

**TOWN OF ROCKPORT  
DEPARTMENT REPORTS  
DECEMBER 2011**

**General Government**

Thomas Ford, Planner/Community Development Director  
Linda Greenlaw, Town Clerk  
Virginia Lindsey, Finance Director  
Kerry Leichtman, Assessor

**Culture and Recreation**

Susan Dates, Rental Agent, Rockport Opera House  
Molly Larson, Librarian

**Public Safety**

Stephen Beveridge, Public Works Director  
Craig Cooley, EMA Director – No Report Received  
Mark Kelley, Police Chief  
Abbie Leonard, Harbor Master  
Bruce Woodward, Fire Chief

# Office of Planning and Community Development

## Monthly Report –December 2011

### Permits

**Miscellaneous Permits:** Fifteen permits were issued in December 2011. The figure included seven building permits (additions, renovations, decks, etc.), one new dwelling unit, two sign permits, two use permits, one moving structure, one filling & excavating and one vendor's permit. Eighteen permits were issued in December 2010.

**Plumbing and Subsurface Wastewater Permits:** Five internal plumbing permits and one subsurface wastewater disposal permits were issued in December 2011. Two internal plumbing permits and one subsurface wastewater permit was issued in December 2010.

### Boards & Committees

**Planning Board:** The Planning Board did not meet in December 2011. The Planning Board met in December 2010 to review the pre-application for a four lot minor subdivision (Maple Grove).

**Zoning Board of Appeals:** The Zoning Board of Appeals did not meet in December 2011 or December 2010.

**Ordinance Review Committee:** The Planning Office, with input from sponsors, prepared the winter semester work schedule for the ORC. Drafts for the items to be presented at the early January meetings are being prepared.

### Projects:

**SHIP Grant – Harbor Floats:** A revised design and bid package for the Rockport Floats project was prepared, vetted and approved by MDOT and put out to bid. Abbie and Tom completed a redrafting of the proposal that included a bi-furcated bid process for the floats and pilings that should result in a more competitive bidding process. Bids are due in the Town Office on January 6<sup>th</sup>.

**Harbor Pump-Out Grant:** The executed contract was finally received from the Department of Conservation. The pump was ordered in December and should arrive in early January

**Opera House Insulation Project:** The Town of Rockport awarded the Opera House project to R. H. Price and Co. of Searsmont. It is anticipated that the work will commence in early January.

**Water Quality:** Since the official completion of the Maine Healthy Beaches testing program, the Planning Office has continued to test waters at Clam Cove and in the Pascal Ave. watershed including the discharge from the wetland across from the old Rockport Elementary School. The Goodie's Beach direct drainage area study was initiated on December 19<sup>th</sup> with a letter to 48 residents in the watershed.

**Right of Way Discovery Grant:** The Town of Rockport received notice that our application for a right of way discovery grant has been approved. The contract was signed and returned to the State Planning Office for execution.

**Standard Operating Procedures:** Planning Office staff continued to work on the development of standard operating procedures for customary office tasks. These '*standard operating procedures*' will provide a methodology with checklists for how staff will administer and respond to a series of work tasks including permit administration, plumbing and wastewater administration, board support, violation protocols, and investigation protocols. The first SOP will be completed in January.

**Mid Coast Economic Alliance:** The Planning Office is working with other mid-coast towns to enhance our image for 'Opportunity Coast' a collaborative effort of the Knox and Waldo County towns that participate in the Mid-Coast Economic Alliance.

**Economic Development:** Tom Ford is working with Development Directors from Belfast, Camden and Rockport on efforts to better publicize economic opportunities and challenges here in the mid –coast.

*Information and supporting documentation on all permits and projects is available for public review at the Planning and Community Development Office.*

**TOWN CLERK  
MONTHLY REPORT  
DECEMBER 2011**

- **We issued 0 (0) Hunting License, 0 (0) Junior Hunting License, 10 (20) Hunting & Fishing Licenses, 1 (0) Complimentary Fishing License, 1 (0) Coyote Night Hunting Licenses, 3 (3) Muzzleload Licenses, 7 (13) Fishing Licenses, 1 (0) Archery, 1 (0) Expanded Archery Antlered, 1 (0) Expanded Archery Antlerless and 2 (0) Saltwater Registration. Fees collected totaled \$711.00 (\$1,204.00).**
- **3 (2) Boat Registrations, 6 (33) Snowmobiles and 1 (2) ATV Registration and 3 (0) Milfoil Sticker (Preserve Maine Waters) were issued. Fees collected were \$400.50 (\$1,550.00) which included \$57.50 (\$100.00) sales tax. Harbor fees collected this month for excise tax, commercial float, merchandise, private float and waiting list were \$2,406.50 (\$591.50)**
- **We issued 111 (92) dog licenses this month at a fee of \$424.00 (\$311.00). Don't forget to license your dog for 2012. There will be a \$25.00 late fee as of February 1, 2011.**
- **We processed 12 (11) transfers, 225 (163) passenger cars, 41 (27) commercial vehicles, 2 (4) trailer, 3 (0) antique, 0 (2) motor home, 2 (0) motorcycles, 5 (2) duplicate stickers and 2 (2) duplicate registrations. Monies taken in for these transactions (excise tax) totaled \$48,394.44 (\$41,135.90). This is up 17.65% from last year's number.**
- **We processed \$216,727.61 (\$148,632.74) in real estate taxes this month.**
- **I attended and took minutes for a Select Board meeting. We had the last of our training for the new Trio software. My Assistant Clerk went to Augusta BMV (Bureau of Motor Vehicle) for training and certification in processing vehicle registrations. My Deputy Clerk was able to enjoy some vacation time this month. Welcome to the newest Select Board Member, Charlton Ames and thank you for spending time with each Department Head to learn what functions each office performs.**
- **Happy New Year to all!**

\*The first number represents 2011 and the second one in parenthesis 2010.

**Virginia B. Lindsey**  
**Rockport Finance Director**  
**Monthly Report - December 2011**

The finance department is responsible for the administrative and accounting work necessary to maintain the town's finances. Work involves maintaining the chart of accounts, preparing monthly financial reports, preparing payrolls (including all required state and federal payroll reports and taxes), preparing accounts payable warrants, reconciling bank statements, preparing insurance renewals, and submitting claims (auto, property and casualty, workers compensation claims), and a number of other bookkeeping requirements. Annually, the finance director assists the town manager in the preparation of the town's budget.

**The report for the month of December 2011 includes the following:**

- Investments remained relatively the same as the previous month, with a slight decrease.
- Interest earned on general funds was at the rate of 0.60% (last month 0.60%).
- 52.16% of taxes have been paid for FY 11-12.

	Previous Month November 2011	Current Month December 2011	Difference	% Change	One Year Ago December 2010	Difference	% Change
<b>Budget</b>							
Wages	105,978	158,185	52,207	49.26%	163,779	(5,594)	-3.42%
Other Expenses	1,072,141	865,205	(206,936)	-19.30%	830,851	34,354	4.13%
Total Expenses	1,178,119	1,023,390	(154,730)	-13.13%	994,630	28,760	2.89%
Total Revenue	436,726	424,273	(12,453)	-2.85%	291,993	132,280	45.30%
<i>1st Half Taxes Due 10/17/11; Second Half Due 04/17, 2012</i>							
NET	(741,393)	(599,117)	142,276	-19.19%	(702,637)	103,520	14.73%
<b>Cash on Hand Balance</b>							
General Fund	2,822,900	2,223,783	(599,117)	-21.22%	1,661,366	562,417	33.85%
Taxes Paid (for the month)	203,125	211,395	8,270	4.07%	134,051	77,344	57.70%
Taxes Paid (to date)	6,144,787	6,356,182	211,395	3.44%	5,606,290	749,892	13.38%
<b>Investments</b>							
Public Assistance	314,029	314,022	(7)	0.00%	275,077	38,945	14.16%
Cemeteries	396,863	396,855	(8)	0.00%	342,388	54,467	15.91%
Wastewater	264,758	264,752	(6)	0.00%	144,228	120,524	83.57%
Total Investments	975,650	975,629	(21)	0.00%	761,693	213,936	28.09%
<b>Wastewater</b>							
Expenses	55,539	52,101	(3,438)	-6.19%	60,304	(8,203)	-13.60%
Revenue	77,022	43,884	(33,138)	-43.02%	38,474	5,410	14.06%
NET	(21,482)	8,217	29,699	-138.25%	21,830	(13,613)	-62.36%
<i>*Bonds Paid in October</i>							
<b>Wastewater Cash on Hand Balance</b>							
WW General Fund	244,127	235,910	(8,217)	-3.37%	258,876	(22,966)	-8.87%
Certificate of Deposit	101,272	101,375	103	0.10%	100,000	1,375	1.38%
<b>Total Cash</b>	<b>345,399</b>	<b>337,285</b>	<b>(8,114)</b>	<b>-2.35%</b>	<b>358,876</b>	<b>22,966</b>	<b>-6.02%</b>
<b>WW Accounts Receivable</b>							
30 Day	26,513	7,098	9,176	29,437	-4,189		
60 Day							
90 Day							
Over 120 Days							
Advance Payments							
TOTAL WW Accounts Receivable December 2011					68,035	13.01%	
Accounts Receivable December 2010					60,200		

**December 2011  
Department Head Report  
Kerry Leichtman  
Assessor**

BETR: January 3 was the deadline for businesses to file their BETR forms. BETR means Business Equipment Tax Reimbursement. The program reimburses businesses for taxes paid on certain equipment. The complexities of the program are too much to try and make a succinct explanation of it here, but suffice it to say that no business understand its particulars enough to correctly fill out the forms on their own. None. It winds up being easier to do the forms for people instead of trying to teach them how to do it themselves. Most people feel foolish about not being able to do it; we assure them the problem is with the program and not them.

Other year-end deadlines: There are none. But plenty of people assumed Dec 31<sup>st</sup> to be a cut-off date for filing forms so we had a flurry of activity the last two weeks of the month mostly helping people with Homestead and Veteran's Exemption forms.

And speaking of Homestead and Veterans Exemptions, Eileen sorted through all the applications we have on file and checked them against all the exemptions we have in our Vision records. She uncovered a number of records in need of updating, verification or removal. I wrote to many of the people whose forms, or residency, we found to be deficient asking for clarification or confirmation on certain information. As an example, a veteran's exemption expires with his/her death, but there is also an exemption for the widow/er of a veteran. We probably contacted 10 widows to have them fill out the new form so that they won't lose their exemption come April 1, 2012.

Sales Verification Surveys: As I reported last month, the response to our first-ever survey was very good. I was able to make my assessment records more precise with the information gleaned from responses. On two occasions a resident wrote on their forms about a complaint that they said had gone unresponded to in the past. One person said he'd been trying to get attention to an issue since 2005. I wrote letters to both people, telling them I am here and willing to address their issue once they contact me (in both situations a property inspection is called for). I heard back from one and he said he was "tickled" to get a response to his comment.

Abatements: Issued a few abatements to correct assessing errors; such as the Corner Shop account which should have been suspended until they reopen for business.

Exemptions: Have been having ongoing discussion with Coastal Mountains Land Trust about their purchase of property from John and Rhonda Hart that they want exempted from property taxation. I denied their initial application and have been working on a response to their resubmitted application. I have been resistant to the idea of exempting this land. The land trust has been insistent that it is worthy of exemption. This month I received a phone call from the land trust's exec director with good news: they sold the land to the water company. The water company will, in turn, give the land trust a conservation easement to manage the land as the trust originally intended. The trust's exec director described this as a win-win-win. The town keeps the land on the tax rolls, the land trust gets to preserve the land it wanted, and the water company gains control over land that it values for the protection of its/our water supply. He was both gracious and exactly right in his characterization.

Inspections: Went on three interesting tours/inspections. The Samoset Estates Timeshare Homeowners Association approved a major renovation project. Kitchens and bathrooms in the units are being completely updated, with each unit getting a new and larger refrigerator, new microwave, toilet, granite countertops, and more. They filled an entire ballroom with the new countertops and appliances waiting to be installed. Something that doesn't get widely reported, the Samoset is donating much of what they are removing to Habitat for Humanity. Nice. Also toured Village at Rockport condominiums. It is amazing what they have done in such a short amount of time. While anyone can spend money on a real estate project, not everyone can create something people

actually want to buy in today's market. Village at Rockport have sold out their first two phases, and seems to have done so by throwing out the cookie cutter approach and customizing each unit to its owner's desires. And finally, I toured ~~the dump~~ Mid-Coast Solid Waste. They are tax exempt, but Bob has been working with them to make payments in lieu of taxes (PILOT) to the town. So an assessment was necessary to determine what that payment might be. I've been to the dump a few thousand times in my life but this was my first time in most of the buildings. They have agreed to pay taxes on the land value.

Tax Maps and Property Record Cards: Created a new set of each. Both are available to the public on the mapping table.

Deeds and Mapping: Had to dissolve the Brook Crossing and White Ledges subdivisions. Both were approved by the planning board but were eventually abandoned by their developers. The difficulty in doing that is the parcels need to be recreated as they were before being split into subdivision lots. The land that comprised the Brook Crossing subdivision has been divided many, many times since its deed was written. As a result I need to gather all subsequent deeds, read and decipher them, then locate an older version of Town Tax Maps and compare it against the deeds. I was eventually able to reconstruct the parcel. White Ledges was a little easier. The land had not gone through so many changes. The complication there was accounting for its wet and topographically-challenged land. It required some research, but not nearly as much.

NDS to TRIO conversion: An issue still outstanding is getting the new account numbers into Vision. Trio can't use the previous NDS account numbers as it cannot accommodate account numbers with letters in them. Vision support had to write a program that would move the NDS number to somewhere else in the record and then insert the newly assigned account numbers into the proper field on the Vision record. Despite the fact that my tech support guy at Vision successfully tested the program on a backup file of our data, when he ran the program on our real data it didn't work. It changed numbers but not the right ones. No records were harmed in the process. Eileen is changing the Personal Property account numbers manually – we have just under 400 accounts. But we have in excess of 6000 real estate accounts, so are still working on a programming fix.

Owner Unknown: Provided valuation guidance to the select board for their decision making on the sale of a small piece of land at the corner of Pleasant and Amsbury Streets.

TO: Robert Peabody, Jr., Rockport Town Manager & Board of Selectmen  
FROM: Sue Dates, Rental Agent  
RE: **Opera House Department Head Report**  
DATE: **December 2011**

During the month of December BCC used the building for 3 Odeon Rehearsals and 1 Odeon Concert. The Garden Club held their annual Holly Berry Fair with set up time. Much of the money raised from this fair supports the town with beautification projects and plantings in our parks and around town and buildings. As part of the Rockport Holiday & Christmas celebration UMCC and Trish from the Garden Club used the meeting room to let attendees (children and adults) decorate donated cookies.

Revenue for December was \$210.00. The Opera House was used for at least one event on 9 of the 31 days (all in the first 12 days of the month).

Town meetings held in the Opera House Meeting Room this month were the Select Board monthly meeting. The Planning Board and Zoning Board meetings were canceled. VIE held a meeting with Steve Bowen, Commissioner of the State Dept. of Education.

Maintenance this month included: Eastern Fire Services completed the flushing of the sprinkler system. I am happy to report that they did this in 5 days instead of the possible 10. They had to replace two pieces of pipe in a spot that has been leaking and repaired before and replaced some gaskets in another pipe. After this was done another crew came in and did the separate system pressure test that is done quarterly (we were due). We have failed this test several times because the system needed flushing – we passed this time. The last activity at the Opera House was the Select Board meeting on Dec. 12. Before that time we were busy almost every day – keeping picked up from the flushing, fair, and concert. After Dec. 12 Randy was able to pick up chairs in the auditorium & clean up the basement in preparation for the insulation project that will be done next month, and he did some cleaning of the building. He repaired the ceiling in the lower hallway where it has been cut several times due to the leaking sprinkler system pipes and the repairs. This was a time consuming process with a lot of cleanup after. Kevin from Public Works same over and got rid of the very old boiler that has been in the basement since 1982. It was a heavy cast iron piece that needed to be broken up by a hammer and Randy helped him lug out the heavy pieces. Randy cleaned up and took all items that are stored in the basement away from the walls and took down the old insulation and drywall on the basement walls in preparation for the upcoming insulation project – due to start in early January. We will get credit from R. H. Price for this work, as his crew will not need to do this.

Last year maintenance included: putting up new weather stripping on the meeting room outside doors, taking the white shell down and putting it back, moving chairs and putting them back in the auditorium and meeting room for events, and general cleanup before and after events. Revenue for December was \$2,162.50 and the building was used for at least one event on 12 of the 31 days. (Last year we had a private film company use the auditorium to do a film and we had a private dance studio use the building for a recital.)

**Director's Report December 2011**  
**Rockport Public Library**

Circulation	Children / YA	Adults	Total	% Change
December 2011	1395/327=1722	3918	5640	+ 8.2 %
December 2010	1621	3590	5211	

*Circulation: totals of materials checked out of this library by our patrons*

*\*includes 80 honor system items*

Attendance	Children / YA	Adults	Total	% Change
December 2011	259/89=348	2084	2432	+ 12.3 %
December 2010	280/87=367	1798	2165	

*Visits: People coming into the library. We do this by hand. We do not have a door counter. This number therefore, is conservative.*

Interlibrary Loan	December 2011	December 2010	% Change
Incoming	535	502	+ 6.6 %
Outgoing	473	347	+ 36.3 %

*\*\*Increase due to change in reporting method as well as increase in usage.*

Computer Usage	December 2011	December 2010	% Change
	396	286	+ 38.5 %

*Computer usage: Calculated by number of sessions computers are in use*

Reference	December 2011	December 2010	% Change
	302	278	+ 8.6 %

Technology Classes	December 2011	December 2010
	6	1

Programs	Program type	No. of Programs	Participants
	Adult	13	<b>120</b>
	Child	13	Adults 41 Children <u>214</u>
	<b>Total</b>	<b>26</b>	<b>Total 375</b>

**Volunteers**

- Volunteers gave **108.75 hours** of support in December. This does not take into account the numerous hours related to the book sale. Book sale volunteers sort and price books all year long. In-house library volunteers help process books,

shelve, provide tech support, facilitate programs, and other duties as assigned. This resource has tremendous value for the town. These are vital jobs that truly assist in the operation of the library. We would not be able to run the library as well as we do without our dedicated volunteers.

**Desk Income, Gifts, Grants, or Donations in December: \$3,848.00.** Other desk income includes donations for coffee, fines, non-resident fees, and photocopy charges (*a detailed report is provided at the monthly library committee meeting*).

**Activities, services, and programs:**

**375 people** attended library programs or benefitted from outreach programs in December:

- Community outreach at local daycare center with Liza Walsh
- Monthly Large Print Book exchange to local senior living facility
- Monthly book group with Jenni Ruddy
- French Conversation Group with Paul Charbonneau
- Weekly story time for babies and toddlers with Liza Walsh
- Drop-in Mah-Jongg group on Wednesday evenings and Saturdays
- After-school story time on Wednesdays with Liza Walsh
- Monthly BookLovers' Café with Iris Eichenlaub
- Holiday craft series: Altered Book Ornaments with Jane Babbitt
- Making Felt Ornaments with Merilee Dahm-Larsen
- EBooks 101 with staff from Rockland Staples and the library with 22 people in attendance. Thank you to Staples for supplying eReader devices, expertise, and gift certificates.

Molly Larson, Library Director  
January 10, 2012

TO: Robert Peabody, Jr., Rockport Town Manager & Board of Selectmen

FROM: Steve Beveridge, Director **Public Works** Department

RE: **Department Head Report**

DATE: **December 2011 (from December 2 thru December 29)**

1. Worked on: '99 F550 and got ready to trade – sander, plow & wing; Vac-All – sprayed and painted the body to try to keep it in good condition and help delay rust; serviced the 2008 F550; mufflers on the '04 & '07 Freightliners repaired; '07 Freightliner electric worked on & plow lights; Oshkosh – adjusted the brakes and added fuel additive; '08 F350 tires rotated; replaced a belt on the '09 F550; worked on the backhoe bucket shield; '07 Freightliner plowed worked on; some cutting edges replaced on wings/plows; worked on the '01 Freightliner and got it ready to sand and plow
2. After financing for the new 2012 F550 was secured took the '99 F550 to Whited and picked up the new 2012 F550 and delivered it to H.P. Fairfield to put on the dump body, sand, wing and other equipment.
3. Road Construction: PW Sewer/Water project continues (some due to bad weather in November) – we used our loader to load trucks for Farley's crew from our stockpile; hauled cover sand several times for the project; started to install new water pipes in the garage for the public water installation; hauled 3" minus; while installing the sewer pipe – some wires were cut and well water pipes broken (we had no map to say where the pipes were located) – these were all repaired; the contract portion of the sewer/water project was completed during December. We found out that there is a little more to do to make the water portion meet Aqua Maine standards. We hope this can be completed in January, if the good weather holds out.
4. Town Office: put out the salt bucket; put lights on the small trees and ran extension cords for power; worked on storage for Scott Bickford; brought tables from ROH and took them back for the Christmas Party
5. Library: took salted/sand for the bucket at the Library
6. Garage: cleaned the old storage shed and got ready to put equipment in for winter storage; cleaned the garage – readied for winter & water project
7. Meetings: waste water meeting; sewer/water meetings; ROH insulation project meetings
8. Harbor: picked up trash during the month – the trash hopper is gone
9. RES East- fuel tank is an Underground Fuel Tank (UST) and needed to be registered as the Town's tank – not MSAD tank. The transfer papers were filled out and mailed in and the tank has been inspected, as is the requirement. Received the UST registration from the DEP. Luminaries that have been stored at RES East in a closet were removed by Mid Coast Charities to use for the Christmas in Rockport celebration. The Opera House was, also, used.
10. ROH: picked up 80 ft. ladder that was used by Eastern Fire to do sprinkler system flush; Kevin broke the old iron boiler into pieces to get rid of it
11. Picked up the large lift from the RES school and delivered it to the Middle School in Camden and picked it up from the Middle School and took it back to RES. This is a win-win situation for all of us (we borrow the other lift for use around town).
12. Storm on morning of Dec. 8 had us sanding – coincidentally, last year on this date we were preparing for the 1<sup>st</sup> major snow storm of the season! This one was not a bad storm. Sanded & salted sidewalks around town several times during the month caused by nuisance precipitation. Sanded MCSCS on a few occasions; storm on Christmas weekend – worked Saturday, Sunday, and Monday; checked for storm drainage;
13. Had 3 loads of salt delivered during December - interestingly we had 8 salt deliveries last year due to the many storm. We are having an unusual winter this year.
14. Renewed snow dump permit for another 5 years
15. Made up new street signs and put them up to replace stolen signs. This continues to be an expensive for the town.

16. Cleaned catch basins in several areas during the month
17. Worked on a culvert on So. Hope Rd.
18. Removed the beaver dam on Meadow Street – this is ongoing because we can't remove the beavers.
19. Fixed sidewalks on Mt. Pleasant & filled in the trough by Simmons' part of the Russell Ave. sidewalk. We plan to permanently fill it in the spring.
20. Cleaned 5 catch basins for Farley Landscaping
21. Cold patched-several times
22. Picked up waste oil for 3 locations - a win-win situation
23. Picked up leaves with the loader on outer Russell Ave. from the sidewalk
24. Fixed ruts on Pascal Ave. on the shoulder by the high sidewalk
25. Made 150 degree turnouts on all steep hills
26. Cleaned out a culvert on Spear St. and ditched
27. Hauled large cut trees to a mill to be sawn into boards

Man hours available this month – 1,015.5 regular hours & 545 OT hours = 1,560.5 hours. The OT hours were mostly for the Sewer/Water Project to help out and for storms and related work; Approximate man hours on the above projects –1,033  
This does not include the small extra projects, errands, and twice a week trash removal.

Last year we worked on the '00 F550, checked the Oshkosh, took out some sanders, plows and wings and put back on, finished studding all tires, serviced the loader, the #2 '04 F550 back up alarm repaired, #1 '04 F550 brakes replaced, worked on some sanders, chain saws, plow shoes put on the '09 F550, and had a ladder built for the 2010 Freightliner sander. At the Town Office we put together a desk with storage, cut the Christmas tree, put it up, and put lights on it; at the Library we sanded and salted walks as necessary and gave them a bucket of sand/salt; cleaned the garage and worked on the furnace; attended meetings with Bill Chapman, Tracey Murphy, Tom Ford, Select Board, and various home owners; RES East – plowed, checked the building for open doors and windows – found some open and closed them; prepared for the 1<sup>st</sup> major snow storm of the season on Dec. 8 & hired another part-time snow plow driver; plowed, sanded and/or salted at least 7 days other than the major snow storms; 8 salt deliveries; most of crew called in to get ready for Dec. 27 major snow event- crew worked for more than 40 hours straight; cold patched; fixed Hope St. turn around; picked up barrels of waste oil for our furnace; hung wreaths on the bridge; did road patrol and picked up 19 loads of mulch from MCSWC; cut down, put up, and put lights on the Christmas trees; pulled finger floats at the Harbor and put up for winter; cleaned catch basins of snow and debris; assisted in many aspects for the drainage of Benson septic project; picked up road trash; cleaned drains on Main St.; cut brush for 3 days on Main St. & cut brush in other areas of town; moved large rocks from Patty's Circle to homeowner's yard. Man hours available this month – 1,730, which includes 485 storm hours – we can account for 1,177, which do not include the storms and associated work.

# ROCKPORT POLICE DEPARTMENT

## DECEMBER, 2011

### OFFICER PRODUCTIVITY REPORT:

OFFICER:	# of Arrests:	Warnings:
201 / Chief Kelley	01	05
202/ Sgt. T. Ford	12	13
203/ W. Butler	12	03
204/ D. Smith	25	12
205/ D. Brown	01	03
211/ C. Cooley	12	02
212/P. Spear		
213/ J. Butler		

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VEHICLE STATS:	Mileage:	Gals. of Gas.	M.P.G.
	8,100	518.5	15.6

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01/03/12  
10:23

Rockport Police Department  
Law Total Incident Report, by Nature of Incident

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1

Nature of Incident	Total Incidents
911 Hangup	4
Abandoned Vehicle	1
Administrative	3
Agency Assistance	16
Alarm	25
Animal Bite/Attack	1
Animal Problem	6
Animal Welfare	2
Assault	1
Burglary	2
Car/Vehicle Fire	2
Car/Deer 10-55	4
Check In Per Court Order	17
Citizen Assist	8
Civil Problem	7
Criminal Mischief	1
Custodial Interference	1
Detail Assignment	26
Disorderly Conduct	9
Domestic	2
Controlled Substance Problem	2
Traffic - Erratic Oper Vehicle	19
Fire Alarm	6
Fish & Game	1
Found Property	1
Grass/Woods/Forest Fire	1
Hit and Run 10-55	1
Information Report	16
Juvenile Problem	4
Mental Health Issue	1
Missing Person	1
Odor Investigation	1
DUI Alcohol or Drugs	5
Paperwork Servd For Othr Agenc	1
Parking Problem	10
Traffic Accident w/ Damage	11
Traffic Accident, w/ Injuries	1
Probation/Parole Violation	1
Property Check	34
Public Works Referral	5
Radar Detail	9
Recovered Stolen Property	1
Sex Offender Registration	2
Report of shots fired	1
Suspicious Vehicle	5
Suspicious Person/Circumstance	9
Theft	2
Threatening	1
Traffic Hazard	5
Traffic Violation	43
Traffic Stop	6
Unsecure Premise	3
Utility Problem	2
Vehicle off roadway no damage	4
Vehicle Maintenance	7
Vehicle Search	1
Wanted Person	3
Weapon Offense	1
Well-Being Chck	2

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Total Incidents for This Report: 367  
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01/03/12  
10:25

Rockport Police Department  
Law Incident Analysis, Time Reported

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Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	2	0	4	0	0	4	0	10
01:00-01:59	0	1	1	0	1	7	2	12
02:00-02:59	0	1	1	2	3	5	0	12
03:00-03:59	1	0	0	1	1	1	1	5
04:00-04:59	3	2	0	2	2	1	0	10
05:00-05:59	6	2	0	3	4	2	1	18
06:00-06:59	2	4	5	0	2	0	2	15
07:00-07:59	1	1	2	3	1	2	0	10
08:00-08:59	0	6	1	2	3	1	1	14
09:00-09:59	2	2	1	0	3	1	1	10
10:00-10:59	2	0	2	3	3	3	4	17
11:00-11:59	2	5	2	0	0	4	5	18
12:00-12:59	3	1	2	6	3	1	1	17
13:00-13:59	1	4	1	5	3	5	2	21
14:00-14:59	5	3	5	2	9	2	3	29
15:00-15:59	5	3	0	2	2	5	2	19
16:00-16:59	8	4	0	3	2	3	3	23
17:00-17:59	3	5	6	4	7	2	5	32
18:00-18:59	4	1	4	5	0	4	1	19
19:00-19:59	2	1	1	3	3	0	5	15
20:00-20:59	2	3	1	2	2	1	1	12
21:00-21:59	0	0	1	1	3	2	1	8
22:00-22:59	1	0	0	0	3	4	0	8
23:00-23:59	0	0	0	3	7	2	1	13
Total by Day	55	49	40	52	67	62	42	367

Report Includes:

- All dates between `00:00:01 12/01/11` and `23:59:59 12/31/11`
- All agencies matching `0704`
- All offenses observed
- All offenses reported
- All offense codes
- All nature of incidents
- All location codes

\*\*\* End of Report /tmp/rptnp3mEa-rplwia.r1\_1 \*\*\*

**Monthly Harbormaster's Report**  
**December, 2011**

- **In addition to the tree (thanks again to the Rockport Garden Club), I lit up the outside of the Harbormaster building. On the first Saturday in December the luminaries were lit along the streets of the village and there were activities for all ages; from wine tasting to cookie decorating. Caroling and the official tree lighting ceremony at the harbor was truly heart warming. I hope that word will get out and it will be even better attended next year.**
- **Received 5 bids for the SHIP Grant project in December. The bids will be opened on January 6, at 3:00 at the Town Office. We are anticipating 5-10 bids total.**
- **Retrieved several estimates for projects that will need to be completed in the next year and will be put in the 2012-13 budget.**
- **We have partnered with Online Mooring to aid in the management of the harbor. We will be using the new program to send out the bills the first week in January so December was the time to get the information in the new data base, edit it and learn the program. I went through several online training sessions and Brenda, the Harbor Clerk also had training. This new program will streamline everything for us and for Harbor users. There will be a website to go to and check information, see waiting lists and check on inspection status. Once we get comfortable with the program we hope to offer more services, like online payments and applications. I am excited about the possibilities for this new program. It has already been more user friendly than any other mooring management programs I have used.**

## BRUCE WOODWARD, FIRE CHIEF

On December 1, I did the annual hanging of the wreaths on library.

I prepared the semi-annual payroll for our firefighters and submitted it to the finance office.

I flushed two plugged culverts with the highway department, before the freezing weather set in -- one on Park Street in Simonton's corner and one on the Chapel road.

We responded to two mutual aid fire calls in Rockland. A house fire at 25 Talbot Avenue was just being brought under control as our firefighters arrived. We stood by at the scene and did some station coverage until they could put their apparatus back in service. The other call was at FMC. While we were responding, they had the fire under control. We stood by at the FMC plant for a short while.

I updated our set of the National Fire Protection Association fire codes which is done semi-annually.

The year 2011 closed with our response to 156 incidents. This compares to 201 incidents for 2008, 138 in 2009 and 166 in 2010. Below is a summary of the incidents for the years 2010 and 2011.

**Report Period: 01/01/11-12/31/11**

**Comparables: 01/01/10-12/31/10**

<b>Calls by Incident Type</b>	<b>Percent of Total Calls 2010</b>	<b>Percent of Total Calls 2011</b>	<b>Total Incidents 2010</b>	<b>Total Incidents 2011</b>
Structure Fires	4.55%	4.20%	10	15
Vehicle Fires	1.95%	0.70%	3	1
Other Fires	1.30%	4.20%	2	6
Overpressure Ruptures, Explosion, Overheat	0.65%	2.10%	1	3
Emergency Medical Treatment	0.00%	0.70%	0	1
All Others	0.00%	0.00%	0	0
Hazardous Condition Calls	33.77%	22.38%	52	32
Service Calls	3.90%	5.59%	8	10
Good Intent Calls	17.53%	22.38%	32	34
Severe Weather or Natural Disaster Calls	0.00%	0.70%	0	1
Special Incident Calls	0.00%	0.70%	0	1
Unknown Incident Type	0.00%	0.00%	0	0
Malicious Calls	0.65%	0.70%	1	1
Other False Calls	35.71%	35.66%	57	51
<b>Total Calls</b>	<b>100%</b>	<b>100%</b>	<b>166</b>	<b>156</b>
<b>Total Fire Dollar Loss</b>	<b>\$11,150</b>	<b>\$4,800</b>	<b>\$11,150</b>	<b>\$4,800</b>
<b>Total Dollar Loss</b>	<b>\$11,150</b>	<b>\$5,300</b>	<b>\$11,150</b>	<b>\$5,300</b>

# Detailed Selected Statistics & Management Activity

Selected Coded Field: Basic: Incident Type

Report Period: From 01/01/2011 to 12/31/2011

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR APPR	AVG # EMS APPR	AVG # OTHER APPR	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fires	1	0.70 %	0	14.00	0.00	0.00	2.00	0.00	1.00	12.60	12.60	7.00
113	Cooking fire, confined to container	2	1.40 %	0	7.50	0.00	0.00	1.50	0.00	0.50	1.69	3.38	4.50
114	Chimney or flue fire, confined to chimney or flue	3	2.10 %	0	8.67	0.00	0.00	1.67	0.00	1.00	6.53	19.58	8.00
131	Passenger vehicle fire	1	0.70 %	0	7.00	0.00	0.00	1.00	0.00	0.00	9.68	9.68	1.00
140	Natural vegetation fire, other	2	1.40 %	0	3.00	0.00	0.00	0.50	0.00	0.50	2.00	4.00	8.50
141	Forest, woods or wildland fire	2	1.40 %	0	11.00	0.00	0.00	2.00	0.00	1.00	43.45	86.90	14.00
143	Grass fire	1	0.70 %	0	2.00	0.00	0.00	1.00	0.00	0.00	1.20	1.20	6.00
151	Outside rubbish, trash or waste fire	1	0.70 %	0	5.00	0.00	0.00	1.00	0.00	1.00	1.50	1.50	7.00
251	Excessive heat, scorch burns with no ignition	3	2.10 %	0	8.33	0.00	0.00	2.33	0.00	1.00	8.14	24.43	6.00
311	Medical assist, assist EMS crew	1	0.70 %	0	8.00	0.00	0.00	2.00	0.00	1.00	5.87	5.87	6.00
412	Gas leak (natural gas or LPG)	1	0.70 %	0	9.00	0.00	0.00	2.00	0.00	1.00	9.90	9.90	6.00
413	Oil or other combustible liquid spill	1	0.70 %	0	9.00	0.00	0.00	1.00	0.00	1.00	5.70	5.70	5.00
424	Carbon monoxide incident	1	0.70 %	0	6.00	0.00	0.00	1.00	0.00	1.00	6.20	6.20	9.00
442	Overheated motor	1	0.70 %	0	7.00	0.00	0.00	2.00	0.00	1.00	3.03	3.03	7.00
444	Power line down	3	2.10 %	0	8.67	0.00	0.67	1.33	0.00	1.33	22.57	67.72	9.33
445	Arcing, shorted electrical equipment	4	2.80 %	0	6.75	0.00	0.00	2.00	0.00	1.00	4.80	19.22	7.75
463	Vehicle accident, general cleanup	21	14.69 %	0	7.38	0.00	0.29	1.57	0.00	0.90	5.48	115.02	7.00

# Detailed Selected Statistics & Management Activity

Selected Coded Field: Basic: Incident Type

Report Period: From 01/01/2011 to 12/31/2011

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR APPR	AVG # EMS APPR	AVG # OTHER APPR	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
521	Water evacuation	1	0.70 %	0	0.00	0.00	1.00	0.00	0.00	1.00	1.58	1.58	9.00
531	Smoke or odor removal	3	2.10 %	0	11.67	0.00	0.00	2.33	0.00	1.00	9.22	27.67	7.00
550	Public service assistance, other	1	0.70 %	0	0.00	0.00	1.00	0.00	0.00	1.00	0.28	0.28	7.00
551	Assist police or other governmental agency	2	1.40 %	0	1.00	0.00	3.00	0.50	0.00	0.50	1.90	3.80	11.00
561	Unauthorized burning	1	0.70 %	0	1.00	0.00	0.00	1.00	0.00	0.00	0.83	0.83	10.00
571	Cover assignment, standby, moveup	0	0.00 %	0									
600	Good intent call, other	3	2.10 %	0	5.33	0.00	0.00	1.67	0.00	1.00	2.08	6.25	10.33
611	Dispatched & canceled en route	19	13.29 %	0	4.05	0.00	0.84	0.79	0.00	0.84	0.86	16.27	4.00
631	Authorized controlled burning	1	0.70 %	0	5.00	0.00	0.00	0.00	0.00	1.00	1.50	1.50	5.00
650	Steam, other gas mistaken for smoke, other	2	1.40 %	0	7.50	0.00	0.00	1.50	0.00	1.50	3.50	7.00	6.00
651	Smoke scare, odor of smoke	5	3.50 %	0	6.20	0.00	1.00	1.40	0.00	1.40	5.25	26.23	8.40
652	Steam, vapor, fog or dust thought to be smoke	2	1.40 %	0	5.50	0.00	0.00	1.50	0.00	1.50	1.12	2.23	4.50
710	Malicious, mischievous false call, other	1	0.70 %	0	9.00	0.00	0.00	3.00	0.00	1.00	4.05	4.05	10.00
730	System malfunction, other	1	0.70 %	0	6.00	0.00	0.00	1.00	0.00	1.00	2.30	2.30	5.00
731	Sprinkler activation due to malfunction	1	0.70 %	0	7.00	0.00	0.00	3.00	0.00	1.00	9.57	9.57	9.00
733	Smoke detector activation due to malfunction	14	9.79 %	0	6.00	0.00	0.00	1.71	0.00	1.00	3.18	44.48	8.43
735	Alarm system sounded due to malfunction	6	4.20 %	0	4.33	0.00	0.00	1.33	0.00	0.83	2.26	13.83	7.83

# Detailed Selected Statistics & Management Activity

Selected Coded Field: Basic: Incident Type

Report Period: From 01/01/2011 to 12/31/2011

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXP's	AVG # SUPPR PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR APPR	AVG # EMS APPR	AVG # OTHER APPR	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
736	CO detector activation due to malfunction	3	2.10 %	0	5.67	0.00	0.00	1.33	0.00	1.00	2.43	7.28	6.67
740	Unintentional transmission of alarm, other	1	0.70 %	0	6.00	0.00	0.00	2.00	0.00	1.00	5.20	5.20	12.00
743	Smoke detector activation, no fire - unintentional	18	12.59 %	0	6.72	0.00	0.11	1.72	0.00	1.11	2.91	52.43	6.39
744	Detector activation, no fire - unintentional	1	0.70 %	0	4.00	0.00	0.00	2.00	0.00	1.00	1.27	1.27	8.00
745	Alarm system sounded, no fire - unintentional	5	3.50 %	0	6.60	0.00	0.00	2.20	0.00	0.80	3.00	15.02	6.00
746	Carbon monoxide detector activation, no CO	1	0.70 %	0	5.00	0.00	0.00	2.00	0.00	1.00	4.42	4.42	12.00
800	Severe weather or natural disaster, other	1	0.70 %	0	2.00	0.00	5.00	1.00	0.00	1.00	5.48	5.48	7.00
911	Citizen complaint	1	0.70 %	0	9.00	0.00	0.00	1.00	0.00	1.00	3.30	3.30	5.00
<b>Totals</b>		143	100.00 %	0	6.23	0.00	0.31	1.49	0.00	0.96	4.60	657.92	6.98
<b>Mutual Aid Given Incidents</b>		13											