RES Redevelopment Committee.**

Candidate List:

Allen Mitchell

Amanda Dwelley

David Jackson

Janet Hall

Mary Stevens

Dyke Messler

Martin Cates

Eric Boucher

Sarah Greer

Piane Hamilton

## APPLICATION FOR COMMITTEE SERVICE

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

Name: Duke Messler  
Home Address: 135 Mountain Arrow Dr. Work Address: —  
Mailing Address (if different): PO Box 595 Camden  
Phone Number: (Home) 207 236 4003 (Work) 207 691 3523  
E-mail Address: josephmessler1@gmail.com  
Committee you wish to serve on: RCS Redevelopment.

Why do you want to serve on this committee?

I have over 40 years of experience in  
building remodeling and restoration as  
well as new construction. I feel that  
my experience can be useful in developing  
a solution for the former RCS property.

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

See above

Land Use philosophy: (if applicable)

**APPLICATION FOR COMMITTEE SERVICE – continued**

Are there objectives you wish to see accomplished?

I hope that this project can be a gateway into Rockport. I see this as a multi-use project with possibly some sort of town component.

Are you interested in serving on other committees?

No

Interview comments:

Appointment Date: \_\_\_\_\_

# APPLICATION FOR COMMITTEE SERVICE

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

Name: MARTIN CATES

Home Address: CAMDEN Work Address: ROCKLAND

Mailing Address (if different): 8 PLEASANT RIDGE DR

Phone Number: (Home) — (Work) 207-596-3380  
CELL

E-mail Address: MARTIN@CATECRE.COM

Committee you wish to serve on: RES REDEVELOPMENT

Why do you want to serve on this committee?

AFTER MEETING WITH THE GROUP EARLIER  
THIS YEAR, AND WITH DON, DEWIS, DEBRA  
SEPARATELY, I LIKE THE ENERGY OF THIS  
PROJECT. INTEREST IN OUR REGIONAL  
COMMUNITY.

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

RESIDENTIAL AND COMMERCIAL REAL ESTATE  
FOR 27 YRS. BUSINESS OWNER

Land Use philosophy: (if applicable)

THAT WHICH SERVES THE COMMUNITY  
BEST

**APPLICATION FOR COMMITTEE SERVICE – continued**

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Are there objectives you wish to see accomplished?

*Community Betterment*

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Are you interested in serving on other committees?

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Interview comments:

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Appointment Date: \_\_\_\_\_

# APPLICATION FOR COMMITTEE SERVICE

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

Name: Eric Boucher

Home Address: 400 Park St, Rockport ME 04856 Work Address: 17 Walnut St, Rockland, ME 04841

Mailing Address (if different): PO Box 47, West Rockport, ME 04865

Phone Number: (Home) 702-241-4274 (Work)

E-mail Address: eric@bergllc.com

Committee you wish to serve on: Rockport Elementary School Redevelopment Committee

Why do you want to serve on this committee?

I want to see positive development in the community

that will enhance the economic development, increase the tax base,

provide housing, and generate local job opportunities. I also feel

that this project could provide enhancement in the

public and private partnerships.

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

Numerous degrees in business and finance. I

work in the accounting industry and have considerable experience

analysing companies and projects. I have worked in

the construction industry too and understand the costs and expenses

involved. I have also owned and managed real estate.

Land Use philosophy: (if applicable)

Provide developments that enhance life, by incorporating housing,

commercial, and life spaces. I feel that public green spaces, including

community gardens is vital to any thriving community. Land should

be utilized to best practices, with minimal environmental impact.



**APPLICATION FOR COMMITTEE SERVICE – continued**

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Are there objectives you wish to see accomplished?

**Viable, positive use of the land that provides a  
enhancement to the Rockport community as a  
whole.**

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Are you interested in serving on other committees?

**I would be willing to serve on other committees**

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Interview comments:

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Appointment Date: \_\_\_\_\_

# APPLICATION FOR COMMITTEE SERVICE

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

Name: SARA GLAZ

Home Address: 17 UNION ST CAMDEN Work Address: 310 COMMERCIAL ROCKPORT

Mailing Address (if different): PO Box 321 ROCKPORT

Phone Number: (Home) 207 542 0964 (Work) 207 236 6328

E-mail Address: bleeckergrer@gmail.com

Committee you wish to serve on: RES DEVELOPMENT

Why do you want to serve on this committee?

AS A LONG TIME RESIDENT (26 yrs)  
I AM COMMITTED TO THIS AREA AND WOULD  
LIKE TO BE A PART OF FINDING THE BEST  
POSSIBLE OUTCOME FOR THIS IMPORTANT  
PARCEL OF LAND.

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

I AM A SMALL BUSINESS OWNER  
WHO BELIEVES IN BUILDING  
CONSENSUS AMONG DIFFERENT VOICES  
AS A WAY TO SUCCEED

Land Use philosophy: (if applicable)

I BRING THE PERSPECTIVE OF A PARENT  
WHOSE CHILDREN HAVE ATTENDED OUR  
PUBLIC SCHOOLS K-12. I AM KEENLY  
AWARE OF THE VALUE OF THIS PIECE OF



LAND AS IT COULD BENEFIT  
FAMILIES WITH SCHOOL AGED CHILDREN  
— OUR FUTURE

**APPLICATION FOR COMMITTEE SERVICE – continued**

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Are there objectives you wish to see accomplished?

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Are you interested in serving on other committees?

NO

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Interview comments:

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Appointment Date: \_\_\_\_\_

## **Action Items**

- b. Approve Harbor Fee Schedule and Marine Park Rental Fees

### **Manager's Comments: Action item**

The Harbor Committee voted unanimously in favor of recommending the Harbor Fee Schedule and Marine Park Rental Fees to the Select Board (4-0) at their October 3<sup>rd</sup> meeting.

Harbor Fee Schedule: Because the fees for the harbor were increased last year, there are just a few changes for 2020 including a cancellation fee. The Harbormaster's memo explains in more detail.

Marine Park Rental Fees: These fees are recommended to increase significantly, and the reasoning is explained in the Harbormaster's memo.

### ***Suggested Motion:***

**I move the Board approve the Harbor Fee Schedule and Marine Park Rental Fees for 2020 as presented.**

# Memo

**To:** William Post, Town Manager; Rockport Select board

**From:** Abbie Leonard, Harbormaster

**Date:** 10/10/2019

**Re:** Harbor Fees for 2020

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## **Harbor Fee's for 2020-**

The changes to the fee schedule are highlighted in red on the sheet provided and include:

- A "resident" "non-resident" designation for river dinghy tie-offs. The fee was previously \$125 for everyone- if approved, non-residents will be paying \$175 and residents will continue to pay \$125.
- Commercial Passenger Vessels- Went up to \$35 a night to \$40 a night to be in line with what Camden charges.
- Cancellation policy/fee- We had several last-minute cancellations this season that we were unable to re-book and represented a considerable loss in revenue. I propose we take a one-night deposit upon reservation and if the vessel does not cancel their reservation within 72 hours of arrival then they forfeit the one-night fee.

Having made significant increases (50% in some cases) in the last two years, the recommendations for changes to the Harbor Fees this year are not dramatic. As you will see from the fee comparisons from other Harbors, we continue to be right in the middle of our neighbors to the north and south.

The Harbor Committee unanimously voted to recommend the fees to Board (4-0).

## **Harbor Rental Fee's-**

Upon review of other comparable venues, it was evident that the rental fee's for Marine Park were low. It was the Committee's feeling that if the Park were to be taken up by a private event and taking away from the public use of the space, the fee should be more reflective of that impact and help off-set the cost of the Park. The fee's previously only encompassed a one-time event fee and not a per day fee (so someone could set up a tent on a Thursday evening for an event on Friday and not get it taken down until Monday and were charged the same amount as someone who set their tent up and took it down in 1.5 days). Included is a partial day charge for set-up and take-down as well. The previous damage deposit was only \$100 and that was increased to \$500 as to encourage leaving the Park as renters found it. The utilities went up to more accurately reflect actual use. The "2-hour" rental was increased to a "3-hour" rental to give renters more time to complete their event (typically wedding ceremonies).

The Harbor Committee unanimously voted to recommend the fees to Board (4-0).

I will be available for any questions or comments you may have,

Respectfully Submitted,

Abbie Leonard, Rockport Harbormaster

**Marine Park/Harbor Fees:**  
**Effective 01-01-19 to 12-31-19**

	Base Fee	Per Foot
<b>Moorings</b>		
Residents (property tax payer)	\$ 100.00	\$2.00/ft
Rental	\$ 175.00	
Non-resident	\$ 225.00	\$2.00/ft
Inner Harbor Commercial	\$ 170.00	\$2.00/ft
Inner Harbor Resident	\$ 200.00	\$2.00/ft
Inner Harbor Non-resident	\$ 300.00	\$2.00/ft
<b>Commercial Float, Parking and Skiff</b>	\$ 300.00	
<b>Commercial Boat Operator Permit</b>	\$ 300.00	
<b>Commercial Marine Service Permit</b>	\$850.00 or \$40.00/per use	
<b>Private Float</b>		
Goose River	\$ 400.00	
<b>Tie-Offs</b>		
Residents	\$ 175.00	
Non-Resident	\$ 250.00	
River dinghy location- <b>resident/non-resident</b>	<b>\$125/ 175</b>	
<b>Rack Space (includes season launch pass)</b>	\$ 100.00	
<b>Boat Ramp</b>		
Self Propelled Vessel- Resident	\$ 1.00	
Self Propelled Vessel-Non- Resident	\$ 2.00	
Res/use	\$ 4.00	
Res/season	\$ 25.00	
NR/use	\$ 5.00	
NR/season	\$ 50.00	
CH/use	\$ 40.00	
CH/season	\$ 750.00	
Season Guide	\$ 400.00	
<b>Winter Storage</b>		\$2.00/s.f.
Length x Beam except for trimaran: average of the 3 hulls x beam		
<b>Overnight Dockage</b>		
LF/night <50'		\$2.50/ft
LF/night >50'		\$3.50/ft
Rockport Residents and/or mooring holders after 5:00 when space allows		\$1.50/ft
<b>Commercial Passenger Vessels</b>	\$40.00	
<b>Cancellation Fee: Vessels 50'&lt; A minimum charge of one night shall be imposed for any reservation not cancelled with in 72 Hours.</b>		
<b>Parking</b>		
Overnight per night	\$ 8.00	
<b>Power</b>		
50 AMP	\$20.00/night	
30 AMP	\$10.00/night	



Select Board Approved 11/13/18		
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## 2020 Fees and Explanations

	Resident	Non-Resident	
Full Event day	\$600 per day	\$900 per day	
Additional Set Up/Tear Down ½ days*	\$300	\$450	
Utilities	Flat rate per rental- use of dumpsters, water, electricity, and rest rooms.		\$200
Damage Deposit	\$500 For a full Day \$75 For a 3-hour rental refundable after event, with satisfactory inspection of Marine Park		
3-Hour rental (no tents)	\$150	\$200	
		Total of lines above	
Vendors	\$100 per month		

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## OLD Fees

	Resident	Non-Resident	Total
Full day	\$350 per day	\$550 per day	
2-hour	\$100	\$125	
Utilities	Flat rate per rental- use of dumpsters, water, electricity, and rest rooms.		\$75
Damage Deposit	\$100 (refundable after event, with satisfactory inspection of Marine Park)		\$100
		Total of lines above	
Vendors	\$100 per month		

## **Action Items**

- c. Approve Conservation Commission Committee Bylaws

### **Manager's Comments: Action item**

The Conservation Commission has reviewed and approved their bylaws and they are ready for the Board's approval. The by-laws have been formatted the same as the others and include the language as directed by the Board including the requirement for minutes and that the bylaws must be approved by the Select Board.

### ***Suggested Motion:***

**I move the Board approve the Conservation Commission Bylaws as presented.**



## **Bylaws of the Rockport Conservation Commission Committee of the Town of Rockport, Maine**

### **Section 1. Purpose and Scope**

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

### **Section 2. Membership and Attendance**

The committee shall consist of seven (7) active voting members. A member of the committee shall serve for a term of three years and may be reappointed by the Select Board. If a member fails, without being excused by the Chair, to attend three meetings in a row, the Chair will notify the Town Manager of a vacancy on the committee. (person can become an Alternate and free up a full-time spot) Four members need to be present in order to form a quorum. By joining the RCC you have agreed to work in cohesive manner with other members. At least one group project will be decided on each year.

### **Section 3. Officers; Duties**

Officers of the Commission shall consist of a Chairman, Vice Chairman and Secretary and Treasurer to be chosen annually at the first regular meeting in each year by and from among Commission members unless otherwise provided by law.

The Chairman 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, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Commission to perform its duties and conduct its affairs. The chair also shall set the agenda for each meeting.

In the absence of the Chairman, the Vice-Chairman shall preside and shall have the same authority and duties as the Chairman.

The Secretary shall maintain a permanent record of all Commission meetings and all correspondence of the Commission, which shall be a public record except as otherwise provided by law. He or she shall keep the Maine Association of Conservation Commissions informed of the current names and mailing addresses of Commission members.

The Treasurer shall coordinate with the Town Finance Director so that he or she is prepared to render a report on the status of all funds under the jurisdiction of the Commission at each meeting. The Treasurer shall also recommend action on all bills received by the Commission and ensure the appropriate authorizing signatures are secured on these bills.

## **Section 4. Meetings**

Meetings shall be held each month or as otherwise necessary. Meetings may be called at the discretion of the Chair or Town Manager, or upon the request of most of the committee. Any meeting called shall be done in a manner that provides proper notice to each member and to the public. Meeting minutes shall be recorded and publicly available.

## **Section 5. Purchasing**

All proposed purchases must be presented to the committee at a monthly meeting. An Invoice will be submitted to the Chair and Treasurer to approve. Expense reports will be maintained by the Treasurer and presented at monthly meetings.

## **Section 6. Inventory**

An inventory of all equipment purchased and owned by the RCC will be conducted at the first meeting of the year. (July) The Treasurer will maintain a log of purchased goods. Reconciliation and purchases made from the RCC budget will be presented monthly.

## **Section 7. Hearings**

Public hearings of the commission shall be called as required by law or on such other occasions, as most of the Commission 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.

## **Section 8. Decisions**

All decisions of the Commission shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the commissions permanent record, and shall, required by law, include a statement of findings and conclusions and the reasons or basis therefor. All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits offered to the Commission, 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.

The Commission may reconsider any decision at the same meeting or at a subsequent meeting within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The Commission may conduct additional hearings and receive additional evidence and testimony as provided herein.

## **Section 9. Conflict with Laws**

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

## **Section 10. Waivers; Amendments**

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

Adopted by the Commission on November 10, 2001

Approved by the Board of Selectmen on July 28, 2003

Approved by the Rockport Conservation Commission Committee on April 10, 2019

Approved by the Select Board on October 15, 2019

## **Action Items**

- d. Approve Creation of Comprehensive Plan Committee

### **Manager's Comments: Action item**

Included in your materials is a description of the comprehensive plan committee and the process. It is recommended that the committee consist of 15 members including at least one member from the key town boards and committees such as the Select Board, Planning Board, Board of Appeals, Conservation Commission, and Harbor Committee (the Select Board already has two liaisons – Debra Hall and Jeff Hamilton). I recommend that the Board approve the creation of the committee and have a deadline for applications for committee members of November 30, 2019.

### ***Suggested Motion:***

**I move the Board approve the creation of the Comprehensive Plan Committee to include 15 members with membership as presented and a November 30, 2019 deadline for candidates to apply for membership.**

## **Rockport Comprehensive Plan Revision**

### **Timetable: Revised on 10/06/2019**

Fall 2019:

- Select Board creates a Comprehensive Plan Committee:
- Town staff continues to work on the plan inventory sections

Winter 2020 and throughout 2020

- Committee begins meeting in January 2020
- Committee reviews plan inventory sections. This will continue throughout 2020 until the inventory section are completed.
- Conduct Public meetings and information gathering sessions.
- Update the plan policies as per the work already completed by the Select Board and develop a land use plan.

Winter 2021

- The plan draft is completed and public review is undertaken for consideration at the June 2021 Town Meeting

### **Committee:**

The Comprehensive Plan Committee should consist of a variety of citizens representing all the diverse views of the community. A suggested committee size is 15 members including at least one member from the key town boards and committees such as the Select Board, Planning Board, Board of Appeals, Conservation Commission, and Harbor Committee. The current Select Board liaisons are Debra Hall and Jeff Hamilton.

The Committee will be expected to meet at least once a month and during certain times throughout the process may have to meet twice a month.

The entire process from start to presentation at the June 2021 Town Meeting should take 18 months. The role of the committee will be to review and revise the plan inventory sections and develop plan action items including a land use plan.

Planning Staff will develop the draft plan inventory sections and the draft policies and provide materials for the committee to review at each meeting.

### **Committee Task:**

The committee will review /edit and modify the plan sections drafted by Town staff and participate in public outreach efforts to obtain public ideas and input.

### **Public Participation**

One of the first tasks for the Comprehensive Plan committee will be to create a public participation strategy to solicit public comment throughout the planning process. A few suggestions will be provided by the Planning Staff for their consideration based upon what has been successful in other communities.



## **Action Items**

- e. Approve Opera House fee schedule

### **Manager's Comments: Action item**

Thanks to Select Board vice-chair Denise Kennedy-Munger and Opera House Manager Drew Weber for their work in finalizing the fee schedule for the Opera House. This was originally approved by the Select Board on July 8<sup>th</sup>, but the approved fees were not implemented as the contract form needed to be updated. While reviewing the contract form, the fees did not cover certain costs for staff needed for events at the Opera House, so the fees were revised and are ready for approval (again). Denise can explain more. Thanks to Diane Hamilton as well for her work on this.

### ***Suggested Motion:***

**I move the Board approve the Opera House fee schedule as presented.**

## Opera House Revised Fee Schedule.

Differences from the schedule approved by the Select Board in July 2019:

1. The employee rates are adjusted to reflect actual payroll costs to Town (including any benefits).
2. The custodial time was adjusted to reflect estimated cleaning time after events. Rather than assuming cleaning time that was the same as the event time, it is assumed that the meeting room can be cleaned in 2 hours, and the auditorium in 3 hours.
3. The meeting room rates were increased as follows:

Rockport non profit:	from \$150 to \$200
Other non-profit:	from \$200 to \$250
Rockport private/commercial:	from \$250 to \$275

The other rental rates remained the same as what was approved by the Select Board.



www.rockportoperahouse.com

### ROCKPORT OPERA HOUSE 2019 RENTAL FEE SCHEDULE

**AUDITORIUM** - includes room set-up, green room, stage lights, basic sound system with 1 microphone, podium, staff attendant and janitorial service.

#### Events (half day – up to 4 hours)

Renter	First 4 Hours	Each additional hour
Non-profit (Rockport-based)	\$400	\$75
Other non-profit	\$475	\$100
Private/commercial (Rockport-based)	\$600	\$100
Other private/commercial	\$675	\$125

#### Wedding (full day – up to 8 hours) - full payment due at time of signing contract.

Renter	Fee
Rockport resident	\$850
Non-resident	\$1,500

Deleted: 75

#### Funeral/Memorial Service (half day - up to 4 hours)

Renter	Fee
Rockport resident	\$400
Non-resident	\$475

#### MEETING ROOM - includes room set-up, staff attendant and janitorial service, up to 3 hours.

Renter	First 3 Hours	Each additional hour
Non-profit (Rockport-based)	\$200	\$50
Other non-profit	\$250	\$50
Private/commercial (Rockport-based)	\$275	\$50
Other private/commercial	\$350	\$50

Deleted: GEOFFREY PARKER

Deleted: . Minimum 3 hours.

Deleted: 150

Deleted: 25

Deleted: 00

Deleted: 50

#### Additional Services

Service	Fee
Kitchen	\$100 each event
Projector	\$150 each event
TV Monitor	1 Monitor \$50 – 2 Monitors \$75 (each event)
Livestream (up to 4 hours)	\$150 each event
Video Technician (required for Livestream)	\$50 minimum for up to 2 hours; \$25 per hour thereafter
House Manager	\$38 per hour

Deleted: Rehearsal/Loading time (up to 4 hours)

Deleted: \$100 each event

Deleted: 27

#### Payment Terms

Signed contract is required to hold date(s). Except for weddings, for which full payment is due at signing of contract, a non-refundable reservation deposit in the amount of 50% is due at signing, as well as a \$100 damage deposit. Balance is due 30 days before the event.

Deleted: immediately following

#### FOR MORE INFORMATION, CONTACT:

Andrew Weber, Opera House Manager  
Rockport Opera House, 6 Central St., Rockport, ME 04856  
Telephone: (207) 542-3555 □ E-mail: operahouse@town.rockport.me.us

**Rockport Opera House - Revised Pricing Recommendation for 2019 - MEETING ROOM**

	Current Rates - Rockport Non-Profit Event	Proposed Rates - Rockport Non-Profit Event	Current Rates - Other Non-Profit Event	Proposed Rates - Other Non-Profit Event	Current Rates - Private/Commercial (resident) Event	Proposed Rates - Private/Commercial (resident) Event	Current Rates - Private/Commercial (non-resident) Event	Proposed Rates - Private/Commercial (non-resident) Event
Room - first 3 hours	75	200	100	250	125	275	175	350
Room - each additional hour	25	50	33	50	42	50	58	50
Chair & Table set-up	included	included	included	included	included	included	included	included
Staff Attendant (3 hours)@20/hr	60	included	60	included	63	included	60	included
Custodian (2 hours) @ 20/hr	0	included	0	included	0	included	0	included
Full Kitchen (4 hours)	75	100	75	100	75	100	75	100
Manager (3 hours)@38/hour*	81	114	81	114	81	114	81	114
Livestream (up to 3 hours)	150	150	150	150	150	150	150	150
Video Tech (3 hrs) @ 25/hr	75	75	75	75	75	75	75	75
<b>Increase for basic rental</b>		<b>65</b>		<b>90</b>		<b>90</b>		<b>115</b>
<b>Increase in revenue to Town, with payment of custodian (\$40)</b>		<b>\$105</b>		<b>\$130</b>		<b>\$130</b>		<b>\$155</b>

\*Rate was \$27/hr, but actual cost is \$38/hr

**Key Points:**

Current rates do NOT require renter to pay for custodian.

New room fees now include costs of staff attendant, and custodian.

Rental cost of kitchen increases from \$75 to \$100.

All other fees for "additional services" remain flat.

**Rockport Opera House - Revised Pricing Recommendation for 2019 -  
FUNERALS & MEMORIAL SERVICES**

	Current Rate - Rockport Resident	Proposed Rate - Rockport Resident	Current Rate - non- Resident	Proposed Rate - non-Resident
Auditorium - up to 4 hours	175	400	175	475
Chair & Table set-up	included	included	included	included
Kitchen	75	100	75	100
Staff Attendant (4 hours)@20/hr	80	included	80	included
Manager (4 hours)@38/hr*	108	152	108	152
Custodian (3 hours) @ 20/hr	n/a	included	n/a	included
Projector & Screen	150	150	150	150
<b>Increase for basic rental</b>		<b>\$125</b>		<b>\$220</b>

**Increase in revenue to Town, with  
payment of custodian (\$60)**

**\$185**

**\$285**

\*Rate was \$27/hr, but actual cost is \$38/hr

**Key Points:**

Current rates do NOT require renter to pay for custodian.

New room fees now include costs of set-up, staff attendant, and custodian.

Rental cost of kitchen increases from \$75 to \$100

All other fees for "additional services" remain flat.

**Rockport Opera House - Revised Pricing Recommendation for 2019 -  
WEDDINGS**

	Current Rate - Rockport Resident	Proposed Rate - Rockport Resident	Current Rate - non-Resident	Proposed Rate - non-Resident
Auditorium - full day - up to 12 hrs	675	850	1,275	1,500
Chair & Table set-up	included	included	included	included
Kitchen	included	included	included	included
Staff Attendant (4 hours)@20/hr**	80	included**	80	included
Manager (4 hours)@38/hr*	108	152	108	152
Custodian (3 hours) @ 20/hr	included	included	included	included
<b>Increase for basic rental</b>		<b>\$95</b>		<b>\$220</b>

**Increase in revenue to Town, with  
payment of custodian (\$60)** **\$155** **\$280**

\*Rate was \$27/hr, but actual cost is \$38/hr

\*\*1st 4 hrs of staff attendant is included in rental rate; if opera house is needed for longer than 4 hours, the staff attendant will be bi

**Key Points:**

Current rates do NOT require renter to pay for custodian.

New room fees now include costs of staff attendant, and custodian.

All other fees for "additional services" remain flat.

**Rockport Opera House - Revised Pricing Recommendation for 2019 - AUDITORIUM**

	Current Rates - Rockport Non- Profit Event	Proposed Rates - Rockport Non- Profit Event	Current Rates - (Non Resident) Non-Profit Event	Proposed Rates - (Non Resident) Non- Profit Event	Current Rates - Private/Commercial (resident) Event	Proposed Rates - Private/Commercial (resident) Event	Current Rates - Private/Commercial (non-resident) Event	Proposed Rates - Private/ Commercial (non- resident) Event
Room - Performance (4 hours)	175	400	250	475	400	600	500	675
Room - each additional hour	75	75	100	100	100	100	125	125
Chair & Table set-up	75	included	75	included	75	included		included
Full Kitchen (4 hrs)	75	100	75	100	75	100	75	100
Staff Attendant (4 hrs)@20/hr	80	included	80	included	80	included	80	included
Manager (4 hrs)@38/hr*	108	152	108	152	108	152	108	152
Video Tech (4 hrs) @ 25/hr	100	100	100	100	100	100	100	100
Custodian (3 hrs) @ 20/hr	0	included	0	included	0	included	0	included
Projector & Screen	150	150	150	150	150	150	150	150
<b>Increase for basic rental</b>		<b>70</b>		<b>70</b>		<b>45</b>		<b>20</b>

**Increase for rental to Town, with  
payment of custodian (\$60)**

**\$130**

**\$130**

**\$105**

**\$80**

\*Rate was \$27/hr, but actual cost is \$38/hr

**Key Points:**

Current rates do NOT require renter to pay for custodian.

New room fees now include costs of set-up, staff attendant, and custodian.

Rental cost of kitchen increases from \$75 to \$100.

All other fees for "additional services" remain flat.

## **Action Items**

- f. Presentation from Parks and Beautification Committee and approval of Requests

### **Manager's Comments: Action item**

The Parks and Beautification Committee will present information to the Board on the work they have been undertaking, specifically in regard to the Memorial Park, Library site and Mary Lea Park and is asking for the Board to approve their plans for these three parks.

### ***Suggested Motions:***

**I move that the Board approve the concept drawing of Rockport Public Library site plan dated May 2019 with the plant schedule to be determined by the Parks and Beautification Committee. (or as amended)**

**I move that the Board approve the drawing of September 5<sup>th</sup>, 2019 for the eastern elevation grades with the composition of the stone wall and the plant schedule to be determined by the Parks and Beautification Committee. (or as amended)**

**I move that the Board accept the donation of 2 sugar maple trees from Erickson Preserve to be used by the Parks and Beautification Committee.**

**I move that the Board approve the removal and pruning of shrubs in Mary Lea Park as determined by the Parks and Beautification Committee. (or as amended)**



## **Action Items**

- g. Accept Shore and Harbor Grant

### **Manager's Comments: Action item**

Bill Najpauer applied for this grant for funding for engineering services. The \$15,000 grant will be used to develop an engineering plan to rebuild the existing wharf, an erosion control plan for a portion of the bulkhead, an engineering assessment of the existing wood piles along the harbor sea wall, development of a dredging plan for a portion of the harbor at the outlet of the Goose River, and develop a plan to increase parking to serve the harbor. The match for the grant from the Town is \$6,000, in cash and in-kind services. The Town can use some funding in the current fiscal year from the Harbor reserve accounts and then budget for the remainder in FY21.

If the Board accepts this grant, an RFP for engineering services will be prepared and released and the engineering work will begin as soon as possible.

### ***Suggested Motion:***

**I move the Board accept the Shore and Harbor Grant as presented.**



## SERVICE CONTRACT

**DATE:** 10/7/2019

**ADVANTAGE CONTRACT #:** N/A

**DEPARTMENT AGREEMENT #:** Shore and Harbor Planning Grant Program

**CONTRACT AMOUNT:** \$ 15,000

**START DATE:** upon contract approval

**END DATE:** 12/31/2020

**This Contract, is between the following Department of the State of Maine and Provider:**

### State of Maine DEPARTMENT

**DEPARTMENT:** Marine Resources, Maine Coastal Program

**Address:** 32 Blossom Lane

**City:** Augusta

**State:** ME

**Zip Code:** 04333

### PROVIDER

**PROVIDER:** Town of Rockport

**Address:** 101 Main Street

**City:** Rockport

**State:** ME

**Zip Code:** 04856

**Provider's Vendor Customer #:** VC0000130226

Each signatory below represents that the person has the requisite authority to enter into this Contract. The parties sign and cause this Contract to be executed.

\_\_\_\_\_  
Department of Marine Resources

\_\_\_\_\_  
Town of Rockport

\_\_\_\_\_  
Signature of Authorized Representative      Date

\_\_\_\_\_  
Signature of Authorized Representative      Date

\_\_\_\_\_  
Patrick Keliher, Commissioner

\_\_\_\_\_  
Bill Post, Town Manager

Service Contract (SC) rev. April 2019

*Upon final approval by the Division of Procurement Services, a case details page will be made part of this contract.*

## RIDER A SCOPE OF WORK

### TABLE OF CONTENTS

- I. Acronyms
- II. Introduction/Overview
- III. Deliverables
- IV. Performance Measures
- V. Reports

#### I. ACRONYMS/DEFINITIONS:

The following terms and acronyms shall have the meaning indicated below as referenced in this Contract:

COMMONLY KNOWN ACRONYMS AND DEPARTMENT ABBREVIATIONS	
BAA	Business Associate Agreement
Contract	Formal and legal binding agreement
Department	State of Maine Department Entering into this Contract
Provider	Organization providing services under this Contract
State	State of Maine
Site	Working Waterfront Site
NOAA	National Oceanic and Atmospheric Administration

#### II. INTRODUCTION/OVERVIEW:

The Town will to develop an engineering design plan to improve the Rockport Harbor which is the principal access points for both the commercial and recreational boats including fisherman and tour sailing vessels.

#### III. DELIVERABLES:

The Grant will be used to develop an engineering plan to rebuild the existing municipal wharf, an erosion control plan for a portion of the stone bulkhead, an engineering assessment of the existing wood piles along the harbor sea wall, development of a dredging plan for a portion of the harbor at the outlet of the Goose River, address two areas of the sea wall which are collapsing, and, develop a plan to increase parking to serve the harbor.

- IV. PERFORMANCE MEASURES: This contract's success will be measured by whether or not all of the above has been accomplished to the satisfaction of the Department.

#### V. REPORTS

##### A. Required Reports

The Provider shall track and record all data/information necessary to complete the reports listed in the table below:

	Name of Report	Description or Appendix #:
1.	One Midterm Progress Report	Progress to Date
2.	One final Summary Report	Final report on work accomplished

**STATE OF MAINE | SERVICE CONTRACT**

**B. Reporting Schedule for Above Listed Required Reports**

The Provider shall submit all final versions of each report listed in the table below to the Department in accordance with the deadlines established within the table:

	Name of Report:	Period Captured by Report: ("Each year/quarter/month/week")	Due Date and/or Frequency: (# days after each year/quarter/month/week")
1.	Progress Report	Midterm Progress Report	March 31st, 2020
2.	Final Summary Report	Final Report Submission	December 31st, 2020

The Provider understands that the reports are due within the timeframes established and that the Department will not make subsequent payment installments under this Contract until such reports are received, reviewed and accepted.

The Provider further agrees to submit such other data and reports as may be requested by the Agreement Administrator. The Provider shall submit all data and reports to the Agreement Administrator listed in section "DEPARTMENT AND PROVIDER POINT OF CONTACTS" of this Agreement.

## Discussion Items

- a. Discuss Donation for Alternate 1 Design for Library Lower Level

### **Manager's Comments: Discussion and Action item**

When the library construction project was put out to bid, the plans had "Alternate 1" for contractors to bid on which included some additional finishing work in the lower level of the library. This work included better lighting throughout the lower level, complete finished flooring throughout the lower level, and removing some walls for better program space and multi-media meeting space. This alternate work was not selected to be done because of the additional cost and is not part of the current construction with Phil Builders.

However, a donor has come forward that will fund the "alternate 1" construction costs to make a more complete library and would like to have "alternate 1" built. This will also allow for better storage in the lower level, by moving some doors.

In your materials are two drawings of the lower level detailing what is being built (labeled A-100), and what "Alternate 1" would be (labeled A-103).

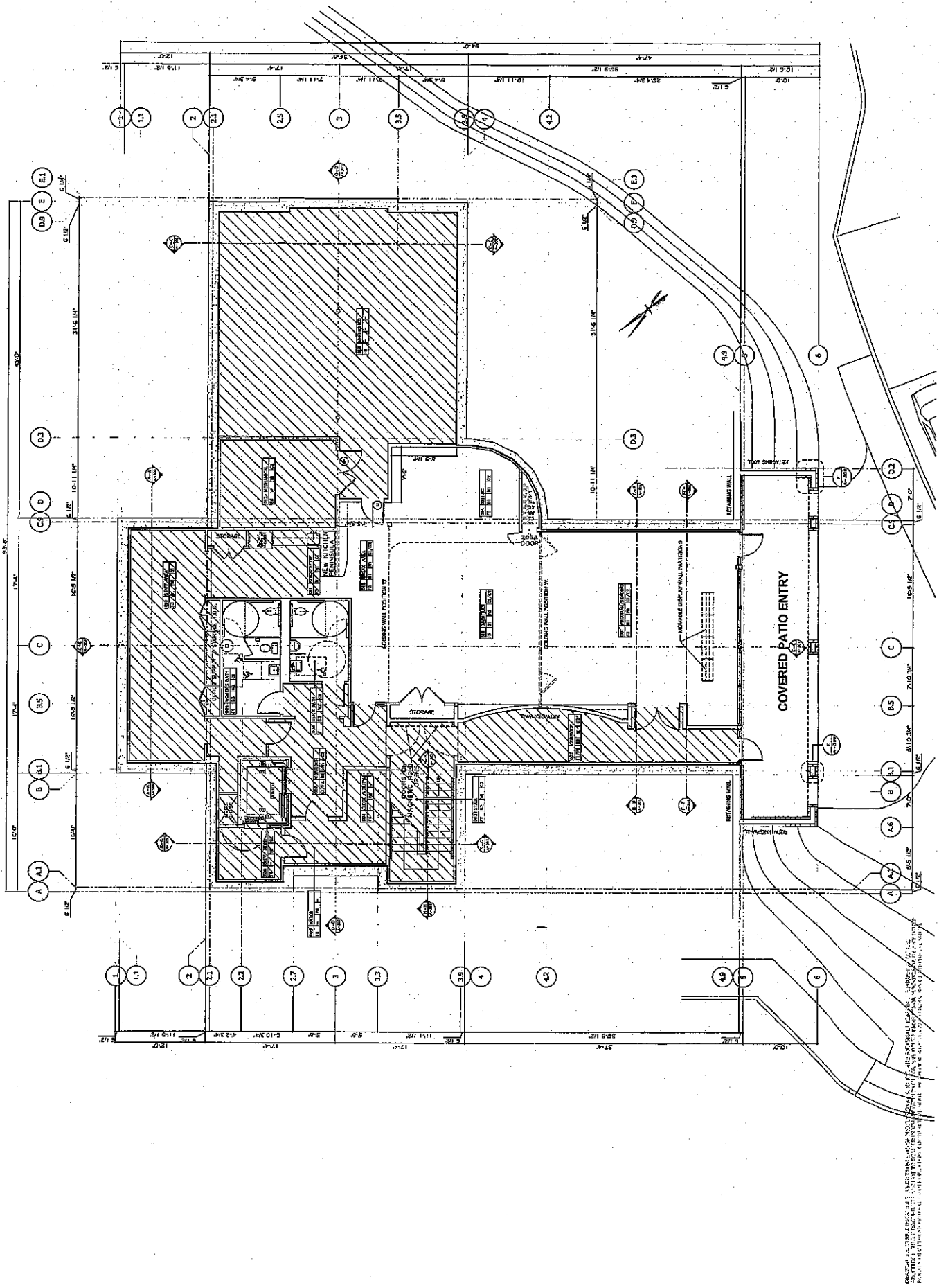
Because of the timing of construction that effects the lower level, the Board needs to decide this now. The contractor, owner's representative, architect, donor, Library Foundation representatives and Select Board liaisons have discussed this proposal and agree that it will be an improvement of the lower level of the library.

### ***Suggested Motion:***

**I move the Board approve construction of alternate 1 for the lower level of the library contingent upon a donation to fund this additional construction.**

ROCKPORT PUBLIC LIBRARY  
ROCKPORT, ME

Stephen G. Smith  
Architects  
100 Main Street, 3rd Fl.  
Rockport, ME 04866  
Tel: 207.582.1234  
Fax: 207.582.1235  
www.sgsa.com



# ROCKPORT PUBLIC LIBRARY ROCKPORT, ME

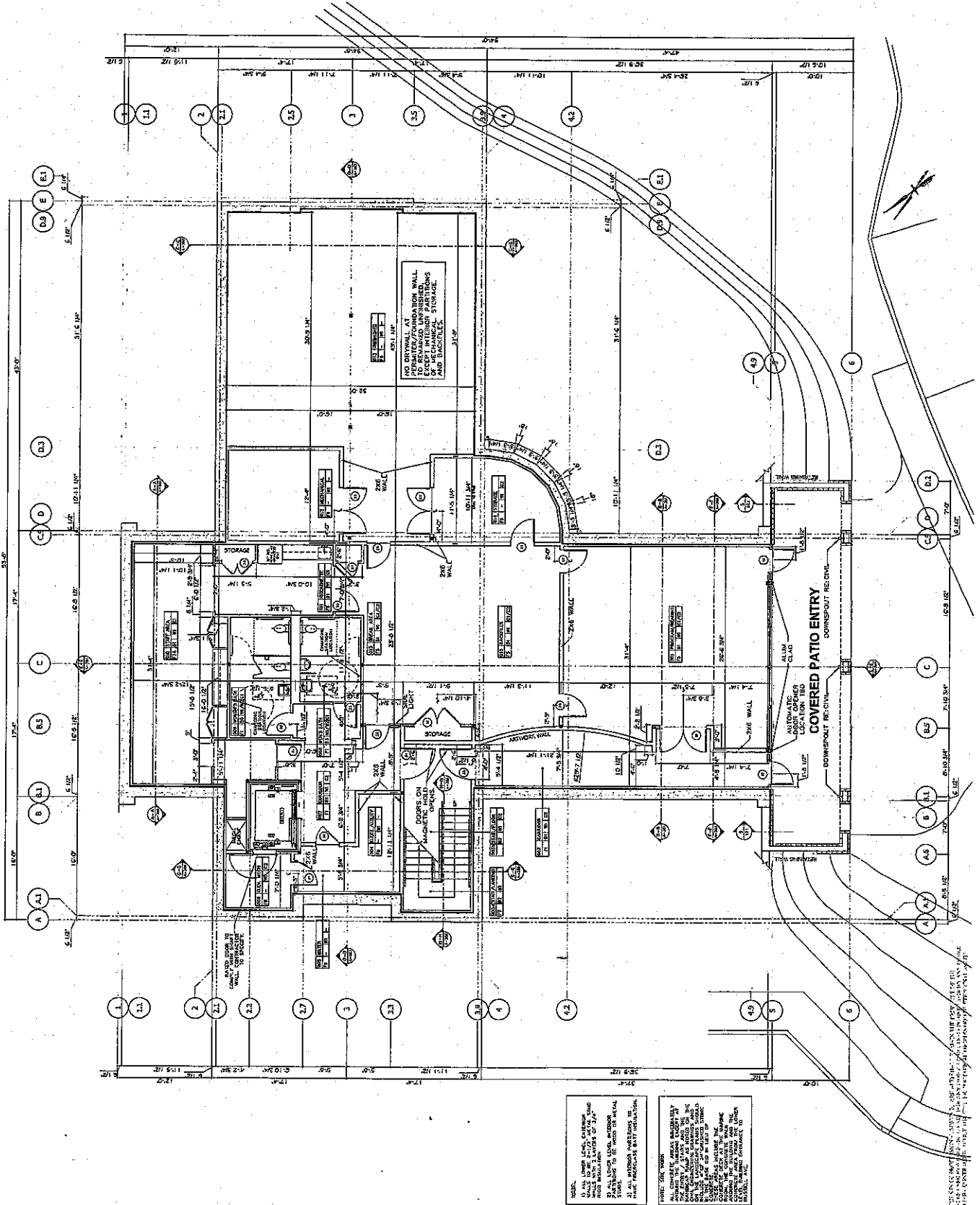
CONSTRUCTION  
DOCUMENTS

LOWER LEVEL  
PLAN

DATE: 05/20/19

SCALE: 1/8" = 1'-0"

A-100



**NOTES:**  
1. ALL LOWER LEVEL EXTERIOR WALLS SHALL BE CONSTRUCTED WITH 8" CMU. ALL INTERIOR WALLS SHALL BE 5" CMU.  
2. ALL LOWER LEVEL EXTERIOR WALLS SHALL BE FINISHED WITH STUCCO.  
3. ALL INTERIOR WALLS SHALL BE FINISHED WITH PLASTER AND PAINT.

**FINISHES:**  
FLOORS: POLISHED CONCRETE  
WALLS: PLASTER AND PAINT  
CEILING: POP  
DOORS: 1 1/2" SOLID CORE  
WINDOWS: 1/2" GLASS  
ROOF: 2" POLYURETHANE FOAM INSULATION OVER 1" GYP. BOARD

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