- PUBLIC MEETING -
Rockport Select Board
Monday, September 25, 2017
6:30 p.m.
Geoffrey C. Parker Community Meeting Room, Rockport Opera House
Streamed at http://livestream.com/Rockportmaine

AGENDA

I. Call Meeting to Order
Please either turn off your cell phones and other electronic devices or set them to mute while in this meeting room or the hallways. If you need to take or make a phone call, please step outdoors.

II. Minutes, Meetings and Announcements
   a. Approval of the minutes of previous meetings:
      ➢ Monday, September 11, 2017, meeting of the Select Board
      ➢ Monday, September 18, 2017, executive session of the Select Board
   b. Announcements of upcoming Select Board meeting(s):
      ➢ Regular Select Board meeting on Tuesday, October 10, 2017, 7:00 p.m., Geoffrey C. Parker Community Meeting Room, Rockport Opera House, to be streamed at http://livestream.com/Rockportmaine
   c. Announcements of upcoming non-budget Select Board workshop(s):
      ➢ Capital Improvement Committee workshop, October 12, 2017, 5PM
      ➢ Ad Hoc Water Quality Committee workshop, Monday, October 23, 2017 (ROH, to be streamed) – as part of the regular meeting (tentative)
   d. Announcements:
      Note: All meetings and workshops of the Select Board and Town Committees can be found on the Town website: www.town.rockport.me.us
      ➢ The Town Office will be closed on Wednesday October 4, 2017 so that employees may attend the annual convention of the Maine Municipal Association
      ➢ The Town Office will be closed on Monday October 9, 2017 for the Columbus Day Holiday.
      ➢ The Town Office will open late (at 10AM) on Tuesday October 10, 2017 due to employee training from 8-10 AM
   e. Committee Openings:
Application for Committee Service can be found at the Town Office and on the Town Website: [www.town.rockport.me.us](http://www.town.rockport.me.us)

- MSAD 28/CSD School Board - 1 vacancy due to resignation. The charter allows the Select Board to appoint a replacement to serve the remainder of the term. Citizens who are interested in this position should fill out a Committee Service Application as soon as possible, and plan to be present at the October 10, 2017 Select Board meeting when the Select Board will interview candidates, accept public comment, and make an appointment.

- Board of Assessment Review – 1 regular, 3 alternate vacancies (see agenda item below)

- Camden-Rockport Pathways Committee – 1 regular vacancy, 3 alternate vacancies

- Capital Improvement Committee – 1 regular, 3 alternate vacancies

- Conservation Commission – 3 alternate vacancies

- Harbor Committee – 2 alternate vacancies

- Investment Committee – 1 regular vacancy, 3 alternate vacancies

- Opera House Committee – 1 regular, 3 alternate vacancies

- Ordinance Review Committee – 3 alternate vacancies

- Parks Committee – 3 alternate vacancies

- Planning Board – 1 alternate vacancy

- Recreation Committee – 2 alternate vacancies

- Zoning Board of Appeals – 3 alternate vacancies

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

III. Public Hearing
   a. Public hearing regarding the removal of a dangerous building at 479 Rockland Street (Map 17/Lot 79)

IV. Town Manager’s Update

V. Unfinished Business

VI. New Business
   a. Discussion and vote regarding proceeding with the removal of a dangerous building at 479 Rockland Street (Map 17/Lot 79)
b. Acknowledgment of Gifts to the Town:
   ➢ None this meeting
b. Committee Resignation(s):
   ➢ None this meeting
c. Committee Application(s):
   ➢ William Chapman, ad hoc Comprehensive Plan Review Committee
   ➢ Lynda Clancy, ad hoc Comprehensive Plan Review Committee
   ➢ Jan Rosenbaum, ad hoc Comprehensive Plan Review Committee
   ➢ Richard Remsen, ad hoc Comprehensive Plan Review Committee
   ➢ Anastasia Fischer, ad hoc Comprehensive Plan Review Committee
   ➢ Janice Baldwin, ad hoc Comprehensive Plan Review Committee
   ➢ Robert F. Baldwin, ad hoc Comprehensive Plan Review Committee
   ➢ Jeffrey Kubel, ad hoc Comprehensive Plan Review Committee
   ➢ Anastasia Fischer, Board of Assessment Review
d. Committee Presentation(s):
   ➢ Parks Committee
e. Hear a report from the Finance Director regarding the close of the previous fiscal year (FYE June 30, 2017)
f. Hear a report from the Finance Director regarding cash flow analysis
g. Consider approving encumbrances from the prior budget year into the 2017-2018 budget year

VII. Wastewater Commissioners

VIII. Liaison Reports

IX. Executive Session
   a. Discussion of a Personnel Matter to 1 M.R.S.A. Section 405(6)(A)

X. Adjournment
Present: Chair, Kenneth McKinley, Vice-Chair Owen Casas, Douglas Cole, Thomas Gray, Mark G. Kelley and Town Manager, Richard Bates.

I. CALL MEETING TO ORDER – Kenneth McKinley, Chair called the meeting to order at 7:00 p.m.

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

At 7:01 p.m., Douglas Cole moved to go into executive session pursuant to 1 M.R.S.A. Section 405(6) (A). Mark G. Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED

At 8:37 p.m., Thomas Gray moved to exit executive session. Owen Casas seconded the motion. VOTE: 5 FOR – 0 OPPOSED

III. ADJOURNMENT

Thomas Gray moved to adjourn the meeting at 8:38 P.M. Mark G. Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED

Respectfully submitted,

LINDA M. GREENLAW
TOWN CLERK AS RECORDING SECRETARY
NOTICE OF HEARING

Date: 8/28/2017
To: Valerie Kelly now or formerly of Lincolnville, Maine:
From: Scott E. Bickford, Code Enforcement Officer
Re: Notice of Hearing – Removal of Dangerous Building

Notice is given hereby that the Municipal Officers of the Town of Rockport, Maine will hold a hearing on Monday, September 25 at 6:30 p.m. to determine whether the former residence located at 479 Rockland Street, shown as Map 17, Lot 79 on the current Tax Maps of the Town of Rockport, Maine, is dangerous or a nuisance within the meaning of 17 M.R.S.A. § 2851.

The record owner of the property is Valerie Kelly of 504 Camden Road, Lincolnville ME 04849. Previous attempts to contact her, including by certified mail have been unsuccessful.

If the Municipal Officers find that the structure is dangerous or a nuisance, they may order appropriate corrective action, including but not limited to demolition and removal of the structure. If their order is not complied with by the deadline stated in their order and no appeal is taken, the Municipal Officers may take the corrective action at municipal expense and recover all expenses, including reasonable attorney's fees, by means of a special tax or civil action. This hearing is the last opportunity for the owner or others to present evidence as to whether or not the structure should be found to be dangerous and/or to oppose any corrective action ordered by the Municipal Officers.

If you prefer to comment in writing and/or require assistance to participate in the public hearing, please contact Scott E. Bickford at ceolpi@town.rockport.me.us or 236-0989.
Memo

To: Richard C. Bates, Town Manager
Cc: Kenneth McKinley, Chair and Members of the Rockport Select Board
    Scott E. Bickford, Code Enforcement Officer

From: James P. Francomano, Director of Planning & Development

Date: August 10, 2017

Re: Removal of Dangerous Building – Valerie Kelly
    479 Rockland Street (Map 17/Lot 79)

This is a request to schedule a public hearing in conjunction with the Select Board meeting of September 25, 2017 to review staff's proposal to remove a dangerous building. I have instructions from the Town Attorney on the process for notice to the owner and the public and just need a date at this point.

For some background: this matter concerns the property and former home of Valerie Kelly at 479 Rockland Street. The structure is unoccupied and poses a health hazard. Unfortunately, over the past two or three years, the owner has not responded adequately to various efforts to work together on a solution. On June 1, 2017 the Select Board authorized staff to pursue legal remedies for the violations noted, which has led us to this point.

The public hearing is required as a final effort to gather information from the owner and the public to allow the Select Board to make an informed decision on enforcement, which may include demolition and attaching a lien to the property for the cost. Documentation of the condition of structure and samples of Code Enforcement Officer Scott Bickford’s correspondance will be provided to the owner, the Select Board and the public if we go ahead with the hearing. I will be at the Board’s meeting on Monday, August 14 to respond to questions.
June 20, 2017

Valerie Kelly
504 Camden Road
Lincolnville, ME 04849

RE: Notice of Impending Action to Abate and Remove Dangerous Building Conditions at 479 Rockland Street Rockport, ME , Map 17, Lot 79

Dear Ms. Kelly,

I met with the Selectmen and received their approval to move ahead with legal action to resolve and correct the dangerous/nuisance structure on your property at 479 Rockland Street.

The structure is structurally unsafe; unstable; unsanitary; constitutes a fire hazard; is unsuitable or improper for the use or occupancy to which it is put; constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property. This notice is provided to give you an opportunity to remedy the dangerous condition of the building, or to remove the building prior to formal action taken by the Town to order certain corrective actions or removal of the building.

If the unsafe conditions are not promptly addressed by July 6, 2017, please be advised that the Town will initiate a dangerous building action against you pursuant to 17 M.R.S.A. § 2851 et seq. In this proceeding, after notice and a hearing, the Select Board may secure the property and site to prevent unauthorized entry, and then commence proceedings against you to order the property be brought up to safe, suitable and proper conditions. The costs of securing of the buildings and the property site or the demolition of the building will be at your expense. Should you not respond to this letter, I will request that the Select Board send notice and schedule a hearing date. In the event the Board brings a dangerous building action against you and you do not comply with Board Orders to abate the nuisance and demolish the structure, the Town may proceed to address the situation and then recover its costs.

Please note that the Town prefers to work with you to abate the current state of the nuisance and conditions at 479 Rockland Street that are dangerous to health and safety. Again, please be advised that if the conditions at are not improved by July 6, 2017, the matter will be forwarded to the Select Board for appropriate proceedings at law or in equity to restrain, prevent, enjoin, abate, collect or remove this violation.
As I have previously stated, these actions are surely not pleasant to you or I, so a rapid response would seem favorable.

Sincerely,

Scott E. Bickford
Code Enforcement Officer

cc: Town Manager Rick Bates
    Town Attorney-Phil Saucier
    File
January 17, 2017

Valerie Kelly
504 Camden Road
Lincolnville, ME. 04849

RE: 479 Rockland Street
Rockport, ME.
Map 17, Lot 79

NOTICE OF VIOLATION

Valerie Kelly,

I sent you letters on:
October 14, 2015
September 10, 2015
January 11, 2016 (Certified with post mark January 12th and returned as unclaimed)
September 1, 2016

All of my correspondence was to speak to you about your mobile home and land at 479 Rockland Street and its disrepair now believed to be a nuisance as defined in the Town of Rockport Land Use Ordinance.

I contacted you by phone after the January 11, 2016 Certified mail was returned unopened. You told me the property would be cleaned up by the end of April 2016.

April 2016 passed and again I contacted you by phone at which time you verbally asked for more time. You assured me the property would be cleaned up and the junk car would be gone before the end of December 2016. I asked for a response letter to this phone call to verify your statement which you left (undated) for me at my office.

As the end of the year approached, I gave you a courtesy call about the approaching end of year date. You gave me reasons why you could not meet the date promised. It has been over a year and there has been no appearance of attempt to correct the nuisance on your property.

Each letter was meant to entice you to take action. The Certified letter of January 11, 2016 was the imminent action letter of Legal Action.
This is a formal letter of a Notice of Violation of the Rockport Land Use Ordinance.

LUO Section 801.6. Nuisances
Uses of structures judged to be dangerous, unsightly, noisy, bad smelling, contributing to air pollution or otherwise offensive to the surroundings or the community as a whole are prohibited.

Please find enclosed property tax card and photos of the property.

I hereby order the following corrective action to be taken within 60 (sixty) days of the date of this letter:

1. Either the mobile home shall, with a permit from this office, be made livable and the land restored to a previous state;

2. Or the mobile home shall, be removed from the property, after the following documentation has been obtained:
   0. Before the home can be moved, all taxes shall be current
   1. The Maine Department of Motor Vehicle M.V. 47 form completed
   2. A permit from this office to move the structure

If one of these corrective actions are not taken within 60 (sixty) days I will recommend legal action against you to the Rockport Select Board pursuant to Section 606 of the Ordinance including court action to seek an order for corrective action.

The procedure for an Appeal is addressed in Section 700 in the Rockport Land Use Ordinance. Such an appeal must be taken within 30 (thirty) days from the date of this order. Failure to exercise this administrative procedure will jeopardize your right to appeal.

I am willing to work with you for an immediate resolve to this Notice of Violation but to take no action is surely not favorable to you or the town.

Sincerely,

Scott E. Bickford
Code Enforcement Officer
Local Plumbing Inspector
Local Health Officer
Here’s a copy of the 4th letter I’m sending her. Her responses have not been very good. Hopefully she will do as she says.

Scott E. Bickford
Code Enforcement Officer
Local Plumbing Inspector
Health Officer

Town of Rockport
101 Main Street
Rockport, ME 04856
207-236-0989
207-236-0112 – Fax
www.town.rockport.me.us
www.rockportmaine.com
http://livestream.com/Rockportmaine

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September 1, 2016

Valerie Kelly
504 Camden Road
Lincolnville, ME. 04849

RE: 479 Rockland Street
   Rockport, ME.
   Map 17, Lot 79

Dear Property Owner,

The above referenced property has come into considerable disrepair and abandoned. I sent you a letter of concern in September and again in October 2015. You did not respond to either request. I then sent you a certified letter January 11th 2016 advising I was proceeding to take legal action. That letter was not picked up and was returned to me. I found a cell phone number and called you.

You told me you would clean the property up during April this year. At a later time you left me a voice mail that it would be cleaned up by the end of the year. You did not give reason for the delay.

Today I phoned you again and you told me that you had delivered a letter to the town office (that I did not receive) after our phone conversation, The letter you left at the office as you told me today, was to advise me that April would not work and it would be towards the end of the year to take action on the property.

Please, again, give me a date certain in writing or email within thirty (30) days for my records that action will be taken as you had reconfirmed today by phone. This can be a copy of the letter I did not receive or a new one of reassurance that the site will be brought into compliance by the end of 2016. Once I receive written confirmation I will withhold action if completed as stated by the end of this year.

Sincerely,

Scott E. Bickford
Code Enforcement Officer
Plumbing Inspector
c-c Planner Jamie Francomano

file
January 11, 2016

Valerie Kelly
504 Camden Road
Lincolnville, ME. 04849

RE: 479 Rockland Street
   Rockport, ME.
   Map 17, Lot 79

Dear Property Owner,

The above referenced property has come into considerable disrepair. I sent you a letter of concern September and October 2015. You have not responded to either request and the property remains in poor condition.

I believe the property to appear abandoned and perhaps unsafe. The Rockport Land Use Ordinance Section 801.6 Nuisances is applicable to this property because it has become dangerous, unsightly, and offensive to the surroundings.

I am now preparing a Legal Notice for the property since you have not contacted me.

Surely such notice is not favorable to you or the town. Please respond within 10 days of this letter.

Sincerely,

Scott E. Bickford
Code Enforcement Officer
Plumbing Inspector

C-c Planner
file
October 14, 2015

Valerie Kelly
504 Camden Road
Lincolnville, ME. 04849

RE: 479 Rockland Street
    Rockport, ME.
    Map 17, Lot 79

Dear Property Owner,

The above referenced property has come into considerable disrepair. I sent you a letter of concern September 10, 2015 with a request for a response. No response has been received at this time.

I started receiving concerns and a request to investigate the property’s condition. On July 30th, 2015 I visited the site and found a car that appears to be junked or abandoned. A mobile home that has part of a tree on it, windows and skirting broken and/or missing, and a porch entry that has fallen in on itself.

I believe the property to appear abandoned and perhaps unsafe. The Rockport Land Use Ordinance Section 801.6 Nuisances is applicable to this property because it has become dangerous, unsightly, and offensive to the surroundings.

Please address the issues and respond to me with a plan and estimated time for enacting it.

If I do not receive a response from you within a week of receiving this letter, I will advise the Select Board to allow appropriate action for this property’s disrepair with a penalty.

Sincerely,

Scott E. Bickford
Code Enforcement Officer
Plumbing Inspector

c-c Planner
    file
September 10, 2015

Valerie Kelly
504 Camden Road
Lincolnville, ME. 04849

RE: 479 Rockland Street
    Rockport, ME.
    Map 17, Lot 79

Dear Property Owner,

The above referenced property has come into considerable disrepair.

I started receiving concerns and a request to investigate the property’s condition. On July 30th, 2015 I visited the site and found a car that appears to be junked or abandoned. A mobile home that has part of a tree on it, windows and skirting broken and/or missing, and a porch entry that has fallen in on itself.

Under the current conditions, I believe the property to appear abandoned and perhaps unsafe. Rodents are likely to be present also.

Please address the issues and respond to me with a plan and estimated time for enacting it.

Hopefully the problem can be fixed rather easily and no other action will be necessary. I would appreciate hearing from you within a week of receiving this letter.

Sincerely,

Scott E. Bickford
Code Enforcement Officer
Plumbing Inspector

c-c file
Hi Jamie,

Good to hear from you, and please feel free to ask me any questions about the dangerous building process. My answers to your questions are below:

1. The Board should vote on a decision after a hearing, usually during the same agenda item. Generally the process for a dangerous building hearing is as follows:
   a. Town (usually through CEO and sometimes other witnesses) presents testimony and evidence about the dangerous condition of the building;
   b. Property owner presents testimony and evidence;
   c. Members of the public are invited to testify.
   d. Board then closes public hearing and proceeds to deliberate, make findings, and vote.
   e. Written Order that incorporates the Board’s findings and orders is finalized, and then served on the property owner and recorded in the Registry of Deeds.

2. In order to order any corrective action, the Board will first need to find that the building is a dangerous building. There is wide latitude for the Board to decide what corrective actions to order, from the abatement of specific conditions up to and including demolition of the building. The Board could decide to give the owner the opportunity to abate the conditions themselves within a specific period of time, and also authorize the Town Manager to carry out the order if not accomplished by a date certain. Any costs can be recovered through a special tax which is assessed at the time of the next annual warrant to the tax collector. If the property is subject to automatic foreclosure at a later date, the Town could add the costs of the dangerous building special tax to any sale price along with the unpaid taxes. In terms of any liability for the town for inaction, the Maine Tort Claims Act provides immunity to municipalities for performing or failing to perform any discretionary function such as a dangerous building action (there is likewise immunity provided under the MTCA for performing or failing to perform any prosecutorial function involving civil, criminal or administrative enforcement).

3. The Board could try to work with Ms. Kelly and may discuss the matter with her after the public hearing but during the deliberation. As always, the Board has the discretion to call on any individual when deliberating an issue after a public hearing portion of an agenda item is closed. I should add that the statute includes a “consent to removal” provision if the property owner agrees that the building should be demolished and consents to the town doing the work and recouping costs through the special tax; I have a template form for that if that becomes an option. The consent to removal form can be agreed to without the need for a dangerous building hearing and order.

I am free Monday night and will be available by cell phone if you need any assistance. I am out of the office over the next two days, but feel free to call me on Monday if you have any questions.
Confidentiality notice: This message is intended only for the person to whom addressed in the text above and may contain privileged or confidential information. If you are not that person, any use of this message is prohibited. We request that you notify us by reply to this message, and then delete all copies of this message including any contained in your reply. Thank you.

From: James P. Francomano [mailto:Planner@town.rockport.me.us]
Sent: Wednesday, September 20, 2017 12:50 PM
To: Philip Saucier
Cc: Ken McKinley; Richard C. Bates; Scott Bickford; Linda Greenlaw
Subject: [EXTERNAL] 17/79 Dangerous Building hearing Monday, Sept. 25 @ 6:30 p.m.

Phil,

The “Dangerous Building” public hearing is coming up at 6:30 p.m. Monday night. See attached notice which ran in the Camden Herald for the past three weeks running and 15 pp. total of back up docs in chronological order. Ms. Kelly has been in touch with Linda Greenlaw and the Town Clerk’s office so we know she is at least aware of Monday night’s proceedings.

I was concerned that we might be trying your patience with these increasingly narrow questions last month, but my guidance from Rick this morning is to continue to explore “all the possibilities” with you. Rick mentioned it would be worthwhile knowing if you might available on Monday evening to follow us on livestream and field questions if needed. It’s my first time going through this process and I wouldn’t want the Select Board to be held back by my inexperience. OK, here’s what I noted down in discussion this morning and Ken, Rick or Scott may have more.

1. Even re-reading your message below, Ken was wondering should the SB decision take place during the hearing starting at 6:30 or as separate agenda item in the regular SB meeting to follow at 7:00. He seemed fine with either course but wanted to be sure of your advice.

2. Regarding the SB decision itself, what is the range of actions they can take? Must they find that it is or is not a dangerous building first off? If they find that it is a dangerous building, must they order corrective action? If they find that it is a dangerous building but take no corrective action,
would additional liability flow to the Town from such inaction? We’ve spoken before about how they might order removal and recoup via lien or special tax, but set a date for this far enough into the future and with enough options to walk it back that the problem might still be resolved some other way, including in connection with foreclosure due to unpaid taxes. Where does this option fit within a broader range of actions the SB can take?

3. If Ms. Kelly appears and contests the SB finding/order, can the SB negotiate with her on the spot regarding next steps by both sides, in public but having closed the public hearing proper and not taking any new input from abutters, etc., on the terms being negotiated?

Thanks, Jamie F.

James P. Francomano
Planning and Development Director
Town of Rockport
101 Main Street
Rockport, ME 04856
207-236-0989

Email me | Visit Rockport | Town website | Livestream
Maine Statute
Subchapter 4: DANGEROUS BUILDINGS

2851. Dangerous buildings

Whenever the municipal officers in the case of a municipality, or the county commissioners in the case of the unorganized or deorganized areas in their county, find that a building or structure or any portion thereof or any wharf, pier, pilings or any portion thereof that is or was located on or extending from land within the boundaries of the municipality or the unorganized or deorganized area, as measured from low water mark, is structurally unsafe; unstable; unsanitary; constitutes a fire hazard; is unsuitable or improper for the use or occupancy to which it is put; constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property, they may after notice and hearing on this matter adjudge the same to be a nuisance or dangerous and may make and record an order prescribing what disposal must be made of that building or structure. [1997, c. 6, §1 (AMD).]

1. Notice. The notice must be served on the owner and all parties in interest, as defined in Title 14, section 6321, in the same way service of process is made in accordance with the Maine Rules of Civil Procedure. [1997, c. 6, §1 (AMD).]

2. Notice; how published. When the name or address of any owner or co-owner is unknown or is not ascertainable with reasonable diligence, then the notice must be published once a week for 3 successive weeks prior to the date of hearing in a newspaper generally circulated in the county, or if none, in the state paper. [1997, c. 6, §1 (AMD).]

3. Order. The order made by the municipal officers or county commissioners must be recorded by the municipal or county clerk, who shall cause an attested copy to be served upon the owner and all parties in interest in the same way service of process is made in accordance with the Maine Rules of Civil Procedure. If the name or address cannot be ascertained, the clerk shall publish a copy of the order in the same manner as provided for notice in subsection 2. [1997, c. 6, §1 (AMD).]

4. Proceedings in Superior Court. In addition to proceedings before the municipal officers or the county commissioners, the municipality or the county may seek an order of demolition by filing a complaint in the Superior Court situated in the county where the structure is located. The complaint must identify the location of the property and set forth the reasons why the municipality or the county seeks its removal. Service of the complaint must be made upon the owner and parties-in-interest in accordance with the Maine Rules of Civil Procedure. After hearing before the court sitting without a jury, the court shall issue an appropriate order and, if it requires removal of the structure, it shall award costs as authorized by this subchapter to the municipality or the county. Appeal from a decision of the Superior Court is to the law court in accordance with the Maine Rules of Civil Procedure. [1997, c. 6, §1 (AMD).]

SECTION HISTORY
APPLICATION FOR COMMITTEE SERVICE
Town of Rockport • P.O. Box 10 • Rockport, ME 04856

Name: William Chapman

Home Address: 77 Pascal Ave. Work Address: N/A
Mailing Address (if different):
Phone Number: (Home) 236-2468 (Work) 701-1877 (cell)
E-mail Address: william.chapman77@earthlink.net
Committee you wish to serve on: Ad Hoc Comp. Plan Review

Why do you want to serve on this committee?
I want to see Rockport's Comprehensive Plan updated. I believe most of the Plan is still valid, but there are some of the items that no longer have any value. But, each item must be thoroughly evaluated and recommended direction set.

Do you have any background that would be helpful to this committee?
I have spent the last 9 years as a member of the Select Board. During that time, I have looked at many of the items. While Tom Ford was the Town Planner, I helped him evaluate several parts of the Plan. That will help shorten any learning period.

Land Use philosophy: (if applicable)
A lot of the Comp Plan deals with how we use the land that makes up Rockport. My philosophy is that the 2004 plan is valid and only minor tweaks need to be made.
Are there objectives you wish to see accomplished?

Some parts reinforced, other parts eliminated
(no longer valid or overtaken by other events),
and some left as is.

Are you interested in serving on other committees?

ORC, Planning, ZBA...but not right away.

Interview comments:


Appointment Date: ___________________________
APPLICATION FOR COMMITTEE SERVICE
Town of Rockport • P.O. Box 10 • Rockport, ME 04856

Name: Lynda Clancy
Home Address: 156 Main St
Mailing Address (if different):
Work Address: 77 Elm, Camden
Phone Number: (Home) 592-9140 (Work)
E-mail Address: Lynda.clancy.1994@gmail.com
Committee you wish to serve on: Comprehensive Plan Review Committee

Why do you want to serve on this committee?

In 2005, I served on the Comp Plan Committee, which produced a collective municipal and community vision that was approved by 80% percent of voters. How effective was that plan? I'd like to help find out.

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

2002-2005 Comp Plan Commiitee
Pathways Committee
125th Committee
Covered Rockport as Reporter since 1998

Land Use philosophy: (if applicable)
Are there objectives you wish to see accomplished?

An objective analysis of:

1) What has Rockport accomplished since the 2004 plan was approved, and

2) Does Rockport need an entire new plan or an update?

Are you interested in serving on other committees?

Interview comments:

Appointment Date: ________________________________
APPLICATION FOR COMMITTEE SERVICE
Town of Rockport • P.O. Box 10 • Rockport, ME 04856

Name: Jan Rosenbaum

Home Address: 9 Summer St

Mailing Address (if different): PO Box 305

Phone Number: (Home) 236 3508 (Work)

E-mail Address: jan.rosenbaum17@gmail.com

Committee you wish to serve on: Comprehensive Plan

Why do you want to serve on this committee?

Our current plan is 4 years overdue according to state goals. A comp. plan is the essential document that that the town voters approve at town meeting to be the guide for the coming ten years for what the town should aim for in terms of planning zoning, land use, business and residential mix, recreation, and quality of life. I wish to add to the town's vision of itself and plan for our future.

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

I have been on and chaired the Budget Committee for several years worked toward a new library, am involved now in looking to LED lighting for our streets. I have worked the polls since we moved here 29 years ago. I have adopted Rockport and think Rockport has adopted me. I like to be active in the areas that count, and Comp. Plan is the most important one

Land Use philosophy: (if applicable)

Growth is inevitable and can be valuable for the town. At the same time, uncontrolled growth, or growth that subtracts from our quality of life can damage our quality of life. A balance between land use, growth, and tax burden is needed to ensure that Rockporters can continue to thrive here, not simply the wealthy. Towns are living things and need to be cared for.
APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

Thoughtful, considered guidance for the town that the town's residents agree with.

Preparing a plan that Rockport can use to guide it in future uncertainties.

To create a model for grant applications and long term budget planning.

Are you interested in serving on other committees?

Budget Committee and this would be enough

Interview comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Appointment Date: ___________________________
APPLICATION FOR COMMITTEE SERVICE
Town of Rockport • P.O. Box 10 • Rockport, ME 04856

Name: Richard Remsen

Home Address: _______________ Work Address: 531 Park St.
Mailing Address (if different): P.O. Box 7
Phone Number: (Home) _______________ (Work) 207-236-3200

E-mail Address: richardremsen@me.com

Committee you wish to serve on: Comp Plan.

Why do you want to serve on this committee?

Previous Comp Plan Member

____________________________________________________

____________________________________________________

____________________________________________________

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

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Land Use philosophy: (if applicable)

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____________________________________________________
APPLICATION FOR COMMITTEE SERVICE
Town of Rockport • P.O. Box 10 • Rockport, ME 04856

Name: Anastasia Fischer

Home Address: 22 Birch Street
Mailing Address (if different): PO Box 145, Rockport, ME 04856
Phone Number: (Home) 207-318-9482 (Work)
E-mail Address: afischer@eemedia.com

Committee you wish to serve on: Comprehensive Plan Review Committee

Why do you want to serve on this committee?
I would like Rockport to have a Comprehensive Plan that is based on a vision of our future as a town and takes into account the issues that will help us sustain our community and town in the long-term.

Do you have any background that would be helpful to this committee?
I have managed many projects of all types, reviewed numerous grant applications, and project reports, was a key member of the CHR HS strategy committee, and have helped many clients develop strategic plans. Additionally I have a lot of experience in getting feedback and input from constituents/users and stakeholders and consolidating plans against input and feasibility.

Land Use philosophy: (if applicable)
Are there objectives you wish to see accomplished?
I would like to see us have a vision of our future that extends 50 years ahead
and supports sustainability in all areas.

Are you interested in serving on other committees?

Interview comments:

Appointment Date:
APPLICATION FOR COMMITTEE SERVICE
Town of Rockport 101 Main Street Rockport, ME 04856

Name: Janice Baldwin  Home Mailing Address: 18 Mechanic St Rockport 04852

Legal Address: (Above)  Work Address: N/A

Phone Number: (Home) 236-6763 (Work) 691-8002  E-Mail Address: janbaldwin46@gmail.com

Committee you wish to serve on: Comprehensive Plan Review

Why do you want to serve on this committee?

Doug Cole asked me to serve. I care about Rockport very much and want to see it move in the right direction.

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

I've lived in Rockport for 40+ years and have a vested interest in how the town is moving in this changing environment. My husband and I owned a CPA business in the area for many years.

Land Use philosophy: (if applicable)

______________________________
______________________________
______________________________
Are there objectives you wish to see accomplished?

As per previous questions

Are you interested in serving on other committees?

Not now

Interview comments:

Appointment Date: ________________________
Name: Robert F. Baldwin  
Home Mailing Address: 18 Mechanic St, Rockport, ME 04856

Legal Address: same  
Work Address: retired

Phone Number: (Home) 236-6763  
(Work) none  
E-Mail Address: bobbaldwin444@gmail.com

Committee you wish to serve on: Comprehensive Plan Review

Why do you want to serve on this committee?

Now that I am retired I have the time to serve on a town committee.

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

I have lived in Rockport for more than 40 years and I am interested in doing what I can to contribute to Rockport remaining a desirable place to live.

Land Use philosophy: (if applicable)
Are there objectives you wish to see accomplished?

Improvement of the town plan

Are you interested in serving on other committees?

Not now

Interview comments:

Appointment Date:
APPLICATION FOR COMMITTEE SERVICE
Town of Rockport • P.O. Box 10 • Rockport, ME 04856

Name: Jeffrey Kubel

Home Address: 30 Bonny St. Rockport Work Address: Retired
Mailing Address (if different): Box 59, west Rockport, 04865
Phone Number: (Home) 236-4543 (Work) —
E-mail Address: Kubelsberg @ a mail.com
Committee you wish to serve on: Comprehensive Plan Review Committee

Why do you wish to serve on this committee?
I was drawn to Maine in 1976 for its state-wide beauty and chose Rockport in which to live for its small town atmosphere and excellent school district. I believe a healthy community is a mix of business and residential interests, each respecting the rights of the other in terms of business growth and the individual residents’ ability to enjoy the pleasure of their homes. Planned growth and zoning ordinances can help govern this.

Do you have any background that would be helpful to this committee?
For over 30 years (1976-2013) I was chief pharmacist and Director of Pharmacy at Pen Bay Medical Center.
I have experience in policy development, approval, implementation and enforcement.

Land Use philosophy: (if applicable)
I am interested in congregate housing with established green areas, the use of parts for industrial businesses and the use of zoning rules to govern use of the land.
Are there objectives you wish to see accomplished?

I am concerned about environmental pollution, especially in the area of noise that affects residents of neighboring residential areas. Periodic review and update of a Comprehensive plan can help with this.

Are you interested in serving on other committees?

Not at this time.

Interview comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

Appointment Date: ____________________________
APPLICATION FOR COMMITTEE SERVICE
Town of Rockport 101 Main Street Rockport, ME 04856

Name: Anastasia Fischer Home Mailing Address: PO Box 1145, Rockport, ME 04856

Legal Address: 22 Birch St, Rockport Work Address: (same)

Phone Number: (Home) 318-9482 (Work) (same) E-Mail Address: afischer@eemedia.com

Committee you wish to serve on: Board of Assessment Review

Why do you want to serve on this committee?

I'm interested in how taxes are assessed in our community and have the time to help with this.

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

Other than having owned houses in two towns in midcoast, I don't have any specific background in assessment.

However I learn quickly and work with complex data in my profession.

Land Use philosophy: (if applicable)
Are there objectives you wish to see accomplished?

________________________________________________________________________

I am hoping to understand how assessment works.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Are you interested in serving on other committees?

________________________________________________________________________

I have submitted an application to serve on the Comprehensive Plan Review Committee.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Interview comments:

________________________________________________________________________

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________________________________________________________________________

Appointment Date: ________________________________
To the Select Board, Town of Rockport,

I am pleased to recommend Anastasia Fisher to serve a full term on the Board of Assessment Review. The vice-chair Larry Lehmann of the BAR, the Town Assessor Kerry Leichtman and I as chairman have had a hour conversation with Anastasia concerning the role and responsibilities she would have as member of the Board. She has indicated she is willing to meet those requirements and is more than willing to serve. I look forward to your favorable action on this nomination to bring us to a full complement of allowable Board members.

Sincerely,
Howard A. Bates
Chair Rockport Board of Assessment Review
Date: August 17, 2017

To: Richard C. Bates, Town Manager
Pc: Rockport Select Board

From: Megan A. Brackett, Finance Director

RE: FY 16-17 Quarterly Report – Period Ending June 30, 2017

Attached is the fourth quarter budget report for the fiscal year end June 30, 2017.

This year we are trying something new with our end of year process. We were well into August before closing the books for the prior fiscal year. This year we made Department Head’s aware that the books will be closed for the fiscal year end June 30, 2017 on July 31st. This gives us several benefits; the biggest benefit of all is to be able to start our audit process sooner, in order to have a completed audit by the end of December. This will also aid in the preparation of the upcoming fiscal year budget, which will be the fiscal year 2018-2019. Department heads have been very receptive to his change and it is working well. Another large benefit to this change, is that I will be able to present the year end reporting to the Town Manager and the Select Board sooner.

As unaudited preliminary numbers will show, overall, we have ended the fiscal year 2016-2017 in a good position. Our total expenses are down $219,827 from what was budgeted, and we collected $138,699 more in revenues than anticipated. This leaves us with an estimated net surplus in our budget of $358,525. This number will change some we have presented the encumbrance requests to the Select Board, and all of that information will be included in a separate memo.

There are some departments that are slightly over budget, and others that are well within their budget limits. I have outlined some things that have effected each department, and if they happened to go over budget I have outlined what the reasoning is for the over expenditure. I have also outlined reasons why revenues were either under or over collected.

**Departments:**

1) **Administration:**
   a) Expense: Overall expenses for this department were at 75.3%. This is due to the fact that there was $5,000 in the budget for a website study and review, and this money was not spent. This might be something that is considered for encumbering.
b) Revenues: Revenues were 100% collected.

2) Town Manager:
   a) Expenses: This department is over by 8% or about $19,000. The main reason for this budget being over was unexpected personnel legal fees that carried over from the prior fiscal year, which makes up for about $10,400 of the overage. The other item that had a large impact on this budget is the deferred compensation line, this is because the Town Manager’s contract was signed after the budget process, so we were not able to make necessary changes in time for the budget.
   b) Revenues: We were able to collect more in revenues then expected in this department, the amount of which is $3,330. There are two areas that we saw an increase of fees collected, those are, the cable franchise fee received, and reimbursement from Maine Municipal Association for the Town Manager’s involvement in MMA Executive Board.

3) Town Clerk:
   a) Expenses: The Town Clerk department ended the year under budget by a little more than 2%, this seems to be the result in less liens and discharges being processed, which also results in less postage costs.
   b) Revenues: The Town Clerk’s department also ended the year with more than anticipated revenues which equates to $114,714. The biggest impact of this was in vehicle excise tax in which we collected just over $81,000 more than expected.

4) Planning and Community Development:
   a) Expenses: This department is under expended. When we projected out revenues the end of May and the beginning of June, it did not seem like the department would be able to meet its projected revenues for the year.
   b) Revenues: Although our predications were accurate that this department would not be able to meet its total revenues, they did collect more than expected. Total revenues ended up being down by $309.

5) Finance:
   a) Expenses: Finance finished the year nearly 100% spent. When we go through the budget process the first part of next year, you will notice some adjustments had to be made for unbudgeted Health Insurance expenses. To make up for this, there are some lines that are significantly underspent.
   b) Revenue: This year we were able to collect over $14,000 more in revenues than anticipated, the majority of this is with interest received on our accounts. We signed a contract with The First National Bank, to provide our banking services for the next three years at a higher interest than we were previously receiving.

6) Assessing:
   a) Expenses: Much like the finance department, we had to make special adjustments in this department in order to cover unbudgeted health insurance expenses. This department ended the
year overbudget by $627.24, which is a direct result of the health insurance expense, and things that we just had to get done.

b) Revenues: There is nothing to report on revenues as we were able to collect 100% of projected revenues.

7) **Town Office Building:**
   a) Expenses: As you are aware we are working really hard to get the Town in a position where we are SHAPE compliant, this compliance will help greatly with our worker’s compensation rates. As a result of this effort we had come unanticipated expenses to get the building in compliance with state safety regulations, because of this the Town Office Building budget ended the year over spent by $1,838.24.
   b) Revenues: There is nothing out of the ordinary to report on revenues for this department.

8) **Insurance:**
   a) Expenses: Our estimates for insurance rates were off slightly, which resulted in this department having an unexpended amount of $1,820.
   b) Revenues: This year we received an unexpected insurance dividend from our insurance carrier for the amount of $6,408. We received this dividend because the insurance pool that we are part of experienced less claims then they had predicated, so all members received a dividend. Also, for the first time in nearly five years we received a worker’s compensation reimbursement check for the amount of $14,733. This goes to show that all the work we are doing to get the town SHAPE compliant is paying off. As long as we can keep our claims down we will see a reduction in our overall worker’s compensation rates.

9) **General Assistance:**
   a) Expenses: General Assistance is a difficult department to budget. The majority of the assistance is dependent on what the winter brings, and what is available for housing in Rockport, because of this, this department ended the year with a remaining expenditure balance of $10,848.73.
   b) Revenues: As we were down significantly from our projected expenses, our projected revenues are also down, because we only get reimbursement from the state on a percentage of what is expended.

10) **Police Department:**
    a) Expenses: As you are aware there were some significant changes in the Police Department over the last year, these changes resulted in an unexpended balance of $33,810.55.
    b) Revenues: Overall revenues were slightly under collected, this is the result of less than anticipated private police details and grant funding reimbursement.

11) **Fire Department:**
    a) Expenses: This department is slightly overbudget, due to more than expected calls, which resulted in higher part-time firefighter wages, and we also had a many repairs with one of the fire trucks.
    b) Revenues: There is nothing of significance to report on revenues for this department.
12) West Rockport Fire Station:
   a) Expenses: There is nothing of significance to report for this department.
   b) Revenues: This department does not receive revenues.

13) Publicly Funded Utilities (Other Public Safety Services):
   a) Expenses: Hydrant rental costs had the largest impact on this budget, Maine Water did not start increasing their rates as soon as originally predicted, this resulted in a $22,030.95 balance in this line item.
   b) Revenues: Revenues are showing higher than predicted, this is the result of receiving more reimbursement money because of work that needed to be completed to one of the traffic lights.

14) Animal Control:
   a) Expenses: There is nothing of significance to report here.
   b) Revenues: There is nothing of significance to report here.

15) Harbormaster:
   a) Expenses: Like with the planning department, when we were looking at collected revenues, this department was down significantly, so we asked the department head to only spend money on items necessary to keep the harbor running.
   b) Revenues: The harbor ended the year with nearly $7,000 worth of uncollected revenues, this is because mooring fees were overstated.

16) Public Safety Building:
   a) Expenses: There is nothing of significance to report here.
   b) Revenues: This department does not have revenues.

17) EMA:
   a) Expenses: There is nothing of significance to report here.
   b) Revenues: This department does not have revenues.

18) Public Works:
   a) Expenses: Public Works ended the year with an unexpended balance of $138,617.48. There are several things that we will be requesting to encumber which will reduce this number by about 50%.
   b) Revenues: There is nothing of significance to report here.

19) Sanitation:
   a) Expense: There is nothing of significance to report here.
   b) Revenues: There is nothing of significance to report here.

20) Library:
   a) Expenses: The library ended the year with a large unexpended balance, most of which are things that the Library Committee would have reimbursed us for. We will be asking to encumber the money that is left in the budget for engineering and survey work, which is just over $13,000.
b) Revenues: Revenues are down significantly because there was a large amount of money that was unexpended, so we did not receive all of the reimbursement.

21) Conservation Commission:
   a) Expenses: There is nothing of significance to report here.
   b) Revenues: There is nothing of significance to report here.

22) Parks & Recreation:
   a) Expenses: Parks & Recreation ended the year with an unspent balance of $1,713.16, we will be requesting to encumber the total amount of to do work on one of the Lime Kiln’s that has become unsafe.
   b) Revenues: There is nothing of significance to report here.

23) Opera House:
   a) Expenses: The Opera House ended the year with an unspent balance of $17,519.42, we will be requesting to encumber some of this money to finish paying the remaining balance on the rental software that was purchased. The balance is the result of some savings in personnel, we were down a custodian, as well as other smaller savings in other expense lines.
   b) Revenues: The Opera House had a great year for rentals, they were able to collect more than $7,600 than anticipated in rental fees.

24) Library Building:
   a) Expenses: There is nothing of significance to report here.
   b) Revenues: This department does not have revenues.

25) Debt:
   a) Expenses: There were some cost savings in this department, the TIF bond which was taken out in 2001, had some adjusted interest from Maine Municipal Bond Bank.
   b) Revenues: This department does not have revenues.

26) County Fees:
   a) Expenses: It is difficult to predict county fees as they run their financial year on a calendar year basis, and we are on a fiscal year basis. Therefore, we have an unexpended balance of $19,406.97, which the majority of the savings was seen in the county assessment.
   b) Revenues: This department does not have revenues.

27) Cemeteries:
   a) Expenses: There is nothing of significance to report here.
   b) Revenues: There is nothing of significance to report here.

28) RES East:
   a) Expenses: This department is currently showing 63% of the expenditures have been paid, while this is accurate, we will be requesting to encumber the money that was put in the budget for a new back stop, as the remaining portion of the funds needed for that project are in the current years budget.
b) Revenues: There is nothing of significance to report here.

29) Schools
   a) Expenses: Much like the county, it is difficult to predict the school costs, typically they do not have a completed budget in time for us to make changes to our budget, because of this, we have over expended the school budget by $59,994.
   b) Revenues: There are no revenues for this department.

30) Special Assessments:
   a) Expenses: There is nothing of significance to report here.
   b) Revenues: We were able to collect more than anticipate revenues, this is due to the sale of a tax acquired property, which resulted in the town receiving $14,100.

In this last quarter, we did not have any cash crunch issues, however, we are approaching a crunch period. New this coming year, I have developed a cash flow analysis that will help us predict our crunch months, and will also aid us in determining an appropriate unassigned fund balance. There are several different recommendations on how to arrive at an appropriate number, but it seems that general practice is three months’ worth of expenses. I will be working with our auditors to determine what our target number should be.

We ended the year in a good standing, and I don’t foresee any issues with the upcoming audit. I feel confident that we will be making a healthy deposit into the unassigned fund balance account, which will benefit us in preparing for the upcoming budget (I know, I too feel like we just completed the current budget).

As always, if you have any questions please feel free to contact me.

Thank you!

Megan A. Brackett
## SUMMARY OF EXPENSES AND REVENUES

### Expenditures

<table>
<thead>
<tr>
<th>Budget</th>
<th>9/30/2016</th>
<th>12/31/2016</th>
<th>3/31/2017</th>
<th>6/30/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>2nd Quarter</td>
<td>3rd Quarter</td>
<td>4th Quarter</td>
<td></td>
</tr>
<tr>
<td>General Government</td>
<td>1,202,484</td>
<td>317,974</td>
<td>625,231</td>
<td>897,270</td>
</tr>
<tr>
<td>Public Assistance</td>
<td>27,635</td>
<td>1,889</td>
<td>5,686</td>
<td>12,777</td>
</tr>
<tr>
<td>Public Safety</td>
<td>1,444,117</td>
<td>349,686</td>
<td>643,723</td>
<td>977,891</td>
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<tr>
<td>Public Works</td>
<td>1,634,086</td>
<td>403,426</td>
<td>812,095</td>
<td>1,133,227</td>
</tr>
<tr>
<td>Culture and Recreation</td>
<td>592,537</td>
<td>156,520</td>
<td>266,028</td>
<td>372,968</td>
</tr>
<tr>
<td>Debt</td>
<td>142,510</td>
<td>14,859</td>
<td>114,801</td>
<td>114,801</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>1,101,713</td>
<td>87,688</td>
<td>1,082,306</td>
<td>1,082,306</td>
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<tr>
<td>All Other</td>
<td>8,909,538</td>
<td>2,252,713</td>
<td>4,485,385</td>
<td>6,710,325</td>
</tr>
<tr>
<td>Tax Abatements</td>
<td>-</td>
<td>11,964</td>
<td>34,868</td>
<td>36,151</td>
</tr>
</tbody>
</table>

**TOTALS** $15,054,620 $3,596,718 $11,337,715 $14,834,793 $219,827

### Revenues

<table>
<thead>
<tr>
<th>Budget</th>
<th>9/30/2016</th>
<th>12/31/2016</th>
<th>3/31/2017</th>
<th>6/30/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>2nd Quarter</td>
<td>3rd Quarter</td>
<td>4th Quarter</td>
<td></td>
</tr>
<tr>
<td>General Government</td>
<td>1,015,438</td>
<td>272,009</td>
<td>533,722</td>
<td>793,579</td>
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<tr>
<td>Public Assistance</td>
<td>13,265</td>
<td>-</td>
<td>1,262</td>
<td>6,489</td>
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<tr>
<td>Public Safety</td>
<td>231,582</td>
<td>21,214</td>
<td>24,177</td>
<td>68,412</td>
</tr>
<tr>
<td>Public Works</td>
<td>75,750</td>
<td>-</td>
<td>58,670</td>
<td>62,684</td>
</tr>
<tr>
<td>Culture and Recreation</td>
<td>122,518</td>
<td>21,652</td>
<td>35,927</td>
<td>55,517</td>
</tr>
<tr>
<td>All Other</td>
<td>135,273</td>
<td>45,997</td>
<td>85,851</td>
<td>115,633</td>
</tr>
</tbody>
</table>

**TOTALS** $1,593,826 $360,872 $738,479 $1,097,087 $1,732,525 $108.70%

### NET (Difference between Expenditures and Revenues)

<table>
<thead>
<tr>
<th></th>
<th>9/30/2016</th>
<th>12/31/2016</th>
<th>3/31/2017</th>
<th>6/30/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$13,460,794</td>
<td>$3,235,846</td>
<td>$7,331,644</td>
<td>$10,240,628</td>
</tr>
</tbody>
</table>

**TOTALS** $13,460,794 $3,235,846 $7,331,644 $10,240,628 $13,102,269 | 97.34% |

### Taxes

<table>
<thead>
<tr>
<th>Committed</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>2nd Quarter</td>
</tr>
<tr>
<td>$13,644,730</td>
<td>$7,241,400</td>
</tr>
</tbody>
</table>

### Summary does not include state reimbursement for BETE, Veterans, and Homestead Exemptions

### Cash Accounts

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Only</td>
<td>$3,114,866</td>
<td>$3,448,896</td>
<td>51.9%</td>
<td>$2,124,969</td>
<td>$3,275,393</td>
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<tr>
<td>GF Checking</td>
<td>$282,116</td>
<td>$376,185</td>
<td>-7.4%</td>
<td>$287,657</td>
<td>$288,931</td>
</tr>
<tr>
<td>Payroll</td>
<td>$50,850</td>
<td>$67,447</td>
<td>7.0%</td>
<td>$35,003</td>
<td>$58,819</td>
</tr>
</tbody>
</table>

**TOTALS** $3,447,832 $2,473,963 $3,488,528 $2,447,629 $3,623,143

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**SUMMARY OF EXPENSES AND REVENUES**

**Unaudited**

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**Quarterly Budget Summary Report**

8/17/2017 1:19 PM Page 1 of 3
EXPENDITURES SUMMARY

Includes Encumbered Funds

<table>
<thead>
<tr>
<th>Number</th>
<th>Department</th>
<th>Budget</th>
<th>YTD 9/30/2016</th>
<th>%</th>
<th>YTD 12/31/2016</th>
<th>%</th>
<th>YTD 3/31/2017</th>
<th>%</th>
<th>YTD 6/30/2017</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>0201</td>
<td>Administration</td>
<td>46,530</td>
<td>2,121</td>
<td>4.6%</td>
<td>12,203</td>
<td>26.2%</td>
<td>22,601</td>
<td>48.6%</td>
<td>35,022</td>
<td>75.3%</td>
</tr>
<tr>
<td>0205</td>
<td>Town Manager</td>
<td>236,550</td>
<td>72,626</td>
<td>30.7%</td>
<td>139,229</td>
<td>58.9%</td>
<td>192,443</td>
<td>81.4%</td>
<td>255,419</td>
<td>108.0%</td>
</tr>
<tr>
<td>0207</td>
<td>Town Clerk</td>
<td>212,060</td>
<td>45,263</td>
<td>21.3%</td>
<td>102,528</td>
<td>48.3%</td>
<td>150,989</td>
<td>71.2%</td>
<td>207,636</td>
<td>97.9%</td>
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<tr>
<td>0209</td>
<td>Planning &amp; Community Development</td>
<td>226,860</td>
<td>53,286</td>
<td>23.5%</td>
<td>103,902</td>
<td>45.8%</td>
<td>156,607</td>
<td>69.0%</td>
<td>214,497</td>
<td>94.6%</td>
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<tr>
<td>0211</td>
<td>Finance</td>
<td>127,820</td>
<td>28,899</td>
<td>22.6%</td>
<td>63,165</td>
<td>49.4%</td>
<td>94,910</td>
<td>74.3%</td>
<td>127,736</td>
<td>99.9%</td>
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<tr>
<td>0213</td>
<td>Assessing</td>
<td>187,715</td>
<td>46,459</td>
<td>24.8%</td>
<td>91,713</td>
<td>48.9%</td>
<td>137,081</td>
<td>73.0%</td>
<td>188,342</td>
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<td>Town Office Building</td>
<td>108,062</td>
<td>41,785</td>
<td>38.7%</td>
<td>57,424</td>
<td>53.1%</td>
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<td>81.0%</td>
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<td>101.7%</td>
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<td>0216</td>
<td>Insurance</td>
<td>56,887</td>
<td>27,534</td>
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<td>55,067</td>
<td>96.8%</td>
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<td>96.8%</td>
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</table>

General Government $1,202,484  $317,974  26.4%  $625,231  52.0%  $897,270  74.6%  $1,193,620  99.3%

PUBLIC ASSISTANCE

Public Assistance $27,635  1,889  6.8%  5,686  20.6%  12,777  46.2%  16,786  60.7%

PUBLIC SAFETY

Public Safety $1,444,117  $349,866  24.2%  $647,723  44.6%  $977,891  67.7%  $1,371,926  95.0%

PUBLIC WORKS

Public Works $1,634,086  $403,420  24.7%  $812,095  49.7%  $1,133,227  69.3%  $1,496,340  91.6%

CULTURE AND RECREATION

Culture and Recreation $592,537  $156,520  26.4%  $266,028  44.9%  $372,968  62.9%  $511,497  86.3%

DEBT

Debt $142,510  $14,859  10.4%  $114,801  80.6%  $114,801  80.6%  $134,504  94.4%

INTERGOVERNMENTAL

Intergovernmental $1,101,713  $87,688  8.0%  $1,082,306  98.2%  $1,082,306  98.2%  $1,082,306  98.2%

ALL OTHER

All Other $8,909,538  $2,252,713  25.3%  $4,485,385  50.3%  $6,710,325  75.3%  $8,960,771  100.0%

GROSS APPROPRIATIONS $15,054,620  $3,584,754  23.8%  $8,035,255  53.4%  $11,301,564  75.1%  $14,767,786  98.1%

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<thead>
<tr>
<th>Special - E 0999 - 4605</th>
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<tbody>
<tr>
<td>Tax Abatements</td>
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TOTAL TAXES $15,054,620  $3,596,718  23.9%  $8,070,123  53.3%  $11,337,715  75.3%  $14,834,793  99.0%

TOTAL ALL EXPENSES $15,054,620  $3,596,718  23.9%  $8,070,123  53.3%  $11,337,715  75.3%  $14,834,793  99.0%
## REVENUES SUMMARY

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<th>Source Department</th>
<th>Budget 9/30/2016</th>
<th>YTD % 12/31/2016</th>
<th>YTD % 3/31/2017</th>
<th>YTD % 6/30/2017</th>
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<td>0201 Administration</td>
<td>1,100</td>
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<td>-</td>
<td>1,100 100.0%</td>
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<td>0205 Town Manager</td>
<td>42,990</td>
<td>30 0.1%</td>
<td>3,469 8.1%</td>
<td>40,615 94.5%</td>
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<td>0207 Town Clerk</td>
<td>803,500 234,092 29.1%</td>
<td>442,387 55.1%</td>
<td>618,509 77.0%</td>
<td>918,214 114.3%</td>
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<td>52,340 -</td>
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<td>34,781 66.5%</td>
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<td>37,180 5 0.9%</td>
<td>23,213 62.4%</td>
<td>33,090 89.0%</td>
<td>51,620 138.8%</td>
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<td>63,648 -</td>
<td>15,917 25.0%</td>
<td>31,806 50.0%</td>
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<td>6,408 248.4%</td>
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<td>23,721 919.4%</td>
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<td>0303 General Assistance</td>
<td>13,265</td>
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<td>132 1.0%</td>
<td>1,262 9.5%</td>
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<td>0401 Police Department</td>
<td>30,400 690 2.3%</td>
<td>1,425 4.7%</td>
<td>1,879 6.2%</td>
<td>27,589 90.8%</td>
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<td>0403 Fire Department</td>
<td>63,112 - 0.0%</td>
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<td>2,196 3.5%</td>
<td>65,308 103.5%</td>
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<td>0407 Public Utilities</td>
<td>3,520 -</td>
<td>-</td>
<td>1,447 41.1%</td>
<td>7,293 207.2%</td>
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<td>0409 Animal Control</td>
<td>900 125 13.9%</td>
<td>125 13.9%</td>
<td>1,225 136.1%</td>
<td>2,075 230.6%</td>
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<td>0411 Harbormaster</td>
<td>133,650 20,399 15.3%</td>
<td>22,627 16.9%</td>
<td>61,665 46.1%</td>
<td>126,678 94.8%</td>
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<td>0415 Public Safety</td>
<td>6,600 -</td>
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<td>6,600 100.0%</td>
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<td><strong>CULTURE AND RECREATION</strong></td>
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<tr>
<td>0602 Conservation Commission</td>
<td>463</td>
<td>-</td>
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<td>0601 Library</td>
<td>96,478 12,290 12.7%</td>
<td>21,137 21.9%</td>
<td>32,632 33.8%</td>
<td>58,226 60.4%</td>
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<td>0604 Opera House</td>
<td>25,640 9,362 36.5%</td>
<td>14,790 57.7%</td>
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<td>31,086 121.2%</td>
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<tr>
<td><strong>ALL OTHER</strong></td>
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<td>0903 RES East</td>
<td>1,100 700 63.6%</td>
<td>700 100.0%</td>
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<tr>
<td>0999 Special Assmnts (not including UFB)</td>
<td>125,023 43,847 35.1%</td>
<td>81,051 64.8%</td>
<td>109,408 87.5%</td>
<td>149,323 119.4%</td>
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<td><strong>GROSS REVENUES</strong></td>
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<td></td>
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<tr>
<td>0050 BETE Reimbursement</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>85,233</td>
</tr>
<tr>
<td>0057 Supplemental Taxes</td>
<td>- 10,894</td>
<td>27,483</td>
<td>39,579</td>
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<td>0058 Taxes Committed (Collected)</td>
<td>13,644,730 1,754,884 100.3%</td>
<td>7,268,883 100.3%</td>
<td>13,684,309 100.3%</td>
<td>15,608,212</td>
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<tr>
<td><strong>TAXES</strong></td>
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<tr>
<td><strong>TAXES Committed (Receivable/Outstanding)</strong></td>
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<td>5,505,866</td>
<td>517,249</td>
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<tr>
<td><strong>TOTAL TAXES Collected</strong></td>
<td>13,644,730 1,754,884 12.9%</td>
<td>7,268,883 53.3%</td>
<td>13,684,309 100.3%</td>
<td>15,608,212</td>
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<tr>
<td><strong>TOTAL OTHER</strong></td>
<td></td>
<td></td>
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<tr>
<td>0050 BETE Reimbursement</td>
<td>-</td>
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<td>-</td>
<td>85,233</td>
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<tr>
<td><strong>TOTAL ALL REVENUE</strong></td>
<td>$15,238,556 1,732,525 108.7%</td>
<td>$1,732,525 108.7%</td>
<td>$1,732,525 108.7%</td>
<td>$15,238,556 1,732,525 108.7%</td>
</tr>
</tbody>
</table>
Date: August 18, 2017

To: Richard C. Bates, Town Manager
Cc: Rockport Select Board

From: Megan A. Brackett, Finance Director

RE: Cash Flow Management/Analysis

As a result of our conversations that happened while we were preparing the budget for the current fiscal year, I thought it would be in the best interest of the town if I put together a cash flow management and analysis. This document will be beneficial to us in many ways as it will solidify what we know as our “cash crunch” months as well as help us in determining what a healthy unassigned fund balance should look like.

Through the prior budget process, the status of our unassigned fund balance came up several times. How much should we have? How do we figure out if we have enough? Do we need to increase what our current targets are? How much can we take out of it and still have enough to keep us from borrowing a tax anticipation note? Do we have enough to cover a major event in town? All of these questions will be easier to answer with this analysis.

In terms of our unassigned fund balance (UFB), I have done a lot of research around what other municipalities do, not only in the state but in the country, and how they determine what a reasonable balance is [for them]. The Government Finance Officers Associations in the Fund Balance Guidelines for the General Fund publication recommend that a municipality maintain “two months of regular general fund operating expenditures (Page 2).” Sometimes municipalities like us base their UFB on a percentage of their total annual budget, which can range from 5% to 20+. With the help of our new auditors, I feel we will be able to determine the best practice for us to follow as well as a number which will allow us to have sufficient restricted funds in the event of a natural disaster or large, unplanned and unbudgeted expense.

Attached with this memo, you will see the working draft of the cash flow management and analysis that I have started. On page one are our predicted expenses are listed out by month. Many of these estimates are just that, estimates. For example, our utility expenditures. When I did the estimates for those I based them on what is called “accrual accounting methods”, meaning we are expending the money the same month in
which the expense is incurred. However, because there is lag time between when we receive the bills from the vendor and when they are paid, they are usually shown as being paid out of the next month. Our estimates will adjust next year, as we will have one completed year with what our actual monthly totals were. The cash management plan will help us with planning out large purchases. For example, in the past we have spent the majority of our paving money in September and October, and planning this particular expenditure in September and/or October, allows for better cash flow management.

On the next page is our projected revenues which are slightly easier to predict as they don’t tend to change much year after year. The property tax collection rates are based on our collection rates over the past year; it will be interesting to see how these estimates play out over the course of the year.

The third page (the final page of the estimates) is where we see the actual cash flow. It compares our beginning balance, adds projected cash inflows or revenues, and then provides a subtotal. From that subtotal, we deduct any predicted cash outflows or expenses. This will give us our predicted ending cash balance. Any time our deposit account is below two-million dollars, I start to get nervous and ask department heads to watch their spending. You can see that this is predicted to happen in August, February, and March, which have historically been our “cash crunch” months. This process simply highlights those months for us.

Page four, five and six are set up in the same format as the first three pages, but they show the actual expenditures, revenues, and cash flow. On page seven you can see how the projections in cash flow relate to the actuals in cash flow. For the month of July our actual cash is $366,119.00, which is more than predicted. Like I discussed earlier, the lack of expenditures for the month has a lot to do with when the invoices are actually received and paid, so I would predict that this would level out in the upcoming months.

The final page shows our tax collection percentages by month and is interesting to see when you typically collect the most in taxes. Once we have done the tax commitment, I can start to figure out the current year collection rates.

I look forward to developing this document over the next year, and see how close the predictions are to what we really spend and collect. It will also be nice to have this as a historical data tool to use when planning large purchases, such as paving and equipment.

If you have any questions or suggestions please let me know, and I would happy to discuss them.

Thank you,

Megan A. Brackett
## Municipal Cash Management
### Town of Rockport, Maine
### Cash Flow Analysis (Projections)
#### Fiscal Year 2017-2018

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Cash Management
8/21/2017
Megan A. Brackett
Finance Director
# Municipal Cash Management

**Town of Rockport, Maine**

Cash Flow Analysis (Projections)

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### Monthly Cash Flow Analysis

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## Municipal Cash Management

**Town of Rockport, Maine**

### Actual Cash Flow

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<tbody>
<tr>
<td>Municipal Revenue Sharing</td>
<td>12,426</td>
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<tr>
<td>Excise Tax</td>
<td></td>
<td>79,919</td>
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<tr>
<td>Property Tax Collection</td>
<td></td>
<td></td>
<td>256,085</td>
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<tr>
<td>Harbor Revenue</td>
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<tr>
<td>WW Truck Reimbursement</td>
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<tr>
<td>WW Wages &amp; Benefits</td>
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<tr>
<td>Library Reimbursement</td>
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<td>Other</td>
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<td></td>
<td>6,726</td>
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<tr>
<td><strong>Total Inflows of Cash</strong></td>
<td><strong>$ 362,892</strong></td>
<td><strong>-$</strong></td>
<td><strong>-$</strong></td>
<td><strong>-$</strong></td>
<td><strong>-$</strong></td>
<td><strong>-$</strong></td>
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</tbody>
</table>
**Municipal Cash Management**  
**Town of Rockport, Maine**  
**Actual Cash Flow**

### Monthly Cash Flow Analysis

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>number of weeks</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>3,275,392</td>
<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
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<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
</tr>
<tr>
<td>Add: Cash Inflows</td>
<td>362,892</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Subtotal</td>
<td>3,638,284</td>
<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
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<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
</tr>
<tr>
<td>Deduct: Cash Outflows</td>
<td>(1,015,194)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
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<td>2,623,090</td>
<td>2,623,090</td>
<td>2,623,090</td>
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## Municipal Cash Management
### Town of Rockport, Maine
#### Estimates vs. Actuals
##### Fiscal Year 2017-2018

<table>
<thead>
<tr>
<th></th>
<th>Projections</th>
<th>Actuals</th>
<th>Projected Cash</th>
<th>Actual Cash</th>
<th>Difference</th>
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<tbody>
<tr>
<td></td>
<td>Expense</td>
<td>Revenues</td>
<td>Expense</td>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td><strong>July-17</strong></td>
<td>1,227,580</td>
<td>209,159</td>
<td>1,015,194</td>
<td>362,892</td>
<td>2,256,971</td>
</tr>
<tr>
<td></td>
<td>1,105,146</td>
<td>343,697</td>
<td>-</td>
<td>-</td>
<td>1,495,522</td>
</tr>
<tr>
<td><strong>August-17</strong></td>
<td>1,409,061</td>
<td>1,986,717</td>
<td>-</td>
<td>-</td>
<td>2,073,178</td>
</tr>
<tr>
<td><strong>September-17</strong></td>
<td>2,415,004</td>
<td>5,314,511</td>
<td>-</td>
<td>-</td>
<td>4,972,685</td>
</tr>
<tr>
<td><strong>October-17</strong></td>
<td>1,142,945</td>
<td>324,134</td>
<td>-</td>
<td>-</td>
<td>4,153,874</td>
</tr>
<tr>
<td><strong>November-17</strong></td>
<td>1,169,053</td>
<td>281,206</td>
<td>-</td>
<td>-</td>
<td>3,266,026</td>
</tr>
<tr>
<td><strong>December-17</strong></td>
<td>1,196,668</td>
<td>202,911</td>
<td>-</td>
<td>-</td>
<td>2,272,269</td>
</tr>
<tr>
<td><strong>January-18</strong></td>
<td>1,088,225</td>
<td>159,120</td>
<td>-</td>
<td>-</td>
<td>1,343,164</td>
</tr>
<tr>
<td><strong>February-18</strong></td>
<td>1,141,650</td>
<td>835,903</td>
<td>-</td>
<td>-</td>
<td>1,037,417</td>
</tr>
<tr>
<td><strong>March-18</strong></td>
<td>1,246,632</td>
<td>4,583,423</td>
<td>-</td>
<td>-</td>
<td>4,374,207</td>
</tr>
<tr>
<td><strong>April-18</strong></td>
<td>1,165,374</td>
<td>420,123</td>
<td>-</td>
<td>-</td>
<td>3,628,956</td>
</tr>
<tr>
<td><strong>May-18</strong></td>
<td>1,181,819</td>
<td>418,970</td>
<td>-</td>
<td>-</td>
<td>2,866,107</td>
</tr>
<tr>
<td><strong>June-18</strong></td>
<td>1,181,819</td>
<td>418,970</td>
<td>-</td>
<td>-</td>
<td>2,866,107</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$15,489,157.21</td>
<td>$15,079,872.65</td>
<td>$1,015,194.37</td>
<td>$362,892.24</td>
<td>$33,740,375.39</td>
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## Municipal Cash Management
### Town of Rockport, Maine
#### Tax Collection Percentages by Month

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Tax Commitment</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
<th>Apr-18</th>
<th>May-18</th>
<th>Jun-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 17-18</td>
<td>$13,644,730.02</td>
<td>0.8%</td>
<td>1.7%</td>
<td>13.5%</td>
<td>37.3%</td>
<td>1.5%</td>
<td>1.5%</td>
<td>0.8%</td>
<td>0.7%</td>
<td>5.1%</td>
<td>32.0%</td>
<td>2.1%</td>
<td>2.3%</td>
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<tr>
<td>FY 18-19</td>
<td></td>
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Date: August 21, 2017

To: Richard C. Bates, Town Manager
   Rockport Select Board

Re: Encumbrance Request Fiscal Year End 2017

Below is a list of the current unspent encumbrances that we currently have (shown in numbers 1 – 3), and requests for the last fiscal year. I have included with each item, either the reasoning why we should be carrying them over, or why I feel that don’t need to be carried over any longer.

1.) Fiscal Year 2013-2014 Encumbrance Requests
   a. Fire Department
      i. E 1014-7205 – West Rockport Fire Station Building Improvements $3,955.31
         1. I would recommend carrying this over for another year, as we are unsure of the cost for the renovations of the station at this time.

2.) Fiscal Year 2014-2015 Encumbrance Requests
   a. Town Office
      i. E 1015-3026 – Town Office Web Design $967.82
         1. I would recommend letting this lapse into the unassigned fund balance at this time, we have no plans at this time to redevelop the website.
   b. Opera House
      i. E 1015-2205 – Opera House Part-Time Employee $4,940.00
         1. I would recommend letting this lapse into the unassigned fund balance at this time, we have budgeted for the part-time employees at the Opera House and I don’t feel as though we need to keep carrying this money over.
   c. Cemeteries
      i. E 1015-7316 – Cemeteries, Computer Software License $1,938.05
         1. The project still has not been completed, I would recommend that the Select Board put a time frame on this project so that we can spend this money and stop rolling it over. For now, I do feel that we need to continue carrying it over.
   d. Parks and Recreation
      i. E 1015-7615 – Parks and Recreation Sidewalk Construction $2,052.70
1. I know there was lengthy discussion at the last budget meeting to do work on sidewalks in time, I feel it would be a good idea to carry this money over another year, but we need to ensure that it is spent.

3.) **Fiscal Year 2015-2016 Encumbrance Requests**
   a. Conservation Commission
      i. E 1016-7401 – Conservation Commission Engineering Study $1,505.55
         1. This money was set aside to help with engineering cost of possible solutions to the Goodies Beach issues. I would recommend carrying this over for another year, but we need to get this work completed.

4.) **Fiscal Year 2016-2017 Encumbrance Requests**
   a. Public Works
      i. E 0500-7605 – Road Construction $65,540.00
         1. The work related to this money has been completed, but we did not receive the invoices for payment in time for the year-end close.
      ii. E 0500-3440 – Equipment Rent $3,400.00
         1. The equipment rental was related to the road construction that was completed above, we did not receive the invoices for payment prior to the year-end close.
      iii. With these two encumbrance requests the department will end the year with a remaining balance of $69,677.48.
   b. Parks and Recreation
      i. E 0603-3627 – Lime Kiln Maintenance $1,713.00
         1. This money would be used to repair the lime kiln closest to the Harbormaster’s Building, which is in desperate need of repair
      ii. With this encumbrance request the departments remaining budget will be brought to $0.00.
   c. Opera House
      i. E 0604-3026 – Web Hosting and Design $4,250.00
         1. This money is to pay for the software system that was purchase to assist with the processing of online and credit card processing at the Opera House.
      ii. With this encumbrance request the departments remaining budget will be $13,269.42.
   d. Library
      i. E 0601-7401 – Engineering Study $13,273.75
         1. This money will help with the survey costs, and any other costs associated with the new Library project
      ii. With this encumbrance request the departments remining budget will be $42,556.92, the majority of which would have been reimbursed by the Library Committee.
   e. RES East
      i. E 0903-7373 – Recreation Equipment $3,633.61
1. This money would be to purchase a new back stop for the baseball field located at RES East. The remaining money needed to purchase the equipment is budget for in this current year’s budget (FY 17-18).
   
   ii. With this encumbrance request the departments remaining balance would be $0.00.

The total of these is request is $101,261.97, which based on unaudited figures we would end the year with a surplus of $257,263.03.

_________________________________________
Richard C. Bates, Town Manager

_________________________________________
Kenneth McKinley, Select Board Chair

_________________________________________
Owen Casas, Select Board Vice-Chair

_________________________________________
Mark Kelley, Select Board Member

_________________________________________
Douglas Cole, Select Board Member

_________________________________________
Thomas Gray, Select Board Member
Managers Notes

I. Call Meeting to Order

Please either turn off your cell phones and other electronic devices or set them to mute while in this meeting room or the hallways. If you need to take or make a phone call, please step outdoors.
II. Minutes, Meetings and Announcements

a. Approval of the minutes of previous meetings:

➢ Monday, September 11, 2017, meeting of the Select Board
➢ Monday, September 18, 2017, executive session of the Select Board

b. Announcements of upcoming Select Board meeting(s):

➢ Regular Select Board meeting on Tuesday, October 10, 2017, 7:00 p.m., Geoffrey C. Parker Community Meeting Room, Rockport Opera House, to be streamed at http://livestream.com/Rockportmaine

c. Announcements of upcoming non-budget Select Board workshop(s):

➢ Capital Improvement Committee workshop, October 12, 2017, 5PM
➢ Ad Hoc Water Quality Committee workshop, Monday, October 23, 2017 (ROH, to be streamed) – as part of the regular meeting (tentative)

d. Announcements:

Note: All meetings and workshops of the Select Board and Town Committees can be found on the Town website: www.town.rockport.me.us

➢ The Town Office will be closed on Wednesday October 4, 2017 so that employees may attend the annual convention of the Maine Municipal Association
➢ The Town Office will be closed on Monday October 9, 2017 for the Columbus Day Holiday.
➢ The Town Office will open late (at 10AM) on Tuesday October 10, 2017 due to employee training from 8-10 AM

e. Committee Openings:

Application for Committee Service can be found at the Town Office and on the Town Website: www.town.rockport.me.us

➢ MSAD 28/CSD School Board - 1 vacancy due to resignation. The charter allows the Select Board to appoint a replacement to serve the remainder of the term. Citizens who are interested in this position should fill out a Committee Service Application as soon as possible, and plan to be present at the October 10, 2017 Select Board meeting when the Select Board will interview candidates, accept public comment, and make an appointment.
➢ Board of Assessment Review – 1 regular, 3 alternate vacancies (see agenda item below)
➢ Camden-Rockport Pathways Committee – 1 regular vacancy, 3 alternate vacancies
➢ Capital Improvement Committee – 1 regular, 3 alternate vacancies
➢ Conservation Commission –3 alternate vacancies
➢ Harbor Committee – 2 alternate vacancies
➢ Investment Committee – 1 regular vacancy, 3 alternate vacancies
➢ Opera House Committee – 1 regular, 3 alternate vacancies
➢ Ordinance Review Committee – 3 alternate vacancies
➢ Parks Committee – 3 alternate vacancies
➢ Planning Board – 1 alternate vacancy
➢ Recreation Committee – 2 alternate vacancies
➢ Zoning Board of Appeals – 3 alternate vacancies

f. Agenda Changes

g. Public Comment – public comment should be directed at issues not under discussion on this evening’s agenda. Comment from the public will be welcome prior to each agenda item. Further comment will be granted only by permission from the Board. All public comment should be brief and to the point.
III. Public Hearing
   a. Public hearing regarding the removal of a dangerous building at 479 Rockland Street (Map 17/Lot 79)
IV. Town Manager’s Update
V. Unfinished Business
VI. New Business

a. Discussion and vote regarding proceeding with the removal of a dangerous building at 479 Rockland Street (Map 17/Lot 79)

Manager’s Note - Included in your packet is information relative to the removal of a dangerous building in accordance with Statute and our ordinance. This building has been in the process for several months and the town has been taking a series of steps that we are legally required to take in order to act on the powers you have under statute to remove the building. Most of the documents were included in previous packages.

They include:

- Photos
- The State Statute
- Our Ordinance references
- Letters sent out by the Code Enforcement Officer showing the attempts to notify the property owner.
- Copy of the advertisement in the paper

Also included is the most recent communication from our legal counsel, Phil Saucier. As you will see from his comments, the first thing the board will need to determine is that it is a “dangerous building” as defined in Town Ordinance. Once you have made that finding you can then look at corrective action options up to and including the town removing the building and assessing a special tax to recover costs. You can also consider other corrective actions or give the property owner, a time specific, to take corrective actions.

The property owner did see the advertisement in the paper so, has been properly notified. I expect that she will be present at the meeting.

There is no suggested motion at this time. it will be available at the meeting.
b. Acknowledgment of Gifts to the Town:
   ➢ None this meeting

b. Committee Resignation(s):
   ➢ None this meeting

c. Committee Application(s):
   ➢ William Chapman, ad hoc Comprehensive Plan Review Committee
   ➢ Lynda Clancy, ad hoc Comprehensive Plan Review Committee
   ➢ Jan Rosenbaum, ad hoc Comprehensive Plan Review Committee
   ➢ Anastasia Fischer, ad hoc Comprehensive Plan Review Committee
   ➢ Anastasia Fischer, Board of Assessment Review
d. Committee Presentation(s):

➢ Parks Committee

Manager’s Note – Dave Jackson will be on hand to make a presentation about the work done by the Parks Committee over the year.
e. Hear a report from the Finance Director regarding the close of the previous fiscal year (FYE June 30, 2017)

Manager’s Note - Included in your packet is the end of the year quarterly report. Keep in mind that this report is based on unaudited figures. The good news, it shows that we ended the year with a net surplus of slightly over $350,000. This means that we did not spend everything we budgeted and we also took in more revenue than we planned. It is important to remember, until the audit is complete, this number is not a firm number and could go down or up.

Megan will be on hand to answer any questions you might have about the report.
f. Hear a report from the Finance Director regarding cash flow analysis

Manager’s Note - This year we have started to build a cash flow analysis program, that shows where and when, we need money to achieve the goals of the town. As you know, the charter requires that we keep a minimum of at least 12% of our total expenditures. That number of 1.6 million seems like a lot and certainly enough to keep the town running properly. The Cash Flow analysis clearly demonstrates that there are times during the year that we have more money going out than we have in the bank so we need more than the 12% buffer the 12% gives us.

The work Megan has done will be revised and corrected to give us an even better model for predictions for us with ever year of data we add.

This has been a lot of work for Megan, but will pay big dividends for us in the long run.
g. Consider approving encumbrances from the prior budget year into the 2017-2018 budget year

Included in your packet you will also find the encumbrance request totaling $101,261.97 using the unaudited numbers reviewed earlier, that will leave us with a surplus of $257,263.03 to roll into undesignated fund balance. The biggest item in the encumbrance list is $65,540 in the road reconstruction line. This money is important to encumber for two reasons, first for Mt Pleasant Street to finish that up and secondly for the Anis Rd Bridge. These two projects will consume all of this money and then some.

Suggested motion – I move to encumber $ for the project list as presented (or amended)
VII. Wastewater Commissioners

No business this meeting
VIII. Liaison Reports
IX. Executive Session

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