

NAME	ATTEND
Michelle Hannan, Chair	
Mark Kelley, Vice-Chair	
Eric Boucher	
Jim Annis	
Jonathan Duke, Town Manager	
Rockport AV Staff	
General Public	



**June 27, 2022 – 6:30 p.m.**

**Geoffrey C. Parker Room – Rockport Opera House**

**Rockport Select Board**  
Monday, June 27, 2022, 6:30 p.m.  
Geoffrey C. Parker Room  
[www.vimeo.com/rockportmaine](http://www.vimeo.com/rockportmaine)

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**AGENDA**

- I. Call Meeting to Order**
- II. Public Hearing**
  - a. New Liquor License for Malt, Wine & Spirits for Seafolk, LLC (d/b/a A Small Good) (Oliver Perkins) at 22 Central Street, Rockport, Maine
- III. Wastewater Commissioners**
  - a. FY 2023 Wastewater Budget Approval
- IV. Town Manager's Report/Update**
- V. Public Input on Non-agenda Items**
- VI. Amendments to the Agenda**
- VII. Consent Agenda**
  - a. Committee Resignation(s):
    - Ruben Brown – Board of Assessment Review
    - Ryan Gates – Conservation Commission
- VIII. Approve Meeting Minutes**
  - a. Approve Meeting Minute(s):
    - May 16, 2022, Regular Meeting
    - June 6, 2022, Executive Session
    - June 15, 2022, Organizational Meeting
- IX. Action Items**
  - a. Act on Liquor License for Seafolk, LLC (d/b/a A Small Good)
  - b. Act on Committee Application(s):
    - John Viehman – Planning Board Alternate
    - Jeffrey Leclair – Planning Board
    - Harold McWilliams – Conservation Commission
    - Amber Kennedy – CR Pathways Committee
    - Bill Freeman – Zoning Board of Appeals
    - Tricia Dixon – Rockport Parks and Beautification Alternate
  - c. Act on Re-appointments to committee members for three-year terms
  - d. Act on Re-appointment of committee members for the ZBA for two-year term to stagger terms
  - e. Act on Re-appointment of Town Officials for Fiscal Year 2022-2023
  - f. Act on Select Board Bylaws (distributed at Organizational Meeting)
  - g. Act on Select Board Liaisons (distributed at the Organizational Meeting)

- h. Act on Addendum to Personnel Policy to reflect Budget changes
- i. Act on Quitclaim Deed Map 022, Lot 007

**X. Discussion Items**

- a. Discuss Special Election Dates

**XI. Select Board Liaison Reports**

**XII. Adjourn**

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

Thursday, June 30, 2022 – Town Office Closed at Noon for year-end

Monday, July 4, 2022 – Town Office Closed – Independence Day

Monday, July 11, 2022 – Select Board Meeting

Monday, August 8, 2022 – Select Board Meeting

Monday, September 5, 2022 – Town Offices Closed Labor Day

Monday, September 12, 2022 – Select Board Meeting

Monday, October 10, 2022 – Indigenous Peoples’ Day

Tuesday, October 11, 2022 – Select Board Meeting

## **Public Hearing**

- a. New Liquor License for Malt, Wine & Spirits for Seafolk, LLC (d/b/a A Small Good) (Oliver Perkins) at 22 Central Street, Rockport, Maine

### **Managers Comments:**

Open Public hearing to see if the Public has any comments/concerns regarding the New Liquor License.

Linda M. Greenlaw  
Town Clerk/Tax Collector  
lgreenlaw@rockportmaine.gov



Shay E. Ames  
Assistant Town Clerk  
sames@rockportmaine.gov

101 Main Street,  
Rockport, Maine 04856  
207-236-9648 - Ext. 1  
Fax: 207-230-0112  
www.rockportmaine.gov

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

### **TOWN OF ROCKPORT**

On Monday, June 27, 2022 at 6:00 p.m. at the Rockport Opera House, the Rockport Select Board will have on their agenda a hearing on the following application:

NEW LIQUOR LICENSE FOR MALT, WINE & SPIRITS for SEAFOLK, LLC (d/b/a. A SMALLGOOD) (Oliver Perkins) at 22 Central Street, Rockport, ME

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

Linda M. Greenlaw, Town Clerk

## Wastewater Commissioners

- a. Approve FY 2023 Wastewater Budget

### Managers Comments:

At the time of the completing this packet, we still lack adequate reports from Maine Water to provide final numbers for the draft budget. So supporting information will be forthcoming in a separate package.

### Suggested Motion:

**I move the Board convene as Wastewater Commissioners..**

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						

### Suggested Motion:

**I move the Board approve the Wastewater FY 2023 Budget.**

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						

### *Suggested Motion:*

**I move the Board exit the Wastewater commissioners meeting back to regular meeting.**

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						



## 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

### Jonathan Duke, Town Manager

Email: [jduke@rockportmaine.gov](mailto:jduke@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 June 27, 2022

### Annual Town Meeting/Election Day:

The annual rite of passage that is the Annual Town Meeting finally returned in its traditional, in-person setting last week. We had 75 residents show up and participate to pass the annual budget and approve a number of articles which provide the basis for how the town government will operate for the next year. A number of communities in Maine have altered how their municipalities handle the annual town meeting and instead move more of their decisions to be made through the ballot box. 75 people are not a great sum, but it was wonderful to see so many corners of our community together for the first time since the pandemic began.

In the election on June 14<sup>th</sup>, 17.6% of Rockport's registered voters (552 voters) turned out to cast a ballot for local and state candidates for office and a series of amendments to town ordinances. The voters elected Jim Annis to the Select Board, Bre Gutierrez to the School Board, Zachary Herrick to the Budget Committee, and a series of write-in candidates to the Library Committee and Budget Committee. We welcome all of these new officials and thank those whose terms are ending for their public service.

Also, the Town received the resignation of John Strand from the Select Board on June 14<sup>th</sup>. John had hoped to remain in office but a new position out of the area made it difficult in fulfilling his duties. The Select Board will vote at their meeting on June 27<sup>th</sup> to set a date for a special election to fill this now vacant seat. A period for prospective candidates to circulate nomination papers will be followed by the ballot being set and absentee ballots being made available in advance of election day.

### Public Works:

While the passage of the new municipal budget will kick off a long list of projects this summer and fall, our public works department will begin moving in overdrive this week. The department has largely moved to four 10-hour days but ensuring coverage Monday through Friday. This not only helps our employees because many of them live a fair distance away, but it allows them to take advantage of longer daylight hours in each workday.

Among the projects underway in the next few weeks include:

Russell Avenue: We are milling and paving a section of road between Beauchamp Street and Mechanic Street which has been trouble spot for many years.

Route 1: The collaboration between Maine DOT, the Town of Camden, and the Town of Rockport will construct a new sidewalk along Route 1 around the Camden/Rockport town line. In addition to the new sidewalk, there will be improvements to the intersection at Hannaford and the intersection near Subway. This project will be completed by Nitram, who is the same contractor we hired to complete the Route 1 sewer extension.

Alexander Drive/Ledgewood Drive: Over the last few weeks, our public works crew has been ditching in this neighborhood and improving drainage in preparation for paving this year. Without ditching these roads, water would further damage the roadbed so while this can be an inconvenience it is a necessary part of maintaining a town road. Unfortunately, a 400-foot section of pavement has failed and will require removal prior to repaving. If we can get ahead of these issues in future years, we can avoid situations such as this.

The Town will meet next week with FEMA to seek their assistance to speeding the permitting process for the replacement of the damaged large culverts on Robinson Drive, West Street Extension, and Chris's Road.

### **Harbor:**

The Harbor is very busy and busier than usual for June. As a result, parking is an issue earlier than ever and the Town will increase enforcement of 2-hour parking limits on the park side of the harbor. Longer term parking is available near the river and in Cramer Park.

We had an outstanding turnout at the first event in the Summer Concert Series collaboration with the Opera House. We had approximately 350 attendees see David Mallett on a picture-perfect Sunday where we were also able to unveil the renewed Vulcan locomotive. Our next event will be held on July 31<sup>st</sup> with the Right Track.

Our new deputy harbormasters, Rob, and Drew have been incredibly busy, and their skills have been a tremendous help to tackle a series of projects such as engine repair or carpentry work.

The largest of the Town's lime kilns will see an upgrade this week with a new roof and restaining of the framing of the roof.

Lastly, in a further indication of how busy the harbor already is, the new dinghy docks are already sold out and our dockage income grows daily. These revenues, as you can tell this spring, are being put back into these facilities and ensuring Rockport Harbor remains a welcome port for visitors and a jewel our whole community can enjoy.

### **Assessing:**

All real estate inspections have been completed for this year and most of the town's personal property tax preparation has been completed. Assessor Kerry Leichtman has set a goal to complete his earliest tax commitment yet in mid-July. Once the commitment has been completed, tax bills will be circulated shortly thereafter.

I have signed an agreement with the Town of Camden to provide assessing services to the Town Rockport for FY 2023. With the departure of Assessor Kerry Leichtman to Camden, beginning July 1, Rockport was in need of finding a new agreement. The new contract is largely the mirror



image of the prior agreement with Rockport contracting with the Town of Camden to provide their assessors to our community. The contract calls for the assessor and deputy assessor to be physically available in Rockport two and a half days a week, though they are available remotely via phone or email, full time.

**Committees:**

Though we have a number of applications for the Village Improvement Planning Task Force which will be acted upon by the Board on the 27<sup>th</sup>, it is expected there are still spots available for other residents. If interested, please reach out to Diane Hamilton or myself for a committee application.

**Finance:**

Our finance department is hard at work at implementing the new budget and closing out the last few weeks of the current fiscal year.

**Fire Department:**

The Fire Chief oversaw some floor maintenance and completion of the project to change over to LED lights in the public safety building.

After a period of 10 days without a call, last week the fire department had four calls in a matter of a few hours.

**Planning and Community Development:**

The Town will have a new Planning and Community Development Director as of July 1, but it is a name that is not new to the Town of Rockport. Orion Thomas, who has served in that role thanks to the Town's contract with the Midcoast Council of Governments, was hired after a search begun earlier this spring. Orion has been working on a number of projects within the town over the last year ranging from seeking grant funding for public works and wastewater projects to assisting our boards through challenging waters to staffing committees charged with improving our ordinances and economic future. While this is a wide-ranging area of responsibility, Rockport has been a town in need of someone in this role on a full-time basis for many years and hopefully this is the beginning of Rockport being able to be more active in receiving grant funding and creating a positive environment for all of us who live and work here.

**Library:**

A pair of projects are underway around the library, both due to generous donations. The boulder slope on the library's eastern side will soon be transformed into a stepped garden space that transitions into the stream bed. This project should last several months as the meticulous work must take place without dramatically disturbing the stream and working through significant elevation differences with the library first floor.

In Memorial Park, a new irrigation system is being planned and should be installed simultaneously as the stream buffer improvements. Both projects are being constructed and installed by Farley Inc. and are Town projects funded by donors.

**Opera House:**

We have some personnel upheaval in the Opera House department with the departure of video technician Bruce Hilsmeier last week. We wish Bruce well as he moves closer to family in New Hampshire.

Technical Services technician Jake Hickey has moved on to a new position and we are in need of a new individual to handle lighting and sound for events at the Opera House.

Lastly, custodian and event attendant Richard Dinsmore will be retired on June 30<sup>th</sup>. Richard will be missed in his care for the Opera House building over many years. Richard's position will be combined into a new full-time position which will be posted for hire next week.

Many thanks to Kari Luehman for her efforts in organizing the first edition of the Summer Concert Series at the harbor.

**Recreation Committee:**

Five Town Little League softball and baseball fields are filling up fast for the summer. If you want to schedule the use of a field, email [rockportrec@rockportmaine.gov](mailto:rockportrec@rockportmaine.gov).

**Donations:**

Many thanks to Maine Media Workshops and Mid-Coast Solid Waste Corporations for making payments in lieu of taxes to cover the cost of town services they require despite their non-profit status. Rockport has a long list of non-profit organizations who call our town their home and their presence makes our community a better place. It is incredibly helpful for our taxpayers that we have organizations in Rockport who respect the value of the services the town government provides and wish to pay their fair share.

**Safety:**

We had another successful SHAPE renewal from the Department of Labor. Due to our efforts the Town of Rockport have again received the highest honors for promoting and consistently improving conditions for safety and health of Employees. We received a tag to attach to our existing SHAPE plaque and have been extended to August of 2024. If the Department of Labor does not find any violations at our next inspection, they will extend our next renewal to 3 years instead of 2.

**Town Clerk:**

Next week the Town will welcome Wendy Charland as the new Assistant Town Clerk, replacing Wyatt Summers who left us in April. Wendy grew up in Rockport and attended Camden Rockport High School before returning home to raise her family. We look forward to having Wendy join our team and feel free to say "hello!" when you stop by to re-register your car or cast your absentee ballot.

**Town Office:**

We have completed the installation of heat pumps inside the Town Office building to replace the old, failing air conditioning system. Many thanks to David Leighton for his hard work in installing and planning the best possible system for this building. Our expectation is that these heat pumps will solely be able to heat and cool the Town Office building at least nine months of

the year and only require the oil furnace when temperatures dip in the depths of winter. With the use of our solar panels, the Town should realize significant savings in our heat costs this winter.

As a reminder, masks are optional in all town buildings, so while the impacts of COVID have changed dramatically over the last two years, we should all do our part to help keep each other healthy and safe.

## Consent Agenda

- a. Committee Resignation(s):
- Ruben Brown – Board of Assessment Review
  - Ryan Gates – Conservation Commission

### *Managers Comments:*

After many years of service to the Board of Assessment Review, Ruben has elected to step aside. Ryan Gates will be removed from the Conservation Commission due to lack of attendance, per language in their bylaws.

### *Suggested Motion:*

*I move the Board Approve the Consent Agenda as presented (or amended)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis			X			

**From:** Ruben S. Brown <[rubensbrown914@gmail.com](mailto:rubensbrown914@gmail.com)>

**Sent:** Thursday, May 19, 2022 10:55 AM

**To:** Kerry Leichtman <[kleichtman@rockportmaine.gov](mailto:kleichtman@rockportmaine.gov)>

**Cc:** Diane Hamilton <[dhamilton@rockportmaine.gov](mailto:dhamilton@rockportmaine.gov)>; Thomas Laurent <[tmlaurent@gmail.com](mailto:tmlaurent@gmail.com)>

**Subject:** Resignation from Board of Assessment Review

It has been my privilege to assist with the Board of Assessment Review for several years.

I did attend yesterday's engaging Training Workshop in Augusta with four other Board members and an alternate. My new recruit Mark Halley attended and indeed appears engaged. I realize that Mark serves in other volunteer roles for the Town. He will be a good addition to this Board.

This workshop was surely educational and more concise than the last Training Workshop. This experience and the likely wave of appeals after the April 1, 2022 assessment helped confirm my judgement that at this stage in my life (80) my volunteer opportunities need to focus on less complex issues and procedures.

Therefore, I submit my resignation from the Board.

Thank you for the opportunity to serve.

Ruben  
Ruben S. Brown

## Approve Meeting Minutes

b. Approve Meeting Minute(s):

### May 16, 2022 Meeting Minutes

*Suggested Motion:*

*I move the board approve the minutes from May 16, 2022, Meeting*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis			X			

### June 6, 2022, Executive Session Minutes

*Suggested Motion:*

*I move the board approve the minutes from June 6, 2022, Executive Session Meeting*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis			X			

### June 15, 2022, Organizational Meeting

*Suggested Motion:*

*I move the board approve the minutes from June 15, 2022, Organizational Meeting*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						

NAME	ATTEND
Michelle Hannan, Chair	✓
Mark Kelley, Vice-Chair	✓
Denise Munger	✓
Eric Boucher	✓
John Strand	✓
Jonathan Duke, Town Manager	✓
Rockport AV Staff	✓
General Public	✓
Elizabeth Quirk	✓
Andrea Hungerford	✓
Abbie Leonard	✓
Zachary – Brother Shucker, LLC	✓
<i>Richard Cowen</i>	✓



**May 16, 2022 – 6:00 p.m.**

**GCPR – Rockport Opera House**

Streamed at [vimeo.com/rockportmaine](https://vimeo.com/rockportmaine)

## Consent Agenda

a. Act on Committee Resignation(s):

- Carter Skemp – Planning Board
- Robert Young – Comprehensive Plan Committee
- Janice Baldwin – Rockport Parks and Beautification
- Lea Anne Dunton – Rockport Parks and Beatification

b. Meeting Minutes

- April 11, 2022

*Suggested Motion:*

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

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		
Mark Kelley, Vice-Chair	✓			✓		
Denise Munger		✓		✓		
Eric Boucher				✓		
John Strand				✓		



**Action Item**

a. Act on Committee Application(s):

- Elizabeth Quirk – RES Redevelopment Task Force
- Richard Cowen – Rockport Parks and Beautification Regular and BAR Alternate
- Andrea Hungerford – Rockport Parks and Beautification
- Victoria Condon – Planning Board move from Regular to Alternate Position

**Manager’s Comments: Action item**

- ✓ Elizabeth Quirk, RES Redevelopment Task Force – Citizen Member, No Terms, Elizabeth will be at the meeting if you have any questions.
- ✓ Richard Cowen, BAR Alternate, term ending June 2025.
- ✓ <sup>Rick</sup> Richard Cowen, Rockport Parks and Beautification Committee, Regular Member, term ending June 2025, Richard is unable to attend the meeting.
- ✓ Andrea Hungerford, Rockport Parks and Beautification Committee, Regular Member, Term ending June 2025. Andrea will be at the meeting to answer any questions you may have.
- ✓ Victoria Condon, with work commitments she would like to step down from Regular to an Alternate Member of the Planning Board.

**Suggested Motion:**

**Move to approve the committee applications as presented. (or amended)**

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

Additional Comments:


Rick - Denise Motion  
Mark Second

5 in favor

Victoria -  
Denise - Motion  
Mark - Second  
5 in Favor

Andrea - Denise - Motion  
Eric - Second

5 in favor

## Action Items

- b. Act on Revised Harbor Fee Schedule

### Manager's Comments: Action item

In your packet, Abbie provided a letter which explains requested changes to the Commercial Boat Operator Permit fee. With the arrival of more commercial charter operators, it is important Rockport places some fee on those who use our public dock and parking areas to operate their businesses. The concept endorsed by the Harbor Committee which Abbie crafted places an additional charge of \$10 per passenger onto the permit fee. Surely this fee will be passed along by the charter operators to their customers, but the charge per person many of these entities use makes the \$10 surcharge incidental.

### Suggested Motion:

Move to approve Harbor Fee schedule as presented (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

Additional Comments:


## Action Items

c. Act on Quit Claim Deed

### Manager's Comments: Action item

Estate of James McMahon, Map 020, Lot 31. Sewer Lien dated January 8, 2019, Book 5378 Page 170, Sewer Lien dated August 13, 2019, Book 5450 Page 62, Sewer Lien dated February 25, 2020, Book 5523 Page 61.

### Suggested Motion:

Move to approve the Quit Claim Deed as presented. (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		
Mark Kelley, Vice-Chair	✓			✓		
Denise Munger		✓		✓		
Eric Boucher				✓		
John Strand				✓		

Additional Comments:


## Action Item

d.. Act on RES Use Agreement – CIFF/Shotwell Drive-In

### Manager's Comments: Action item

The Camden International Film Festival is once again hoping to offer a drive-in movie experience at the former Rockport Elementary School site this summer. There are no changes proposed from last summer's efforts compared to this year. CIFF's Emily Peckham will be in attendance to answer any questions the Board may have.

### Suggested Motion:

*I move the Board approve the RES Use Agreement with CIFF/Shotwell Drive-in as presented.(or amended)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		
Mark Kelley, Vice-Chair		✓		✓		
Denise Munger	✓			✓		
Eric Boucher				✓		
John Strand				✓		

Additional Comments:


## Action Item

e. Act on Marine Park Food Truck – Brother Shucker, LLC

### Manager's Comments: Action item

One common complaint I have heard about the harbor last summer was the inability to secure a food truck to be available on site. Brother Shucker LLC out of Damariscotta is able to fill that spot and they are planning on being present at the harbor 10am- 4pm four days per week as well as during town sponsored events such as the Dave Mallett concert on June 11<sup>th</sup>. Representatives from Brother Shucker LLC will be present to answer any questions you may have.

### Suggested Motion:

*I move the Board approve Brother Shucker LLC to operate a food truck in Marine Park as presented.(or amended)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓	✗		✓		
Eric Boucher		✓		✓		
John Strand				✓		

Additional Comments:


I move the Board approve the village improvement training task force. The Task Force shall be comprised of nine members, three of which shall be Town Employees as determined by the Town Manager.

*improvement plan for the village, assist Maine DOT as the Bridge Advisory Committee relating to the repair or replacement of the Goose River Bridge, and seek out federal, state, and private funds to support village improvements within the plan.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

Additional Comments:

Add Police Chief as part of Task Force was a recommendation Town Manager will determine the Town Employees that will participate
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**Action Item**

f. Act on establishing Village Improvement Planning Task Force

*Committee Meetings - Substitute Jon w/ Randy.*

**Manager's Comments: Action item**

The energy and activity taking place in Rockport Village over the past several years have been truly remarkable ranging from arrival of restaurants open in the evening a decade ago to the new library to the hotel. However, the arrival of these improvements forces our community to look deeper and ensure we have the infrastructure in place support a renewed village. Over recent years and months groups have organized (some town sanctioned, some not) to address insufficient parking and exploring burying utilities. In addition, Maine DOT has begun to explore repair and replacement options surrounding the Goose River Bridge. All the varied projects can be managed by Town staff, but it is apparent we have residents with a strong desire to support these projects and improve Rockport Village.

I met with three Maine DOT representatives: Julie Brask and Andrew Lathe from the Bridge Program and Region 2 Planner Steve Cole to attempt find a workable model which can put Rockport's needs on their radar and improve our chances of funding at the state and federal level. While bridge funding is less complicated, other village improvements will require significant buy-in from Maine DOT and the establishment of a planning effort to establish to scope of Rockport's needs. The recently established Village Partnership Initiative (VPI) from Maine DOT is a model from which Rockport can access federal funding to provide solutions the longstanding concerns. However, to apply for the VPI, the Town must first go through a planning process. Rockport can apply for a Public Participation Initiative (PPI) grant where 50% of the cost is funded by Maine DOT. With the Rockport representatives pursuing grant funding for Route 90 sidewalk expansion, the hope is that we will be able to put both projects together in one planning grant.

*50/50 Grant Plan*

*Funds in Bond. Rt-90 instead of Main \$50k*

So, in summation, I recommend we establish a Village Improvement Planning Task Force. The Task Force will serve as the Town's Bridge Advisory Committee and assist in the planning for the repair or replacement of the Goose River Bridge. Concurrently the task force will be charged with establishing the project scope for what will become the involvement in the Village Partnership Initiative including a focus on parking, utility burial, bike/pedestrian safety, lighting, and sidewalk improvements.

Upon creation of this task force, the Board would appoint its membership at the next regular meeting. I would suggest the membership not exceed nine members and include the Town's planner/development director, public works director, and town manager. Further, I would not restrict membership to residents or property owners strictly within the village. Business owners may be a positive addition to this committee.

*Police Chief advised and engaged*

**Suggested Motion:**

*I move the Board approve the Village Improvement Planning Task Force. The Task Force shall be comprised of nine members, three of which shall be the ~~public works director, planner and town manager~~. The mission of the task force shall be to establish an*



*and Three must be @ least director level ->*

*Three shall be town employees as determined by the Town Manager*

# Adjourn

*Suggested Motion:*

*I move the Board adjourn the meeting.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

Additional Comments:




## Select Board Executive Session Minutes

**June 6, 2022 – 5:30 p.m. via ZOOM**

NAME	ATTEND
Michelle Hannan, Chair	X
Mark Kelley, Vice-Chair	X
Denise Munger	X
Eric Boucher	X
John Strand	
Jonathan Duke, Town Manager	X

Chair Hannan call meeting to order at 5:30 p.m.

**Motion to enter executive session to discuss contracts connected with the use of real or personal property pursuant to 1 M.R.S. Section 405(6)(C)**

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		
Mark Kelley, Vice-Chair				X		
Denise Munger	X			X		
Eric Boucher		X		X		
John Strand						

**Motion to exit executive session and return to regular session.**

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		
Mark Kelley, Vice-Chair				X		
Denise Munger	X			X		
Eric Boucher		X		X		
John Strand						

### Adjourn

*I move the Board adjourn the meeting.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		
Mark Kelley, Vice-Chair				X		
Denise Munger	X			X		
Eric Boucher	X			X		
John Strand						

NAME	ATTEND
Michelle Hannan	✓
Mark Kelley	✓ By Zoom
Eric Boucher	✓
Jim Annis	✓
Jonathan Duke, Town Manager	✓
Linda Greenlaw	✓



**June 15, 2022 - Immediately following Town Meeting**  
**Rockport Opera House Auditorium**

Town Clerk Linda Greenlaw called meeting to order at 8:12 p.m.

**Action Item**

a. Elect Chair

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan	✓			✓		
Mark Kelley				✓		
Eric Boucher		✓		✓		
Jim Annis				✓		

Additional Comments:

Motion to elect Michelle Hannan
2nd and approved

## Action Items

b. Elect Vice-Chair

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan	✓			✓		
Mark Kelley				✓		
Eric Boucher				✓		
Jim Annis		✓		✓		

Motion to elect Mark Kelley as Vice  
Chair. 2nd r approved

**Action Item**

Jim

- c. Elect an Authorized Representative and Alternate to sign Warrants for the Expenditure of Funds

mark

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan	✓			✓		
Mark Kelley		✓		✓		
Eric Boucher				✓		
Jim Annis				✓		

Motion to elect Mark Kelley as authorized representative + Jim Annis as alternate -  
2nd it approved

**Action Item**

d. Establish Time and Place for Regular Meetings

*Jan*

*2 mon.*

*6pm.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan	✓			✓		
Mark Kelley		✓		✓		
Eric Boucher				✓		
Jim Annis				✓		

---

*Michelle on 27<sup>th</sup> talk about liasons.*

*meetings at 6:00 p.m. 2nd Monday of the month.*

# Adjourn

## *Suggested Motion:*

*I move the Board adjourn the meeting.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan	✓			✓		
Mark Kelley	✓			✓		
Eric Boucher		✓		✓		
Jim Annis				✓		

8:22 p.m.

Lynette M Greenlaw  
Recording Secretary / Town Clerk

## Action Item

- a. Act on Liquor License for Seafolk, LLC (d/b/a A Small Good):

### Manager's Comments: Action Item

*Seafolk is pursuing a liquor license to augment the offerings available for their customers. A representative will be present for the public hearing and this vote.*

### Suggested Motion:

*I move the Board approve the Liquor License for Seafolk, LLC (d/b/a A Small Good)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						

Additional Comments:






**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT**

**Application for an On-Premises License**

*All Questions Must Be Answered Completely. Please print legibly.*

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS:	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section I: Licensee/Applicant(s) Information;  
Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): <b>SEAFOLK, LLC</b>	Business Name (D/B/A): <b>A SMALLGOOD</b>
Individual or Sole Proprietor Applicant Name(s):	Physical Location: <b>22 CENTRAL ST ROCKPORT, ME 04856</b>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: <b>PO BOX 1302 ROCKPORT, ME 04856</b>
Mailing address, if different from DBA address:	Email Address: <del>OLIVER@</del> <b>OLIVER@ASMALLGOOD.COM</b>
Telephone #                  Fax #:	Business Telephone #                  Fax #: <b>413 207 4745.</b>
Federal Tax Identification Number: <b>82-3755097</b>	Maine Seller Certificate # or Sales Tax #: <b>1190949</b>
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license?    New                  Expected Start date: 5/27/22  
    Renewal                  Expiration Date: 5/27/23
2. The dollar amount of gross income for the licensure period that will end on the expiration date above:  
Food: 400,000      Beer, Wine or Spirits: 200,000      Guest Rooms: \_\_\_\_\_
3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)  
 Malt Liquor (beer)       Wine       Spirits

4. Indicate the type of license applying for: (choose only one)

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Restaurant<br>(Class I, II, III, IV)   | <input checked="" type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI) | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)               | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary  | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)  | <input type="checkbox"/> Other: _____                                       |   |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only)    |   |

*Refer to Section V for the License Fee Schedule on page 9*

5. Business records are located at the following address:

22 CENTRAL ST ROCKPORT, ME 04856

6. Is the licensee/applicant(s) citizens of the United States?  Yes  No

7. Is the licensee/applicant(s) a resident of the State of Maine?  Yes  No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes  No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes  No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes  No

If yes, please provide details: \_\_\_\_\_  
 \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Robert Trezevant Wienges	10/03/1971	Decatur, GA.
OLIVER J PERKINS	10/21/1984	Quincy, NSW AUS.
Sean Michael Doherty	9/7/69	Waterville, ME.

Residence address on all the above for previous 5 years

Name Robert Trezevant Wienges	Address: 1052 Commercial St Rockport ME 04856
Name Oliver Perkins	Address: 103 Smith Dr, Hope ME 04857
Name Sean Michael Doherty	Address: 1 Klampf Circle Brunswick ME 04011
Name	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license?  Yes  No

17. Does the licensee/applicant(s) own the premises?  Yes  No

If No, please provide the name and address of the owner:

STUART SMITH PO BOX 812 CAMDEN, ME 04843

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: \_\_\_\_\_

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

The ~~rest~~ premises consists of two stories the  
upper contains seating, service area, bathroom and  
Balcony seating. The lower contains the kitchen  
and storage.

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: 7th Day Adventist Church

Distance: 1 mile

**Section II: Signature of Applicant(s)**

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 4/27/22

  
Signature of Duly Authorized Person

OLIVER PERKINS.  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: \_\_\_\_\_

Who is approving this application?  Municipal Officers of Rockport  
 County Commissioners of \_\_\_\_\_ County

**Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

**B.** The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

**C.** If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

**D.** If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

**C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

**D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

**E.** A violation of any provision of this Title;

**F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

**A. Repealed**

**B.** If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

**4. Repealed**

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

**Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.



## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

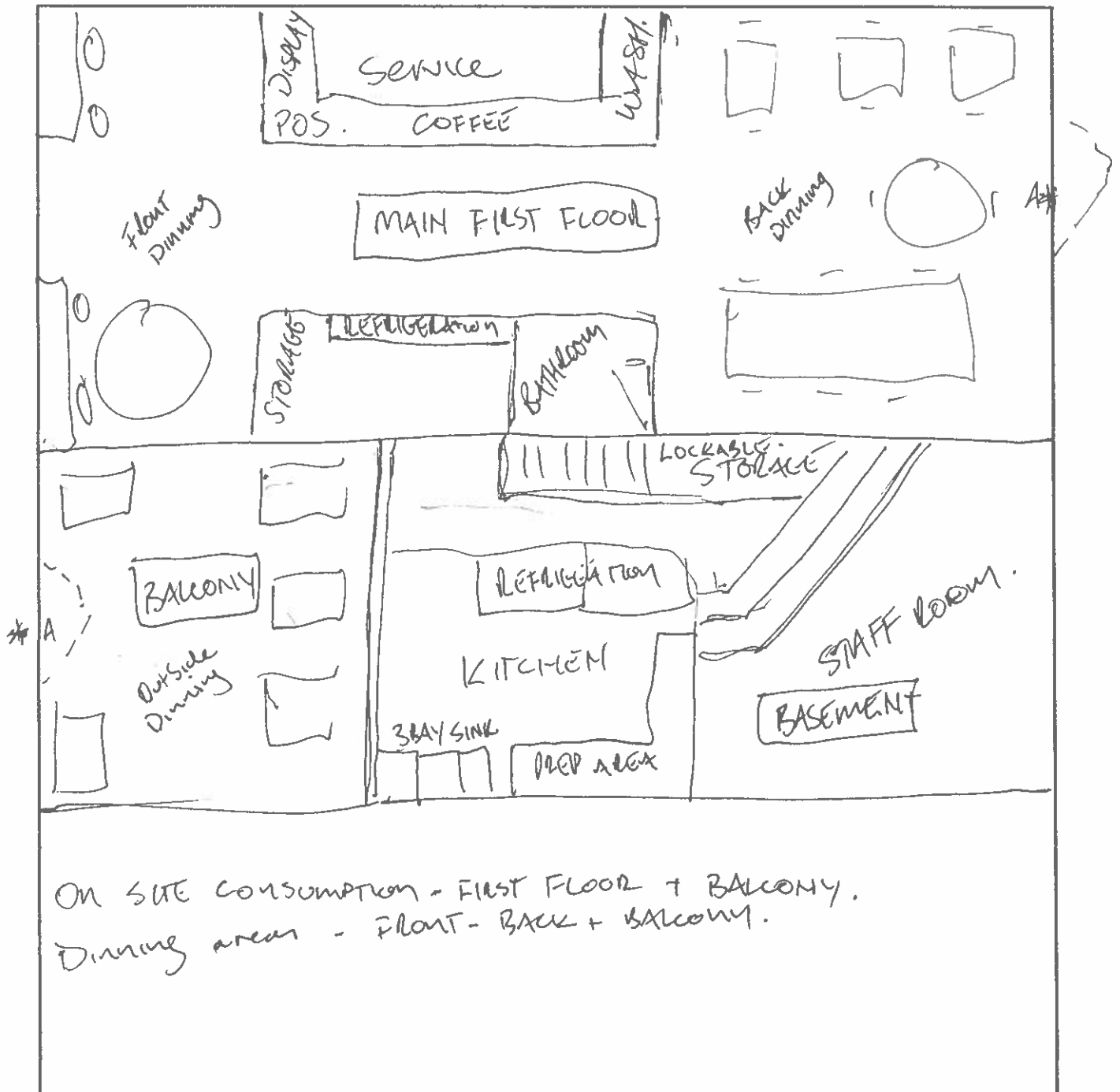
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00

## Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: SEAFOLK LLC
2. Doing Business As, if any: \_\_\_\_\_
3. Date of filing with Secretary of State: 11/9/17 State in which you are formed: ME.
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Robert Trezevant Wenges	1052 Commercial St ROCKPORT ME 04856	10/3/71.	owner/ operator	100%

(Ownership in non-publicly traded companies must add up to 100%.)

**Action Item**

b. Act on Committee Application(s):

**Manager’s Comments: Action Item**

John Viehman –  
 Jeffrey Leclair –  
 Harold McWilliams will be here to answer any questions you may have.  
 Amber Kennedy will not be able to attend the meeting.  
 Bill Freeman will be here to answer any questions you may have.  
 Tricia Dixon will be here to answer any questions you may have.  
 (Recommendation from Doug attached)

- John Viehman – Planning Board Alternate – Term Ending 2025
- Jeffrey Leclair – Planning Board – Term Ending 2025
- Harold McWilliams – Conservation Commission – Term Ending June 2025
- Amber Kennedy – CR Pathways Committee - Term Ending June 2025
- Bill Freeman – Zoning Board of Appeals – Term Ending June 2025
- Tricia Dixon – Rockport Parks and Beautification Alternate – Term Ending June 2025

*Suggested Motion: (separate all motions???)*

*I move the Board approve the committee applications as presented (or amended)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						

Additional Comments:


**APPLICATION FOR COMMITTEE SERVICE**  
**Town of Rockport • 101 Main Street • Rockport, ME 04856**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Work Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Committee you wish to serve on: \_\_\_\_\_

Why do you want to serve on this committee?

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

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Land Use philosophy: (if applicable)

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**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?

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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: Jeffrey Leclair

Home Address: 158 Union Street Work Address: Phi, 446 West Street

Mailing Address (if different): \_\_\_\_\_

Phone Number: (Home) 774 232 2694 (Work) 207 230 0034

E-mail Address: jleclair@gmail.com

Committee you wish to serve on: Planning Board

Why do you want to serve on this committee?

First reason: I am interested in contributing to the town's future through thoughtful review of development projects.

Second: My interest in planning began as a kid with an insatiable curiosity of maps, buildings, and the built environment. It continued through college and graduate school where I took courses in design, planning, land use law, and sociology. Planning, for me, uses the left and right hemispheres of the brain and can be a very fun experience, even as it takes years to witness the plan take shape.

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

Where my experience may be most useful is in the field of building, planning, and design. I have an undergraduate degree in architectural history and a graduate degree in architecture. I have designed historic preservation projects, renovations, and new buildings for college campuses, residential buildings from single family to apartment towers, industrial, retail, recreational buildings, etc. As a Maine licensed architect I confront zoning and code matters on a daily basis. I grew up in Belfast with a good sense of the local landscape and people.

Land Use philosophy: (if applicable)

In regard to planning, broadly, I believe that density in town centers is important. Walkability, bikeability, intergenerational activities, access to recreation and other basic needs, connections to wild landscapes, transportation alternatives to driving, and mixed-use zoning are all features of healthy planned developments and towns. I also believe that stewardship of the environment is an essential ethos that fortunately most Mainers understand.

**APPLICATION FOR COMMITTEE SERVICE – continued**

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Are there objectives you wish to see accomplished?

I largely agree with the Town's Comprehensive Plan and would use that as the main set of recommendations. As a member of the board, my objectives will be to be steadfast and friendly, and considerate of the projects that come before us, to serve the best interests of the applicants and the Town.

Are you interested in serving on other committees?

Although planning is my primary interest, I may also be interested in the Zoning Board of Appeals, and committees that review other issues related to the environment, human-built or not.

Interview comments:

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



# APPLICATION FOR COMMITTEE SERVICE

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

Harold McWilliams

Name: \_\_\_\_\_

109 Mystic Avenue

Home Address: \_\_\_\_\_ Work Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Number: (Home) 207-712-2855 (Work) \_\_\_\_\_  
haroldmcwilliams@gmail.com

E-mail Address: \_\_\_\_\_

Conservation Commission

Committee you wish to serve on: \_\_\_\_\_

Why do you want to serve on this committee?

I am very interested in protecting and preserving the natural environment in Rockport, to which I recently moved.

\_\_\_\_\_

I consider it important to educate all our citizens about the interconnected web of natural features and life that constitutes our environment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

When I lived in Portland I was involved with introducing permaculture principles to our church grounds.

I have 20 years of experience working in science education focusing primarily on earth science

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Land Use philosophy: (if applicable)

I believe that to the extent possible we should live within our natural environment in a way that allows

the flourishing of diverse forms of life and that preserves a sustaining environment for future generations.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION FOR COMMITTEE SERVICE – continued**

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Are there objectives you wish to see accomplished?

I would like to see more native plants in the public and private spaces of Rockport.

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I would also like to develop more educational resources that inform our citizens

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and visitors about the natural environment of the town.

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*Introduce rain gardens where appropriate.  
Encourage good water management.*

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Are you interested in serving on other committees?

Probably not. One is enough!

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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: Amber Kennedy

Home Address: 199 Main St. Work Address: 11 Childrens Way - Rockport

Mailing Address (if different): same as above

Phone Number: (Home) 207-907-5886 (Work) 207-236-7809

E-mail Address: amber.ranae.kennedy@gmail.com

Committee you wish to serve on: Pathways Committee

Why do you want to serve on this committee?

Personally invested in seeing our community more accessible for pedestrians and bicyclists connecting residents to local destinations, prioritizing the safety and sharing of our roads

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

As a local resident and teacher, I feel I have strong connections, relationships, and communication that could add value to my presence on the committee. Efficient organized, and dedicated!

Land Use philosophy: (if applicable)

n/a

**APPLICATION FOR COMMITTEE SERVICE – continued**

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Are there objectives you wish to see accomplished?

most interested in the current Route 1  
sidewalk project

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Are you interested in serving on other committees?

not at this time, perhaps in the  
future

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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: Bill FREEMAN

Home Address: 41 Spear Street Work Address: \_\_\_\_\_

Mailing Address (if different): P.O. Box 342, Rockport, ME 04856

Phone Number: (Home) 207-236-2596 (Work) \_\_\_\_\_

E-mail Address: Williamfreeman@roadrunner.com

Committee you wish to serve on: Zoning Board of Appeals

Why do you want to serve on this committee?

I WAS ASKED BY CURRENT COMMITTEE MEMBER TO SERVE ON THIS COMMITTEE AS HE BELIEVES I CAN CONTRIBUTE TO THE WORK OF THE COMMITTEE. I AM CONFIDENT THAT I CAN HANDLE THE WORK OF THIS COMMITTEE AND THEREFORE AM VOLUNTEERING AS A RESPONSIBLE ROCKPORT RESIDENT.

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

I have served on the following Rockport Town Committees:

Budget Committee

Investment Committee - Vice Chair

Board of Assessment Review (currently)

Land Use philosophy: (if applicable)

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**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?

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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: TRICIA DIXON

Home Address: 23 CENTRAL Work Address: N/A

Mailing Address (if different): PO Box 794 ROCKPORT

Phone Number: (Home) 970-237-2713 (Work) /

E-mail Address: mainebrit555@gmail.com

Committee you wish to serve on: BEAUTIFICATION - ALTERNATE

Why do you want to serve on this committee?

PREFER A BEAUTIFUL TOWN  
- HAVE PLANTED HERE & THERE AT  
MY EXPENSE BUT ~~AM~~ HAVE  
LIMITED \$  
MEMBER OF ROCKPORT GARDEN CLUB

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

GARDENING (NOT PROFESSIONALLY)  
FOR 81 YRS - IN THE 6 COUNTRIES  
I HAVE LIVED AND WORKED IN.  
STARTED AGE 2 - VICTORY GARDEN IN  
ENGLAND, STREET CLEANING IN ROCKPORT. (NO CRIME  
COMMITTED)!

Land Use philosophy: (if applicable)

MANY WINDOW BOX PLANTINGS -  
BOAT CLUB, GOOSE RIVER FOOTBRIDGE,  
SEA FOLK.

PRESERVE NATURE WHICH REPAYS WITH BEAUTY, PEACE,  
OXYGEN, FRIENDS, CONVERSATION, AND CONFIDENCE.

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

CLEAN & BEAUTIFUL ROCKPORT  
WHERE I RESIDE. (MAINE RESIDENT  
SINCE 1971 -)

Are you interested in serving on other committees?

NOT REALLY

(NOTE: NON US CITIZEN - CANNOT VOTE)

Interview comments:

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



## Action Item

- c. Act on Re-appointments to Committees for three-year terms

### Manager's Comments: Action item

Included in your packet is a list of all board and committee members who have agreed to serve another term on their respective boards and committees.

The terms will be for three years, ending June 30, 2025.

Thank you, letters will be sent to the committee members, who are not renewing their terms.

### *Suggested Motion:*

*I move the Board reappoint all the board and committee members as presented for three-year terms ending June 30, 2025.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						

Additional Comments:




## Action Item

d. Act on Re-appointments of committee members for the ZBA for two-year term to stagger terms.

### Manager's Comments: Action item

Included in your packet is a list of ZBA Members who have agreed to serve another term on their respective boards and committees.

The terms will be for two years, ending June 30, 2024, to stagger terms.

### *Suggested Motion:*

*I move the Board reappoint two ZBA members as presented for two-year terms ending June 30, 2024.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						

Additional Comments:


## Action Item

e. Act on Re-appointment of Town Officials for Fiscal Year 2022-2023

### Manager's Comments: Action item

Included in your packet is a list of all Rockport Town Officials for re-appointment for the 2022-2023 Fiscal Year. These are Annual appointments as required by the Town of Rockport Charter, Section IV, Part A, Section 1.

### *Suggested Motion:*

*I move the Board re-appoint the Town Officials as presented for the fiscal year beginning July 1, 2022, ending June 30, 2023.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						

	A	B	C
	NAME	TITLE	TERM/EXPIRATION
1	JONATHAN DUKE	TOWN MANAGER, DEPUTY TAX COLLECTOR, TREASURER	ANNUAL
2		SEXTON, ROAD COMMISSIONER	ANNUAL
3			
4	LINDA M. GREENLAW	TOWN CLERK, TAX COLLECTOR, DEPUTY TREASURER, ASSISTANT GA ADMINISTRATOR	ANNUAL
5			
6	MEGAN BRACKETT	FINANCE DIRECTOR	ANNUAL
7			
8	KERRY LEICHTMAN	ASSESSOR	ANNUAL
9			
10			
11	ORION THOMAS	DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT	ANNUAL
12			
13	SCOTT E. BICKFORD	CODE ENFORCEMENT OFFICER AND LOCAL PLUMBING INSPECTOR	ANNUAL
14			
15	MICHAEL YOUNG	PUBLIC WORKS DIRECTOR	ANNUAL
16			
17	RANDY GAGNE	CHIEF OF POLICE	ANNUAL
18			
19	JASON PEASLEY	FIRE CHIEF	ANNUAL
20			
21	DIANE HAMILTON	GENERAL ASSISTANCE ADMINISTRATOR	ANNUAL
22			
23	CAITLIN THOMPSON	E-911 COORDINATOR	ANNUAL
24			
25	BENJAMIN BLACKMON	LIBRARY DIRECTOR	ANNUAL
26			
27	ABBIE LEONARD	HARBORMASTER	ANNUAL
28			
29	BENJAMIN PRATT	ASSISTANT SEXTON	ANNUAL
30			
31	JASON PEASLEY	DIRECTOR OF EMERGENCY MANAGEMENT AGENCY	ANNUAL

	A	B	C
32			
33	PHILIP SAUCIER/BERNSTEIN SHUR	TOWN ATTORNEY	ANNUAL
34			
35	SMITH & ASSOCIATES	AUDITOR	ANNUAL
36			
37			
38			
39	<b>POLICE</b>	<b>DEPARTMENT</b>	
40	NAME	TITLE	TERM/EXPIRATION
41			
42	JAMES C. MOORE	SERGEANT/CONSTABLE	ANNUAL
43	TRAVIS W. FORD	PATROLMAN/CONSTABLE	ANNUAL
44	JACOB POWERS	PATROLMAN/CONSTABLE	ANNUAL
45	ANTONIO DEL VECCHIO	PATROLMAN/CONSTABLE	ANNUAL
46	CELJETA BIXHAKU	PATROLMAN/CONSTABLE	ANNUAL
47			
48	ANTONIO DEL VECCHIO	ANIMAL CONTROL OFFICER	ANNUAL

**Action Item**

f. Act on Select Board Bylaws (distributed at the Organizational Meeting)

**Manager’s Comments: Action item**

The Select Board Bylaws were distributed at the Organizational Meeting for review.

***Suggested Motion:***

***I move the Board approve the Select Board Bylaws as presented (or amended after any discussion/changes).***

<b>NAME</b>	<b>MOTION</b>	<b>SECOND</b>	<b>ABSTAIN</b>	<b>YES</b>	<b>NO</b>	<b>Time</b>
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						

Additional Comments:




## **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 (2<sup>nd</sup>) Monday (or the day following if Monday is a holiday) of each month (except June when the meeting shall be the fourth (4<sup>th</sup>) 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 determined by the Board.

## **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.

## **Section 6. Decisions**

All decisions of the Board shall be made within the time limits, if any, established by law. All final decisions the date, time and place of the meeting, the members of the body present or absent, and all motions, seconds and votes taken by individual members if there is a roll call, shall become a part of the Board's permanent record as its minutes. 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 31<sup>st</sup> 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 31<sup>st</sup> 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**

**Approved by the Select Board on September 8, 2020**

**Approved by the Select Board on June 28, 2021**

**Approved by the Select Board on August 9, 2021**

**Action Item**

g. Discuss and Act on Select Board Liaisons (distributed at the Organizational Meeting)

**Manager’s Comments: Action item**

Some may be temporary assignments till another SB members is elected.

***Suggested Motion:***

***I move the Board approve the Select Board Liaisons as discussed and amended.***

<b>NAME</b>	<b>MOTION</b>	<b>SECOND</b>	<b>ABSTAIN</b>	<b>YES</b>	<b>NO</b>	<b>Time</b>
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						

Additional Comments:


**2022-2023 Select Board/Staff Liaison**

<b>BOARD/COMMITTEE</b>	<b>2022-2023</b>	<b>Staff Liaison</b>
<b>STANDING COMMITTEES:</b>		
Board of Assessment Review	John Strand	Kerry Leichtman
Budget Committee	John Strand	Megan Brackett
Conservation Commission Committee	Mark Kelley	Abbie Leonard
Economic Development Committee	Denise Munger	Orion Thomas
Harbor Committee	Eric Boucher	Abbie Leonard
Library Committee	Denise Munger	Ben Blackmon
Ordinance Review Committee	Denise Munger	Orion Thomas
Planning Board <sup>4</sup>	John Strand	Orion Thomas
Recreation Committee	Eric Boucher	Jason Peasley
Rockport Parks and Beautification Committee	Mark Kelley and Denise Munger	Mike Young
Zoning Board of Appeals <sup>4</sup>	Denise Munger	Orion Thomas
<b>TASK FORCES/TEMPORARY COMMITTEES:</b>		
Comprehensive Plan Committee	Michelle Hannan <sup>5</sup>	Orion Thomas
RES Redevelopment Task Force	Eric Boucher	Orion Thomas
Village Improvement Planning Task Force	None	Orion Thomas
West Rockport Fire Station Building Task Force	Mark Kelley and Michelle Hannan	Jason Peasley
<b>MISC COMMITTEES:</b>		
Camden-Rockport Pathways Committee	Mark Kelley	Mike Young
EMS Performance Ambulance Review Committee <sup>3</sup>	Mark Kelley <sup>5</sup> and John Strand <sup>5</sup>	Jason Peasley
Legacy Rockport <sup>1</sup>	Denise Munger	Megan Brackett
Mid-Coast Internet Development Corporation	Denise Munger <sup>5</sup>	Jon Duke
MCOG General Assembly and Board of Directors	Denise Munger <sup>5</sup>	Orion Thomas
MCSWC Board of Directors <sup>2</sup>	Debra Hall <sup>5</sup> and Eric Boucher <sup>5</sup>	Jon Duke (Executive Committee)
Parking Task Force	Eric Boucher	Orion Thomas

Footnotes:

1. 501(c)3 organization; 1 member of Select Board is automatically a voting member
2. MCSWC Board of Directors are elected to 3-year terms, Board composed of 4 towns per interlocal agreement
3. EMS Review Committee oversight committee is a 4-town cooperative venture
4. Planning Board and Zoning Board of Appeals are quasi-judicial entities
5. Voting member

## Action Item

h. Act on Addendum to Personnel Policy to reflect Budget changes

### Manager's Comments: Action item

The approved budget requires changes to the Personnel Policy to reflect the budget approved at the annual town meeting. The changes include moving the Town funded portion of health insurance premiums to at least 90% and establishes a Flexible Spending Account (FSA) which employees can use pay for items of a medical nature. I worked with the attorneys at Bernstein Shur to ensure these amendments are compliant with IRS rules, though they do appear rather confusing in written form. In any event, this proposed addendum will accomplish all the FY '23 budget proposed to do.

### *Suggested Motion:*

*I move the Board approve the Personnel Policy as presented (or amended)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						

Additional Comments:


Personnel Policy Addendum A  
Health Insurance Changes

The changes listed below are a result of Town Meeting June 15<sup>th</sup>, 2022.

The latest update to the Personnel Policy was done on December 3<sup>rd</sup>, 2018 and this Addendum will reference that document. These changes are related to Health Insurance and the additional of a Flexible Spending Account, hereafter referred to as FSA.

Changes related to Article 19, Item E

19.E.1 – will remain unchanged

19.E.2 & 3 – will be removed and replaced with the following:

“The Town pays ninety percent (90%) of the individual and dependent cost of participation in the group health insurance plan for eligible employees hired on or after September 13, 2005.”

19.E.4 – will be changed in number sequence only to 19.E.3

19.E.5 – will be changed in number sequence only to 19.E.4

19.E.6 – will be changed in number sequence only to 19.E.5

19.E.7 – will be changed in number sequence only to 19.E.6

19.E.8 – will be changed in number sequence only to 19.E.7

New Section related to Article 19, Item L

Full-time benefit eligible employees will be eligible to participate in a Flexible Spending Account (FSA), this benefit will be available to these employees whether they are participating members in the group health insurance program or not.

The first year of this program will run from July 1<sup>st</sup>, 2022, to June 30<sup>th</sup>, 2023, in which each full-time benefit eligible employee will be able to receive up to \$2,250 through this program. Years following the first year of implementation, each employee will be eligible to receive the max allowed per IRS ruling.

Each employee will receive an initial deposit to their FSA of \$500, which is 100% contributed by the Town. All full-time benefit eligible employees will also receive an annual Health Insurance Stipend of \$875.00, for the plan year July 1<sup>st</sup>, 2022 to June 30<sup>th</sup>, 2023. If the employee elects to contribute this stipend to this FSA, the Town will match that deposit dollar for dollar. This will be a one-time election at the start of the plan year, and will be prorated on a monthly basis for all new employees at a rate of \$72.92 for each full calendar month they are employed by the Town, and would be eligible for a dollar for dollar match by the Town equal to the employees initial deposit.

Employees will be asked to either opt into or out of their contribution to the FSA, and shall be returned to the Finance Director by the date specified, or may forfeit their opportunity to opt in. The employee must opt into their contribution in order to receive the dollar for dollar match from the Town, this will be a non-taxable benefit to the employee for their contribution to the plan. If an employee opts out, then they will be able to retain the Health Insurance Stipend as a taxable benefit.

Employees will be provided with a Debt Card from Group Dynamics to use towards eligible medical related expenses, if the card is lost, damaged, or stolen, the employee will be responsible for the cost of the replacement card.

Date: June 27<sup>th</sup>, 2022

Approved by: \_\_\_\_\_  
Delores Michelle Hannan, Select Board Chair

\_\_\_\_\_  
Mark Kelley, Select Board Vice-Chair

\_\_\_\_\_  
James Annis, Select Board Member

\_\_\_\_\_  
Eric Boucher, Select Board Member

\_\_\_\_\_  
Vacant

## Action Item

- i. Act on Quitclaim Deed, Map 022, Lot 007

### Manager's Comments: Action item

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

Sewer Lien dated February 25, 2020, Book 5523 Page 73

Sewer Lien dated August 10, 2020, Book 5590 Page 80

Sewer Lien dated December 22, 2020, Book 5658 Page 182

Sewer Lien dated March 23, 2021, Book 570 Page 213

Sewer Lien dated June 28, 2021, Book 5750 Page 12

The Town received payment in full for these liens, all sewer fees, and legal fees incurred by this matter.

### *Suggested Motion:*

*I move the Board approve the quitclaim deed, Map 022, Lot 007*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						

Additional Comments:




Municipal  
QUITCLAIM DEED

(Maine Statutory Short Form)

The Inhabitants of the Municipality of Rockport, a body  
corporate and politic, located at Knox County,  
Maine, for consideration paid, release to PATRICIA NOOK  
of 129 Russell Avenue Knox County,  
Rockport, ME 04856  
the land in Rockport Knox County,

Maine: (here insert Description, and Encumbrances if any)  
Being the Premises described as Map 022 Lot 007 of the Tax Maps of the  
Town of Rockport.

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

Sewer Lien dated February 25, 2020, Book 5523 Page 73  
Sewer Lien dated August 10, 2020, Book 5590 Page 80  
Sewer Lien dated December 22, 2020, Book 5658 Page 182  
Sewer Lien dated March 23, 2021, Book 570 Page 213  
Sewer Lien dated June 28, 2021, Book 5750 Page 12

The said Inhabitants of the Municipality of Rockport  
have caused this instrument to be signed in its corporate name by Delores Michelle Hannan, Mark  
Kelley, Eric Boucher, and James Annis  
, its duly authorized, this

27<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
Delores Michelle Hannan, Chair

\_\_\_\_\_  
Mark Kelley, Vice-Chair

\_\_\_\_\_  
Eric Boucher

\_\_\_\_\_  
James Annis

State of Maine

County of Knox, ss June 27, 2022.

Then personally appeared the above named Delores Michelle Hannan, Mark Kelley, Eric Boucher,  
and James Annis of said body corporate and politic, and acknowledged the foregoing instrument to  
be their free act and deed in their said capacity and free act and deed of said body corporate and  
politic.

Before me,

\_\_\_\_\_  
Notary Public

Diane Hamilton  
Printed Name



00

\*12RETTD\*

# RETTD

## MAINE REVENUE SERVICES REAL ESTATE TRANSFER TAX DECLARATION

TITLE 36, M.R.S.A. SECTIONS §§4641-4641N

BOOK/PAGE—REGISTRY USE ONLY

1. County

2. Municipality/Township

3. GRANTEE/  
PURCHASER

3a) Name LAST or BUSINESS, FIRST, MI

3b) SSN or Federal ID

3c) Name, LAST or BUSINESS, FIRST, MI

3d) SSN or Federal ID

3e) Mailing Address

3f) City

3g) State

3h) Zip Code

4. GRANTOR/  
SELLER

4a) Name, LAST or BUSINESS, FIRST, MI

4b) SSN or Federal ID

4c) Name, LAST or BUSINESS, FIRST, MI

4d) SSN or Federal ID

4e) Mailing Address

4f) City

4g) State

4h) Zip Code

5. PROPERTY

5a) Map                      Block                      Lot                      Sub-Lot

5b) Type of property—Enter the code number that **best** describes the property being **sold**. (See instructions)—>

5c) Physical Location

Check any that apply:

No tax maps exist                      5d) Acreage

Multiple parcels

Portion of parcel

6. TRANSFER TAX

6a) Purchase Price (If the transfer is a gift, enter "0")

6a  .00

6b) Fair Market Value (enter a value **only** if you entered "0" in 6a) or if 6a) was of nominal value)

6b  .00

6c) Exemption claim – Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

7. DATE OF TRANSFER (MM-DD-YYYY)

8. WARNING TO BUYER—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.

MONTH      DAY      YEAR

CLASSIFIED

9. SPECIAL CIRCUMSTANCES—Were there any special circumstances in the transfer which suggest that the price paid was either more or less than its fair market value? If yes, check the box and explain:

10. INCOME TAX WITHHELD—Buyer(s) not required to withhold Maine income tax because:  
Seller has qualified as a Maine resident  
A waiver has been received from the State Tax Assessor  
Consideration for the property is less than \$50,000  
Foreclosure Sale

11. OATH

Aware of penalties as set forth by Title 36 §4641-K, we hereby swear or affirm that we have each examined this return and to the best of our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_  
Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

12. PREPARER

Name of Preparer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Mailing Address \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
\_\_\_\_\_ Fax Number \_\_\_\_\_



## Adjourn

*Suggested Motion:*

*I move the Board adjourn the meeting.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						