

NAME	ATTEND
Denise Munger, Chair	
Eric Boucher, Vice-Chair	
Kim Graffam	
Michael Thompson	
Jonathan Duke, Town Manager	
Rockport AV Staff	
General Public	



April 8, 2024 – 6:00 p.m.

Library

**- PUBLIC MEETING -
Rockport Select Board**

Monday, April 8, 2024

Rockport Room at the Library - 6:00 p.m.

https://www.youtube.com/playlist?list=PLa_oEsFzrKUFgM4vZzz44nixjDrNeKkp

AGENDA

I. Call Meeting to Order

II. Public Hearing

- a. Request for extension of license on premise for Sea Hag Cider.

III. Public Hearing Action Items

- a. Act on request for extension of license on premise for Sea Hag Cider.

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):
 - Benjamin Lantz – Budget Committee
- b. Approve Meeting Minute(s):
 - March 11, 2024

VIII. Discussion Items

- a. WRRF Task Force Final Report
- b. WRRF Project discussion

IX. Action Items

- a. Act on 2024 Annual Town Meeting Warrant – June 11, 2024
- b. Act on Special GA Warrant Disbursement Policy
- c. Act on Quitclaim Deed Map T02 Lot B01-001
- d. Act on Quitclaim Deed Map T02 Lot A16-020

X. Select Board Liaison Reports

XI. Executive Session

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

XII. Adjourn

Future Meetings, Office Closures, Etc.

Monday, April 15, 2024 – Town Offices closed for Patriots Day

Monday, May 13, 2024- Select Board Meeting/Public Hearing on Town Meeting Articles

Monday, May 27, 2024 – Town Offices closed for Memorial Day

Tuesday, June 11, 2024 – Election Day

Wednesday, June 12, 2024 – Select Board Organizational Meeting

Monday, June 24, 2024 – Select Board Meeting

TOWN OF ROCKPORT

On Monday, April 8, 2024, at 6:00 p.m. at the Rockport Public Library, the Rockport Select Board will have on their agenda a hearing on the following applications:

REQUEST FOR EXTENSION OF LICENSE ON PREMISE for Sea Hag Cider located at 315 Commercial St Rockport, ME

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

Liz M. Lowe, Town Clerk

Public Hearing

- a. Request for extension of license on premise for Sea Hag Cider

Public Hearing Action Items

- a. Act on extension of license on premise for Sea Hag Cider

Manager's Comments: Action item

Sea Hag Cider would like to have outdoor seating fenced in an area starting on June 1, 2024. This extension provides the opportunity for Sea Hag Cider to offer that area for consumption.

Suggested Motion:

I move the Board approve the request for an extension of license on premises for Sea Hag Cider located at 315 Commercial Street.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair						
Kim Graffam						
Michael Thompson						

Additional Comments:

Division of Liquor Licensing & Enforcement
 8 State House Station, Augusta, ME 04333-0008 (Regular Mail)
 10 Water Street, Hallowell, ME 04347 (Overnight Mail)
 Telephone (207) 624-7220 Fax: (207) 287-3434
 Email Inquiries: MaineLiquor@maine.gov



REQUEST FOR EXTENSION OF LICENSE ON PREMISE

Legal Name: Sea Hag Cider License Number: 15144
 DBA Name: Sea Hag Cider Expiration Date 09/2024
 Physical Address: 315 Commercial St City, State, Zip Rockport, Me 04856
 Mailing address: 315 Commercial St Rockport, ME 04856
Street / PO Box City State Zip
 Phone: 207-321-9615 Fax: _____ Email address: tonya@seahagcider.com

Name, address, telephone number of Property Owner (if property is rented or leased, need copy of rental agreement / lease): Tonya Holt

Temporary Permanent Inside Outside Live Entertainment: Yes No Start Date: 06/01/2024
 End Date (if applicable): _____ Reason for this request: Expansion to outdoor use

This request for an extension of service area for on premise license location **MUST** have Town / County Commission approval and **MUST** have a diagram submitted with this form.

Outdoor Restrictions:

There must be a stanchion or fence completely enclosing the area. Signs must be posted, stating "no alcohol beyond this point". There must be sufficient employees at the extension of premise, which would be able to control and monitor the area.

T. Holt
 Signature of Owner/ Corporate Officer

Tonya Holt
 Printed Name of Owner/ Corporate Officer

For Municipal Approval Only

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS: Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: Municipal Offices County Commissioners of the City Town Plantation Unincorporated Place of: _____, Maine

Signature of Officials	Printed Name	Title

EXTENSION of On-Premise Rev. 8/2018, Replace 6/2017 Page 1 of 2

EXTENSION AREA PREMISE DIAGRAM

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary / permanent license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including methods of monitoring and containment of certain area which you are requesting approval from the Division for liquor consumption.

For Office Use Only:

Date Filed: _____ Date Issued: _____ Issued By: _____

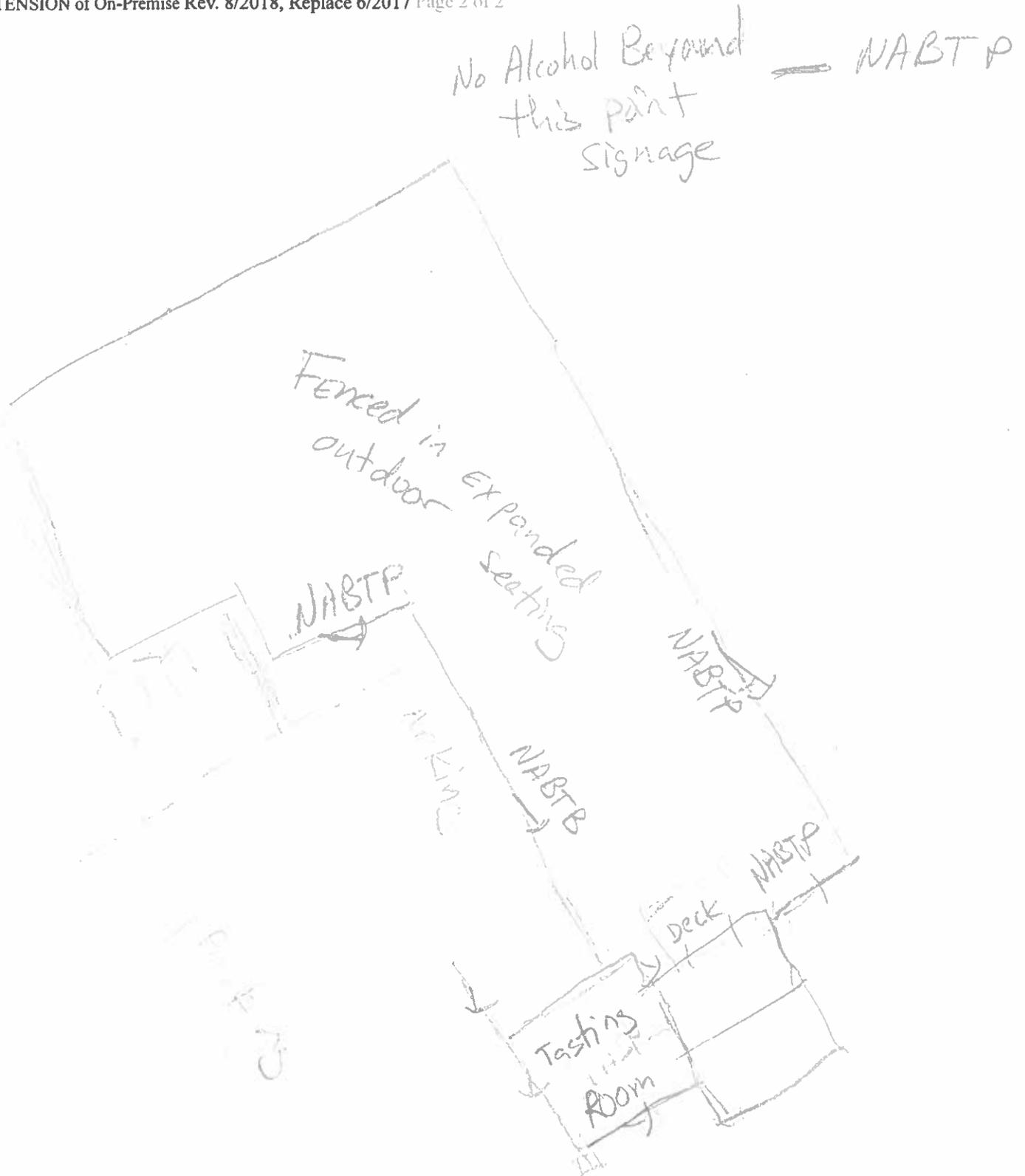
Approved Not Approved

Subchapter 1: GENERAL CONDITIONS

§1051. LICENSES GENERALLY

3. Liquor not to be consumed elsewhere. Except as provided in paragraphs A and B and in section 1207, no licensee for the sale of liquor to be consumed on the premises where sold may personally or by an agent or employee, sell, give, furnish or deliver any liquor to be consumed elsewhere than upon the licensed premises. The service and consumption of liquor must be limited to areas that are clearly defined and approved in the application process by the bureau as appropriate for the consumption of liquor. Outside areas must be controlled by barriers and by signs prohibiting consumption beyond the barriers.

EXTENSION of On-Premise Rev. 8/2018, Replace 6/2017 Page 2 of 2



Town of Rockport, Maine



Town Manager's Office

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

Jonathan Duke, Town Manager

Email: jduke@rockportmaine.gov

Diane Hamilton, Executive Assistant and General Assistance Administrator

Email: dhamilton@rockportmaine.gov

Town Manager's Report & Update April 8, 2024

In Lieu of Taxes:

Many thanks to Coastal Mountains Land Trust who contributed \$1,046.05 in lieu of paying taxes to help assist with town provided services. Though it is not a requirement, it is greatly appreciated non-profits such as CMLT see such value in how the Town supports their missions.

Town Clerk:

Annual Town Meeting/June Election. All items on our Annual Town Meeting warrant will be decided at the polls on Tuesday, June 11th at the Rockport Public Library. The school budgets and state ballots will be part of this election and all ballot information will be available on our town website at rockportmaine.gov once those ballots have been finalized.

Absentee ballot requests for the June election will be available beginning on May 10th.

Nomination Papers for June Elections. Nomination papers are currently available for the following positions:

- 2 seats/3-year term for Select Board
- 1 seat/1-year term for Select Board
- 2 seats/3-year term Library Committee
- 1 seat/3-year term School Board
- 5 seats/3-year terms Budget Committee

The deadline to return the nomination papers is Friday, April 12th at 3:00 p.m. Those seeking office must obtain at least 25 and no more than 100 signatures.

Property Taxes Due. The second property tax payment is due April 16th. While we can accept tax payments at the Town Office during business hours, our online tax payment system is live on the Town website 24 hours a day.

Harbor:

Footbridge Update: After much research and back and forth with engineers and contractors; we have contracted with Dallas Fields of Fields Dive Service to build and install a 6'x 50' aluminum footbridge with Ipe wood decking. Our initial design proved to be too complicated to implement given our budget and timeline and the extensive engineering that the design required. It became clear that if we wanted to have a footbridge in place for this season- this is the only feasible option. We expect this replacement bridge to be in place by May 15th.

Storm Update: We are currently producing a plan to tackle the damage from the January storms which battered the harbor. The Federal government has declared this storm a disaster so it will be important to have detailed documentation of any work we do in-house as well as contract out.

As soon as “Spring” decides to arrive we will begin filling in holes and repairing damage from all the latest storms following all guidelines, also repairing our floats to get them in the water in the weeks ahead. Fishermen’s floats are now in the harbor.

The Harbor Rules and Regulations will be submitted to the Board for consideration at their meeting on May 13th.

Harbormaster has been working with mooring holders to complete their Online Mooring profiles and complete their transactions online. This is the first year we are not sending out paper bills so there will be more work while everyone gets used to the process of doing their renewals online. We will also be sending out postcards.

Also, Abbie is in the process of updating the Harbor section of the website.

Public Works:

While we’ve had only a handful of noticeable storms this winter, we’ve had more than one might expect where early morning icy conditions require attention to ensure school remains in session and our residents have a safe ride to work in the morning. Aside from these storms, we’ve been actively engaged in significant brush cutting on Main Street between Route 1 and Simonton’s Corner. This is in preparation for potentially significant road work this summer to address the roadbed and drainage. Residents and motorists should expect some decent sized trees removed in the next couple of weeks on this stretch of road. In the next few weeks, we will move to the Bay Ridge subdivision to complete some drainage improvements in preparation for paving when conditions allow.

Library:

New Hire. We have hired a new part-time assistant, Hannah Jansen, she will start on April 8th replacing Isla Salisbury.

Upcoming Programs: So many upcoming events check out the library website at <https://www.rockport.lib.me.us/>

We are looking for volunteers to help with book sale set-up, break-down, cashiering, and table restocking. The next book sale will be Friday, April 19, and Saturday, April 20. If you are interested in signing up for a shift, stop by the library or call 236-3642.

Police Department:

Training. Officer Bixhaku will be heading to Florida later this month to continue her Drug Recognition Expert training.

New Hire. We have hired a new Patrol Officer, Noah Sweet, he will be joining us on April 29th. Noah will attend Phase 2 pre-service training starting on May 13th in Bangor for two weeks, then Phase 3 and field training with the department.

Assessing:

Training. Assessing Clerk Rebecca Ewen was in Portland taking IAAO course 101, Fundamentals of Real Property Appraisal. This is a foundational course, the prerequisite for all other IAAO courses.

Rebecca and Assessor Kerry Leichtman attended the Maine Chapter IAAO Winter Meeting, which was held at the Augusta Civic Center. Among the topics offered was Mediating Contested Abatement Matters presented by our attorney for assessing matters, Joel Moser, and the state of Commercial and Industrial markets in Maine and New England.

Kerry zoom-attended the annual meeting of the State Board of Property Tax Review. Over the past two years, we have completely cleared the backlog of cases. It used to be cases that went to the state board took years to be heard. Now it is just a few months. At present, there are no hearings scheduled and only one dispute in mediation. It was reported to us by the board's executive director that the Governor is very pleased with our work.

Kerry was chosen to represent Maine Municipal employees on MMA's Nominating Committee. The nominating committee determines a slate of candidates to serve on MMA's Executive Board.

Inspections. Rebecca and Kerry have been doing more inspections. Hopeful that the new Mobile Assessor program we are using this year will do as intended and allow us to get more done in the same amount of time.

Fire Department:

West Rockport Fire Station Updates: We now have lumber on site and construction starts this week. The project remains on course for completion this fall.

For those interested in learning more about joining the fire department, please contact Chief Peasley at jpeasley@rockportmaine.gov

Opera House:

Renovation Updates: The Geoffrey C. Parker room renovations will be completed by the end of this month. We are hoping to have meetings back to normal beginning in May in this completed space.

Planning and Community Development:

The Comprehensive Plan is now in the last section of editing. Once complete the draft will be reviewed prior to a public engagement process in advance of a final draft and subsequent vote by the community in November.

The Traffic Infrastructure Study project is nearing completion, and will be finished in May, which will be a great item for the community to consider for what would in fact work best for us in Rockport Village. This study will allow the Town to seek Federal funds to assist in covering the cost for projects suggested within the study. We will be having the final presentation on April 22nd.

Employment Opportunities:

We have job openings with the Town of Rockport, stop by the Town Office for an application or call and we can email you an application. Also, job applications are available on our town website, along with a detailed job description. <https://rockportmaine.gov/jobs>

All applications will be accepted until the positions are filled. The Town of Rockport is an Equal Opportunity Employer.

- **Public Works – Heavy Equipment Operator** - This position involves manual work in road construction, repair, and maintenance, snow and ice removal, and other seasonal public works projects. The person in this position will work under the direction of the Public Works Director. The salary range for this position is \$20.00 - \$27.00 per hour, dependent on experience and training. Those with a CDL License are preferred. Training is available for the right candidate to assist in gaining their CDL License.

Recreation Committee:

If you want to schedule the use of a field for this year, email rockportrec@rockportmaine.gov.

Civic Ready:

We encourage all residents to sign up for this, if you are interested in knowing what is happening in the Town of Rockport. What is great about this system is that you decide which types of information you receive whether it is a reminder when property taxes are due to information on an upcoming event at the library, opera house or when a public works project is happening in your neighborhood; Civic Alert can keep you informed. Those interested can also sign up for alerts on our website at <https://rockportmaine.gov/civicready>

Maine Water Assistance Program. Is a federally funded program to help support eligible households in having access to drinking water and wastewater utility services. Households will be required to have water liability to be eligible for the drinking water/wastewater program. To receive an application, you can call 888-623-6762 or email water@mainehousing.org.

Rockport Resource Newsletter:

If you would like to receive the Rockport Resource Newsletter via email you can sign up through our website.

Consent Agenda

- a. Committee Resignation(s):
 - Benjamin Lantz – Budget Committee
- b. Approve Meeting Minute(s):
 - March 11, 2024, Meeting Minutes

Suggested Motion:

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

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair						
Kim Graffam						
Michael Thompson						

Dear Budget Committee,

It is with great regret that I need to inform you of my resignation from the Rockport Budget Committee.

My work schedule and family commitments have become such that I cannot continue to volunteer the time necessary to do my job on the committee with the thoroughness I would like. I will be resigning effective March 13, 2024.

The Budget Committee meeting may be more effective and easier for working residents if there was a defined agreed time limit, not more than 1-2 hrs. per meeting similar to typical business meetings. I also strongly believe the Budget Committee moving forward should publish their findings and votes in an accessible public forum such as local newspapers, as well as the town website, in order to make this work more meaningful.

Thank you for the opportunity, and best wishes to you and the other members going forward.

Sincerely yours,

Benjamin Lantz

Minutes

NAME	ATTEND
Denise Munger, Chair	✓
Eric Boucher, Vice-Chair	✓
Kim Graffam	✓
Michael Thompson	✓
Jonathan Duke, Town Manager	✓
Rockport AV Staff	✓
General Public	✓



March 11, 2024 – 6:00 p.m.

Library

Consent Agenda

- a. Select Board Resignation – James Annis
- b. Approve Meeting Minute(s):
 - February 12, 2024, Meeting Minutes

Suggested Motion:

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

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair		✓				
Kim Graffam	✓					
Michael Thompson						

Action Item

- a. Act on Committee Application(s):
➤ Aaron Englander – Pathways Committee

Manager's Comments: Action item

Unsure if Aaron Englander will be able to attend at this time.

Suggested Motion:

I move the Board approve Pathways Committee application for Aaron Englander as an Alternate with term ending in June 2027.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair						
Kim Graffam	✓					
Michael Thompson		✓				

Additional Comments:

Action Item

- b. Act on Order for Town Clerk to Develop Articles for Annual Town Meeting Warrant

Manager's Comments: Action item

Attached to the packet is a memo I have created that covers the long list of items that potentially could be on the Annual Town Meeting warrant which would be decided at the polls on June 11th. The vote to approve this slate of questions does not indicate your support for these ideas or even guarantee their inclusion but merely provide the Town Clerk the ability to create a draft ballot and warrant. The warrant will be on your April 8th agenda and which time the Board will vote on its recommendations on each article to be decided by the voters.

There is one item that is not included on the list, but added at the end which concerns short term rentals. I have listed this item but I have the expectation from individual Board members that they wish to isolate this issue and address it on its own. Obviously, there is a great deal of concern and attention to the issue of short term rental registrations and/or regulation. Further a great deal of conversations and discussion were generated from the Board's last meeting and it seems more attention is needed to review and possibly amend the current Land Use Ordinance sections concerning certificate of occupancy before that standard could be used to backstop STR registration, was discussed last time.

Suggested Motion:

I move the Board order the Town Clerk to draft appropriate articles for the June 11th Annual Town Meeting warrant as proposed by the Town Manager's memo.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair	✓					
Kim Graffam		✓				
Michael Thompson	✗					

Additional Comments:



Town of Rockport, Maine

Town Manager's Office
Town Office
101 Main Street
Rockport, Maine 04856
Telephone: 207-236-0806 x4
Fax: 207-230-0112

Jonathan Duke, Town Manager
Email: jduke@rockportmaine.gov

**Diane Hamilton, Executive Assistant and
General Assistance Administrator**
Email: dhamilton@rockportmaine.gov

Memo

To: Select Board

From: Jon Duke, Town Manager

Date: March 7, 2024

Re: Warrant Articles for June 2024 Referendum Election

I ask the Board to order the Town Clerk to draft warrant articles for inclusion on the June 2024 Annual Town Meeting referendum election on the following areas of discussion:

- A question considering the Annual Town Budget
- A question to authorize the design and construction of a water resource recovery facility and the expansion of wastewater along Route 90.
- A question to accept roadway names Business Circle, Rolling Meadow West, and Rolling Meadow East, which are a part of the West Rockport Meadows Subdivision.
- A question to accept an amendment to the Land Use Ordinance Zoning Map for parcel located at Map 20 Lot 182 from being partly in zone 903 and 906 to fully be a part of 906.
- A question to accept the Planned Unit Development proposed ordinance and to include it within the Land Use Ordinance and complies with LD2003. (PB recommended 7-0-0)
- A question to accept the Affordable Housing proposed ordinance and to include it within the Land Use Ordinance and complies with LD2003. (PB recommended 7-0-0)
- A question to accept amendments to the Cluster Development section of the Land Use Ordinance and complies with LD2003. (PB recommended 7-0-0)
- A question to accept amendments to the Dimensional Tables A and B of the Land Use Ordinance and complies with LD2003. (PB recommended 7-0-0)
- A question to accept amendments to Chapter 900 of the Land Use Ordinance. (PB recommended 7-0-0)
- A question to accept amendments to section 604, accompanying definition amendments in section 302, and related amendments to section 917 of the Land Use Ordinance. (PB recommended 7-0-0)
- A question to accept amendments to the Accessory Dwelling Unit section 816 of the Land Use Ordinance. (PB recommended 7-0-0)

Lastly, the Board was given a recommendation to consider to consider the creation of a Rental House Unit proposed ordinance at its last meeting. From conversations with members of the Select Board, it appears the Board wishes to address this matter separately and as such I am not including as part of this slate of questions to be drafted. The proposed topic, if the Board chose to include it on their draft warrant for April, it would be as the following.

- A question to accept Rental Housing Unit proposed ordinance and to include it within the Land Use Ordinance. (PB recommended 7-0-0)

Action Item

- c. Act on Harbor Rules and Regulations Policy

Manager's Comments: Action item

The Board discussed the Harbor Rules and Regulations document at its last meeting and suggested some changes which would clarify and prove greater specificity to assist the Harbormaster in managing the facility. The Harbor Committee met to discuss these changes and have returned with a revised document for the Board's approval.

Suggested Motion:

I move the Board approve the Harbor Rules and Regulations Policy as presented. (or amended).

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair						
Kim Graffam						
Michael Thompson						

Additional Comments:

Postponed until April meeting

Action Item

d. Act on Memorandum of Understanding with Leshar Family Foundation Concerning RES Park Development

Manager's Comments: Action item

The Leshar Family Foundation and Town staff, including the Town Attorney, have been meeting concerning framework of how the Town and LFF will collaborate to get the park constructed and eventually establish a conservancy for the park's oversight. This agreement is merely an MOU for the framework of the process over the next two years, but subsequent agreements will be required as this process evolves.

As I see this document, the MOU provides LFF with the flexibility to manage the community engagement and design process and yet ensure final say resides with the Town, via the Select Board. The Select Board has been content to let the details of the park to be managed through the community engagement process established by LFF, but whereas this space will remain a public space, all of the laws and freedoms governed by those spaces being public remain as they would with any other Town park.

Suggested Motion:

I move the Board approve the Memorandum of Understanding with Leshar Family Foundation Concerning RES Park Development as presented.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair	✓					
Kim Graffam		✓				
Michael Thompson						

Additional Comments:

Action Item

- e. Set Date for Select Board Vacancy Nomination Paper Availability.

Manager’s Comments: Action item

With the resignation of Jim Annis from the Select Board, and presuming the Board accepts Jim’s letter earlier in this meeting, a vacancy exists on the Board which can only be filled by an election. The Town Charter states the Board must hold this election but given the fact nomination papers just opened for the two Board terms expiring in June, there is sufficient time to include this vacancy on the ballot with those two seats.

Suggested Motion:

I move the Board approve placing the recently vacated Select Board seat on the June Annual Town Meeting warrant and reducing the time nomination papers are available. Nomination papers will be available for the remainder of this term as of March 12th and papers will be due on April 12th.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair		✓				
Kim Graffam						
Michael Thompson	✓					

Additional Comments:

Action Item

- f. Approve Purchase and Sale Agreement for Robinson Drive Access

Manager's Comments: Action item

The next step in the process of reconstructing the entrance to Robinson Drive requires the Town to purchase property adjacent to the current entrance. The owner of this property agreed when this matter first arose following the October 2021 storm on a price equivalent to the Town's value for the property, which is \$28,500. FEMA who has finally approved funding the repair at this location will reimburse the Town for the purchase price.

To finalize the purchase the Town must hold a Special Town Meeting to approve of this land purchase. The first step is for the Board to approve the purchase and sale agreement and then subsequently set a date for the special town meeting for the approval of the purchase. Given the construction season and need to finalize this matter quickly, I would urge the Board to set a shorter timetable for the date of the meeting, which by law could be as short as 7 days from Monday's Select Board meeting.

The Town Attorney drafted the purchase and sale agreement and the owner of the property has already signed the draft agreement.

Suggested Motion:

I move the Board approve Purchase and Sale Agreement for Robinson Drive Access as presented.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair		✓				
Kim Graffam	✓					
Michael Thompson						

Additional Comments:

Action Item

g. Approve Special Town Meeting Warrant – Monday, March 25, 2024

Manager's Comments: Action item

The draft warrant is truly just that, a draft. I'm hopeful the four members of the Board can discuss between now and Monday dates they would like to hold a Special Town Meeting. My initial thought was to hold this very quick meeting prior to a budget meeting. We can amend this language, including time and date, at the meeting on Monday once everyone's schedules, etc. have been considered.

Suggested Motion:

presented

*I move the Board approve Special Town Meeting Warrant as **amended**.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair	✓					
Kim Graffam		✓				
Michael Thompson						

Additional Comments:

TIF Revision Suggestion
 Kerry Leichtman, Assessor
 March 11, 2024

We have two TIFs: Route 1 and Downtown. Funding for the TIFs comes from valuation growth in Real Estate and Personal Property. Personal Property revenues have been steadily declining. This is mostly due to the expansion of the state's Business Equipment Tax Exemption (BETE) program. Under the BETE program we exempt most items businesses report to us.

There are two business tax reductions programs: BETE and BETR. BETR is Business Equipment Tax Reimbursement. Under BETR the business pays the tax to the town and the state reimburses them for 100% of the tax paid on eligible items. With BETE, the state reimburses the town 50% of what we would have realized as revenues if the items weren't exempt.

It used to be that BETR was for retail and service businesses, while BETE was for manufacturing and offices. The state has redefined the parameters of what businesses are BETR eligible, reducing the categories to a narrow definition of retail sales. If a consumer enters a business, selects a product and leaves with that product in a bag, that's a BETR eligible retail business. Everything else is BETE.

As a result, we have not seen Personal Property growth in the downtown TIF district in years, and are now also in the red in the Route 1 TIF district..

Maine Revenue used to permit us to account for a negative value as \$0 growth but now requires us to "add in" the negative number. The result of this is a reduction in TIF revenues. For example, last year the Route 1 TIF realized \$10,761,983 in real estate Captured Assessed Value (CAV). The Personal Property CAV was -\$1,631,345. This lowered our overall CAV to \$9,130,638. The end result is less revenue available for the TIF development plan.

Because of this I am suggesting a revision to our TIF programs that would remove the requirement to include Personal Property revenues in both TIF's CAVs. We can achieve this by a select board vote that authorizes the town assessor to reduce the Personal Property capture percentage to 0% in the Route 1 and Downtown TIF districts. This authorization can be made annually, or we can, at a later date, amend the TIFs to exclude personal property for the remaining life of each TIF.

I move
 the
 Board

MT
 EB

4-0 in favor

	Motion	Second	Yes
Denise Munger, Chair			
Eric Boucher, Vice-Chair			
Kim Graffam	✓		
Michael Thompson		✓	✓

Adjourn

Suggested Motion:

I move the Board adjourn the meeting.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair						
Kim Graffam	✓					
Michael Thompson		✓				

Discussion Items

- a. WRRF Task Force Final Report

Manager's Comments:

The WRRF Task Force provided all of the information concerning the location and technology utilized in potentially constructing a new WRRF in Rockport. However, following their efforts at the Board's meeting in March, the Task Force agreed to refine their economic projections for the project to better reflect the user base who will fund the project in addition to the financing and grant funding options available. Working with Finance Director Megan Brackett, the attached memo explains the methodology used in preparing these models and changes from the initial presentation.

Bottom line, in the short term the costs are marginally even among the various options available, but over the course of the next decade costs are projected to increase significantly by collaborating with our neighbors in Camden and Rockland. Meanwhile constructing Rockport's own WRRF, expanding sewer to the Route 90/17 intersection, and having any variation of build out of workforce housing will lead to lower wastewater costs for Rockport's users.

Baked into these assumptions is the modest availability of grant funding to reduce the burden by Rockport sewer users, but the uncertainty of the support from Rockport voters limits the Town's ability to successfully win the support of grant agencies.

Additional Comments:



Town of Rockport, Maine

Finance Department

Town Office Building
101 Main Street
Rockport, Maine 04856

Telephone: 207.230.0180 x6

Megan A. Brackett, Finance Director

mbrackett@rockportmaine.gov

Coleen Narofsky, Finance Clerk

cnarofsky@rockportmaine.gov

Fax: 207.706.4999

Date: April 3, 2024

To: Jonathan Duke, Town Manager
Rockport Select Board

RE: Water Resource Recovery Facility (WRRF) and Route 90 Extension Funding Models Memo

Over the past year I have been working with the WRRF Task Force to assist in the funding models and methods of the proposed project. Over the last month the chair of the task force, Bill Bow, and myself have been working on refining those models as much as possible. There are several assumptions made in these models, and we feel they are the best estimates based on the information that we have at this time. Before I go through and summarize our findings, I want to remind everyone that these are merely estimates based on what we know as of today, and these could and probably will change as we progress through the project, as we know more about awarded grant funding, and honestly right up until the project goes to bid.

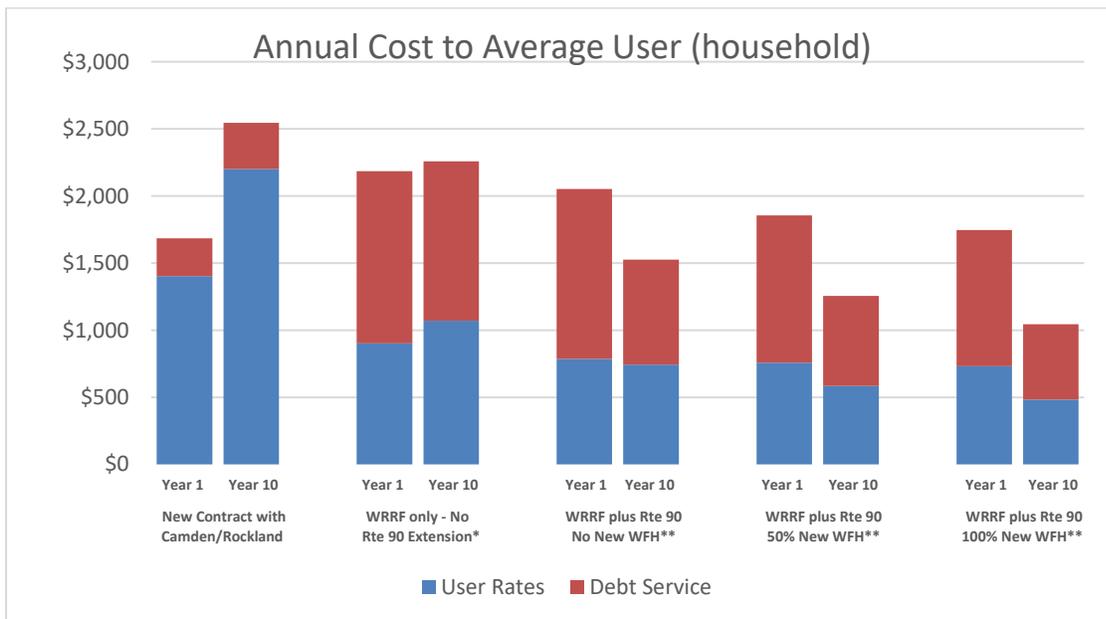
From the models that were provided at the March Select Board meeting, we have adjusted the following information:

- Added annual operating and maintenance costs for the WRRF itself. The prior models had the operating and maintenance costs for the collection system but not the treatment plant.
- Adjusted how the new flow estimates for various Route 90 extension cases were represented in the model. The total flows remained unchanged; however, we estimated a 10% increase over 10 years to gradually absorb the predicted flows into the model, instead of all at once.
- Instead of year 1 in the model being fiscal year ending 2025, we adjusted this to be fiscal year ending 2028, this is to account for nearly two years of design and two years of construction. We escalated all costs to reflect that time shift.
- We adjusted the FTE labor estimate for operating and maintenance (O&M) of the WRRF cases downward from four to three. The previous model assumed the WRRF labor (2 FTEs) and the current O&M for the existing distribution system (currently 2 FTEs) would be additive; however, only three FTEs (and possibly slightly less) are needed to operate both.
- The prior model accounted for no grant funding, this new model accounts for 4-million-dollars in grant funding. This accounts for 2-million that we have already been allocated, and then another 2-million in other grants. We will continue to pursue other grants, which will become easier as we solidify the plan going forward.
- We adjusted the interest rate on the bond from 8% down to 3.5% based on information that we received from USDA.

- We made escalation assumptions in the model for the Camden and Rockland rates. We understand that Camden will be asking voters to approve a 12.5-million-dollar bond on the June 2024 ballot, which apparently includes money to address inflow and infiltration (I&I) issues, plus funding for two line extensions within Camden. This will result in upward pressure on their rates, which have increased at an annual average of 15% since 2019. We also have no information if this will be sufficient to address their I&I issues or whether they will be seeking additional funding in the future, including more significant investment in their plant as well. Based on the age of the plant, it would not be unreasonable to assume that significant investment (\$20M to \$30M) might be required within the plant over the next 10 years; however, this amount is uncertain.

With the adjustments discussed above, the economics of the project remain favorable. The graph shows the same five cases that have been previously presented to the Select Board:

- New contract with Camden/Rockland
- WRRF only (no Route 90 Extension)
- WRRF plus Route 90 Extension, with no new development out Route 90
- WRRF plus Route 90 and construction of 150 new homes over 10 years
- WRRF plus Route 90 and construction of 300 homes over 10 years



Constructing the WRRF without the Route 90 extension initially results in increasing the annual cost to the average user by about \$500. However, by Year 10, there is a \$285 annual savings versus a new obtaining a new contract with Camden and Rockland. Including the Route 90 extension with the WRRF (with no workforce housing) increases the cost to an average user by about \$366 in Year 1, but by Year 10, there is an annual cost savings of \$1,018. Adding workforce housing (WFH) serves to further lower long-term costs to Rockport’s users.

As we progress through the project we can update these models to reflect new information. If you have any questions, please let us know.

Thank you!

Megan Brackett
Finance Director

Discussion Items

- b. WRRF Project Discussion

Manager's Comments:

Given the interest and presence of a pair of items potentially on the June Annual Town Meeting ballot, this discussion item is an opportunity for those with varying opinions and views on this topic to weigh in.

Additional Comments:

Action Item

- a. Act on 2024 Annual Town Meeting Warrant – June 11, 2024

Manager's Comments: Action item

The draft Annual Town Meeting Warrant includes 16 articles for voters to consider. The first of which, aside from the articles to elect a moderator and elect officers, is the article to design and construct a water resource recovery facility and extend sewer to the Route 90 intersection with Route 17. The Board appointed a task force a year ago to create a solution for wastewater treatment and the task force completed their work with the recommendation of a constructing a plant at Pen Bay Medical Center and simultaneously extending sewer along Route 90. On a parallel track, and not on the task force's agenda, discussions between Rockport and Camden have not progressed on a new interlocal agreement and litigation between the towns is not settled, though stayed. A series of housing developments around town, and further commercial developments along Route 90 have been placed on hold until Rockport has a long-term solution for the disposal of its wastewater. The memo from Finance Director Megan Brackett and the WRRF Task Force describes the financial impact from this potential project which will be paid for fully by users of the system and those whose abutting properties can utilize the system.

In addition, there are a long list of articles concerning the Planning Board's efforts to amend the Land Use Ordinance at the direction of new state laws on creating more affordable housing. Those articles were recommended by the Planning Board unanimously.

Next, is the article for the Town to consider accepting Business Circle, Rolling Meadow East, and Rolling Meadow West as town roads. I've included the application for these roads in the packet for the Board to review as well as the Road Acceptance Ordinance which governs how the Town considers applications for consideration. Gregg Haining and Ben Hilt, who developed these parcels, will be present to answer any questions the Board may have.

The third section of articles are the pair which constitute the FY 2025 budget, first with the expenditures and then the revenues. The budget for FY 25 is one with great challenges and costs due to the proposal to create a municipally based Fire/EMS department with 24-hour coverage of the Town. Though there have been efforts over the years to work toward this point, this is the point where the Town has to take the hard step of choosing to pay for that level of service. As the Board knows well, this discussion has been actively engaged since last fall and the support from the Board and Budget Committee on this topic show how hard all involved have worked to prepare the best plan possible for Rockport and our residents.

Lastly, a citizen petition was circulated and submitted to the Town Clerk early last week in regards to wastewater. The article asks the Select Board to establish a committee to explore options for wastewater in collaboration with the Town of Camden, including a municipal utility district, and for a report of that committee's findings to be presented to the Board before June 2025 and before a new wastewater plant is constructed. The Town Attorney has reviewed this article and sees no issue with the language presented and the Town Clerk reviewed all signatures submitted and has determined enough signatures exist for this question to be placed on the warrant.

Suggested Motion:

I move the Board approve the 2024 Annual Town Meeting Warrant for June 11, 2024 as presented. (or amended).

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair						
Kim Graffam						
Michael Thompson						

Additional Comments:

TOWN OF ROCKPORT

ANNUAL TOWN MEETING WARRANT

Tuesday, June 11, 2024

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

Greetings:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Rockport in said County, qualified by law to vote in Town affairs, to meet at the Rockport Public Library, of the said Town of Rockport, on Tuesday, the 11th day of June, 2024 at 8:00am to 8:00pm to vote on Articles 2 through 16, at which time the meeting will adjourn.

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

Article 2. To elect:

- a. Two 3-year terms for Select Board and Overseers;
- b. One 1-year term for Select Board and Overseers;
- c. Three 3-year terms for the Budget Committee;
- d. Two 2-year terms for the Budget Committee;
- e. Two 3-year term for the Library Committee;
- f. One 3-year term for Director of SAD #28 and to also serve concurrently on the Five Town CSD School Board.

Article 3. Shall the Town: (1) approve a capital project consisting of the construction of a new wastewater recovery facility on property currently owned by Pen Bay Medical Center located at 6 Glen Cove Drive, including engineering and design costs, transaction costs and other expenses reasonably related thereto (the "Project"); (2) appropriate the sum of \$33,667,000, plus any additional premium, to provide for the costs of the Project; (3) authorize the Town Treasurer and the Chair of the Select Board to issue general obligation securities of the Town (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$33,667,000, plus any additional premium, to fund the Project; and (4) delegate to the Treasurer and the Chair of the Select Board the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium), form, refundings, and other details of said securities, including authority to execute and deliver the securities on behalf of the Town?

FINANCIAL STATEMENT

1. TOTAL BOND INDEBTEDNESS

a. Bonds outstanding and unpaid:	\$ 6,228,570
b. Bonds authorized and unissued (other than this loan):	\$ 8,258,675
c. Maximum amount to be issued if approved:	\$ 33,667,000

2024 Annual Town Meeting Warrant – continued

2. COSTS

At an estimated maximum interest rate of 3.5% for a thirty (30) year maturity, the estimated cost of this bond will be:

Principal	\$ 33,667,000
Interest	\$ 18,224,708
Total:	\$ 51,891,708

3. VALIDITY

The validity of the bonds and the voter's ratification of the bonds may not be affected by any error in the above estimates. If the actual amount of the total debt service varies from the estimates, the ratification by the voters nevertheless conclusive, and the validity of the bond issue is not affected by reason of the variance.

Town Treasurer

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

Article 4. Shall the Town adopt the amendments to the Rockport Land Use Ordinance Zoning Map to change a parcel's zone located at Map 20 Lot 182 from part of 903 Coastal Residential and 906 Mixed Business Residential to fully 906 Mixed Business Residential.

Note: A copy of proposed zoning map amendment is available on the Town website and at the Town Office.

Planning Board Votes: 6 For, 0 Against, 0 Abstain RECOMMEND

Article 5. Shall the Town adopt the amendments to the Rockport Land Use Ordinance to place Planned Unit Development Ordinance within, and to be known as Section 817 Planned Unit Development, and with proposed amendments to definitions accompanying Planned Unit Development.

Note: A copy of proposed zoning map amendment is available on the Town website and at the Town Office. This ordinance is proposed with regards to State Legislation LD2003 – Title 30-A § 4364.

Planning Board Votes: 7 For, 0 Against, 0 Abstain RECOMMEND

Article 6. Shall the Town adopt the amendments to the Rockport Land Use Ordinance to place Affordable Housing Ordinance within, and to be known as Section 818 Affordable Housing.

Note: A copy of proposed zoning map amendment is available on the Town website and at the Town Office. This ordinance is proposed with regards to State Legislation LD2003 – Title 30-A § 4364.

Planning Board Votes: 7 For, 0 Against, 1 Abstain RECOMMEND

2024 Annual Town Meeting Warrant – continued

Article 7. Shall the Town adopt the amendments to the Rockport Land Use Ordinance regarding section 804 Cluster Development, and related amendments to Section 917 Land Use Table, and with proposed amendments to definitions accompanying Cluster Development.

Note: A copy of proposed zoning map amendment is available on the Town website and at the Town Office. This ordinance is proposed with regards to State Legislation LD2003 – Title 30-A § 4364.

Planning Board Votes: 7 For, 0 Against, 0 Abstain RECOMMEND

Article 8. Shall the Town adopt the amendments to the Rockport Land Use Ordinance regarding section 918 Dimension Tables A and B, and related amendments to Section 917 Land Use Table, and with proposed amendments to definitions accompanying these amendments.

Note: A copy of proposed zoning map amendment is available on the Town website and at the Town Office. This ordinance is proposed with regards to State Legislation LD2003 – Title 30-A § 4364.

Planning Board Votes: 7 For, 0 Against, 0 Abstain RECOMMEND

Article 9. Shall the Town adopt the amendments to the Rockport Land Use Ordinance regarding Chapter 900.

Note: A copy of proposed zoning map amendment is available on the Town website and at the Town Office. This ordinance is proposed with regards to State Legislation LD2003 – Title 30-A § 4364.

Planning Board Votes: 7 For, 0 Against, 0 Abstain RECOMMEND

Article 10. Shall the Town adopt the amendments to the Rockport Land Use Ordinance regarding section 604, accompanying amendments to the definitions in Section 302, and related amendments to Section 917 Land Use Table.

Note: A copy of proposed zoning map amendment is available on the Town website and at the Town Office.

Planning Board Votes: 7 For, 0 Against, 0 Abstain RECOMMEND

Article 11. Shall the Town adopt the amendments to the Rockport Land Use Ordinance to place Rental Housing Unit Ordinance within, and to be known as Section 819 Rental Housing Unit.

Note: A copy of proposed zoning map amendment is available on the Town website and at the Town Office.

Planning Board Votes: 7 For, 0 Against, 0 Abstain RECOMMEND

2024 Annual Town Meeting Warrant – continued

Article 12. Shall the Town adopt the amendments to the Rockport Land Use Ordinance regarding section 816.

Note: A copy of proposed zoning map amendment is available on the Town website and at the Town Office. This ordinance is proposed with regards to State Legislation LD2003 – Title 30-A § 4364.

Planning Board Votes: 7 For, 0 Against, 0 Abstain RECOMMEND

Article 13. To see if the Town will vote to raise and appropriate the following expenditures for the 2024/2025 fiscal year:

A.	Administration.....	\$41,754
B.	Town Manager.....	\$412,745
C.	Town Clerk.....	\$354,295
D.	Planning & Community Development.....	\$448,718
E.	Finance.....	\$328,430
F.	Assessing.....	\$295,516
G.	Insurance.....	\$92,984
H.	General Assistance.....	\$105,330
I.	Police Department.....	\$1,145,010
J.	Fire Department.....	\$736,529
K.	Emergency Medical Services.....	\$1,191,665
L.	Other Public Safety Services.....	\$254,460
M.	Animal Control.....	\$6,400
N.	Harbormaster.....	\$358,950
O.	Emergency Management.....	\$9,115
P.	Public Works.....	\$2,884,615
Q.	Sanitation.....	\$171,100
R.	Library.....	\$596,207
S.	Conservation Commission.....	\$33,050
T.	Parks.....	\$85,811
U.	Opera House.....	\$280,420
V.	Recreation.....	\$71,080
W.	Buildings and Grounds Administration.....	\$399,030
X.	Town Office Building.....	\$187,474
Y.	Public Safety Building.....	\$39,980
Z.	West Rockport Fire Station.....	\$37,850
AA.	Debt.....	\$508,849
AB.	County Service, E-911.....	\$102,199
AC.	County Service, Dispatch.....	\$50,357
AD.	Cemeteries.....	\$168,900
AE.	Special Assessments.....	\$6,800
	Total.....	\$11,405,623

Budget Committee recommendations:

- | | | |
|----|-------------------------------------|----------------------------|
| A. | Add \$32,500 to Harbormaster Budget | Select Board: Approved |
| B. | Remove \$10,000 from Public Works | Select Board: Not Approved |

2024 Annual Town Meeting Warrant – continued

- C. Remove \$15,000 from Public Works Select Board: Approved
- D. Add \$6,000 to Library Select Board: Approved
- E. Add \$15,000 to Conservation Commission Select Board: Approved

Note: “Select Board: Approved” means the Budget Committee recommendation is included in the budget reflected above, Not Approved means that it is not reflected above.

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

Article 14. To see if the Town will vote to raise and appropriate the following as Revenue from the following sources to be used in reducing the property tax assessment for the 2024/2025 fiscal year:

A.	General Government	\$1,570,565
B.	Public Assistance.....	\$49,700
C.	Public Safety.....	\$855,634
D.	Public Works	\$66,879
E.	Culture and Recreation	\$200,987
F.	Buildings and Grounds	\$27,070
G.	All Other – Cemeteries	\$65,500
H.	Schools	\$93,750
I.	Unassigned Fund Balance	\$380,000
J.	Special Assessments.....	\$687,500
	Total.....	\$3,997,585

Budget Committee recommendations:

- A. Add \$50,000 to Finance Department Select Board: Approved
- B. Reduce use of Unassigned Fund Balance
to \$200,000 Select Board: Not Approved

Note: “Select Board: Approved” means the Budget Committee recommendation is included in the budget reflected above, Not Approved means that it is not reflected above.

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

Article 15. Shall the Town accept the dedication in fee simple of all of Business Circle, Rolling Meadow East, and Rolling Meadow West and part of Hawthorne Drive comprising approximately 1,600 feet of private right-of-ways located off of West Street Extension, as shown on the subdivision plan recorded in the Knox County Registry of Deeds at Cabinet 25, Sheet 131, as amended, and to accept and establish such ways as municipal roads to be Town-owned and maintained?

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

2024 Annual Town Meeting Warrant – continued

Budget Committee: 6 For, 0 Against, 0 Abstain

RECOMMEND

Article 16. Do you favor requiring the Rockport Select Board to appoint an advisory committee to study the costs and benefits of a collaborative approach for improving wastewater treatment systems in the towns of Rockport and Camden, including a municipal utility district, and to have such committee report findings to the Board prior to the 2025 Rockport Town Meeting and prior to funding the construction of a new wastewater treatment plant?

Note: This article was submitted by a citizens' petition.

Date: April 8, 2024

Denise Munger, Chair

Eric Boucher, Vice-Chair

Kimberlee Graffam

Michael Thompson

ROCKPORT SELECT BOARD

Attest:

Elizabeth M. Lowe, Town Clerk

Action Item

- b. Act on Special GA Warrant Disbursement Policy

Manager's Comments: Action item

We occasionally run into some issues with providing emergency housing to General Assistance clients. We have two motels in Town that allows these individuals to stay, and they are seeking payment in advance by check or by having a credit card on file (which is not advisable). Staff have developed the Special General Assistance Warrant Disbursement Policy so that these payments can be made without the signature of a municipal official. This process shall only be used in emergency situations or when the vendor is requiring payment prior to rendering the service and shall only pertain to General Assistance issues.

When requested by the General Assistance Administrator, the Finance Director can issue and release the check without the signature of the Town Manager or Select Board designer on the warrant. The maximum amount for this process shall not exceed \$5,000 per occurrence. The request from the General Assistance Administrator to the Finance Director should be in writing and should be included with the warrant to be signed when the other regular warrants are signed.

This policy requires annual approval by the Board.

Suggested Motion:

I move the Board approve the Special GA Warrant Disbursement Policy as presented. (Or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair						
Kim Graffam						
Michael Thompson						

Additional Comments:

TOWN OF ROCKPORT

Special General Assistance Warrant Disbursement Policy

Purpose. This policy authorizes the Finance Director to issue a Special Accounts Payable warrant, issue and release the check(s) outside of the normal procedures. This process shall only be used in emergency situations or when the vendor is requiring payment prior to rendering the service and shall only pertain to General Assistance issues. When requested by the General Assistance Administrator, the Finance Director can issue and release the check without the signature of the Town Manager or Select Board designee on the warrant.

The maximum approval amount for this process shall not exceed \$5,000 per occurrence. The request from the General Assistance Administrator to the Finance Director shall be in writing and shall be included with the warrant to be signed when the other regular warrants are signed.

Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the current authority as outlined in the Town of Rockport Charter or state statute.

Current municipal officers. The municipal officers in office at the time of execution of this policy are; Denise Munger, Eric Boucher, Michael Thompson and Kimberlee Graffam. Assigned municipal officers may review, approve, and sign such warrants.

Effective date. This policy becomes effective on the date indicated below. The Town Manager will furnish copies of this policy to the Municipal Town Clerk, Municipal Finance Director, and General Assistance Administrator.

Lapse. This policy lapses one year after its effective date, if not sooner amended or canceled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date unless a sooner date of expiration is specified.

Reminder. The Municipal Finance Director shall remind the municipal officers to consider renewing this policy annually before it lapses.

Original. The Municipal Clerk shall maintain the original of this policy on file.

(Original Approval date: April 26, 2021) April 11, 2023, April 10, 2024 - Town of Rockport Select Board

Denise Munger, Chair

Eric Boucher, Vice Chair

Michael Thompson

Kimberlee Graffam

Vacant

Action Item

- c. Act on Quitclaim Deed Map T02 Lot B01-001

Manager's Comments: Action item

The purpose of this deed is to release any interest the town may have acquired by reason of liens for unpaid taxes on 2021 Tax Lien, Book 5939 Page 37 and 2022 Tax Lien, Book 6048 Page 264 for Katelyn Troegner.

Suggested Motion:

I move the Board approve the Quitclaim Deed Map T02 Lot B01-001 as presented.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair						
Kim Graffam						
Michael Thompson						

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

of Katelyn Troegner
52 Spruce Ln
Wells, ME 04090
Knox County,

the land in Rockport Knox County, Maine: (here insert Description, and Encumbrances if any)
Being the Premises described as Map T02 Lot B01-001 of the Tax Maps of the Town of Rockport.

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

2021 Tax Lien, Book 5939 Page 37
2022 Tax Lien, Book 6048 Page 264

The said Inhabitants of the Municipality of Rockport have caused this instrument to be signed in its corporate name by Denise Munger, Eric Boucher, Michael Thompson and Kimberlee Graffam, its duly authorized, this 8th day of April, 2024.

Denise Munger, Chair

Eric Boucher, Vice-Chair

Kimberlee Graffam

Michael Thompson

State of Maine County of Knox ,ss April 8, 2024.

Then personally appeared the above Denise Munger, Eric Boucher, Michael Thompson and Kimberlee Graffam 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
Elizabeth M. Lowe
Printed Name

Action Item

d. Act on Quitclaim Deed Map T02 Lot A16-020

Manager's Comments: Action item

The purpose of this deed is to release any interest the town may have acquired by reason of liens for unpaid taxes on 2021 Tax Lien, Book 5938 Page 287 and 2022 Tax Lien, Book 6048 Page 172 for Steven C. Allen.

Suggested Motion:

I move the Board approve the Quitclaim Deed Map T02 Lot A16-020 as presented.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair						
Kim Graffam						
Michael Thompson						

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

of Steven C. Allen
4617 Lucabella Ln
Leander, TX 78641
Knox County,

the land in Rockport Knox County, Maine: (here insert Description, and Encumbrances if any)
Being the Premises described as Map T02 Lot A16-020 of the Tax Maps of the Town of Rockport.

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

2021 Tax Lien, Book 5938 Page 287
2022 Tax Lien, Book 6048 Page 172

The said Inhabitants of the Municipality of Rockport have caused this instrument to be signed in its corporate name by Denise Munger, Eric Boucher, Michael Thompson and Kimberlee Graffam, its duly authorized, this 8th day of April, 2024.

Denise Munger, Chair

Eric Boucher, Vice-Chair

Kimberlee Graffam

Michael Thompson

State of Maine County of Knox ,ss April 8, 2024.

Then personally appeared the above Denise Munger, Eric Boucher, Michael Thompson and Kimberlee Graffam 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
Elizabeth M. Lowe
Printed Name

Executive Session

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

Suggested Motion:

I move the Board exit regular session to go into Executive session for a discussion of a Personnel Matter pursuant to 1 M.R.S. Section 405 (6) (A)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair						
Kim Graffam						
Michael Thompson						

Suggested Motion:

I move the Board exit Executive Session and return back to Regular Session.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair						
Kim Graffam						
Michael Thompson						

Adjourn

Suggested Motion:

I move the Board adjourn the meeting.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Eric Boucher, Vice-Chair						
Kim Graffam						
Michael Thompson						