The Board of Selectmen will hold a Meeting on Wednesday, April 9th, 2014
At the Island Hall beginning with an executive session at 5:45pm.

First Order of Business: Call meeting to order
Second Order of Business: Executive Session 15 minutes (regular meeting to start at 6:00)
   To Have the Selectmen hold an Executive Session to discuss a court matter regarding Code Enforcement
   Proceedings brought under MRSA 30-A § 4452(1)(c) pursuant to 1 MRSA, Section 405, subsection 6(H)
Third Order of Business: Town Administrator & Treasurer’s Reports 5 minutes
Fourth Order of Business: Public Comment 5 minutes
Fifth Order of Business: Public Hearing 30 minutes
   To Have the Selectmen hold a Public Hearing to discuss, and to have the Selectmen take action on, liquor licenses
   and special amusement permits for the following entities:
   14-147: Chebeague Island Inn - Special Amusement & Liquor License
   14-148: Chebeague Island Boat Yard - Special Amusement
   14-149: Chebeague Island Hall - Special Amusement
Sixth Order of Business: Regular Business 120 minutes
   To Have the Board of Selectmen:
   14-150: Consider a settlement proposal for a pending legal matter
   14-151: Receive a 4th draft of the fiscal year 2015 budget
   14-152: Discuss the Fiscal Year 2013 Audit and associated Management Letter
   14-153: Determine compensation for the Town Administrator for 2014 as outlined in his contract
   14-154: Hear an update on drainage at Capps Road and the Library
   14-155: Consider an MOU with the Chebeague Recreation Center
   14-156: Sign an MOU with the Chebeague Island Council
   14-157: Consider applying for an MDOT SHIP Grant to fund bulkhead repairs at the Stone Wharf
   14-158: Consider an amendment to the Town’s Electronic Communications Policy
   14-159: Consider Kim Boehm’s annual request for “salvage rights” at the Transfer Station
   14-160: Appoint Election Clerks for two-year terms
   14-161: Consider a request from the Chebeague Island School for conditional parking at the Stone Wharf
   14-162: Consider Town sponsorship of the SustainMe entrepreneurship conference, held 7/12 on Chebeague
   14-163: Review potential agenda items for May:
   i. Cumberland County Sheriff’s Contract
   ii. Fees at the Transfer Station
   iii. Other Items
Seventh Order of Business: Communications 5 minutes
Eighth Order of Business: Approval of Expense Warrant(s) 5 minutes
Ninth Order of Business: Approval of prior minutes 5 minutes
Tenth Order of Business: Other Business 5 minutes
Eleventh Order of Business: Adjourn Meeting

Upcoming Meetings with Board of Selectmen in Attendance

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Workshop – Public Hearing on Draft Budget</td>
<td>April 16, 6:00pm</td>
<td>Island Hall</td>
</tr>
<tr>
<td>Budget Workshop – Health Insurance</td>
<td>April 23, 6:00pm</td>
<td>Island Hall</td>
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<tr>
<td>Budget Workshop – Draft Warrant Review and Ordinance Hearing</td>
<td>April 30, 6:00pm</td>
<td>Island Hall</td>
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<tr>
<td>Workshop – Cumberland County Sheriff’s Office - Summer Service</td>
<td>May 6, 6:00pm</td>
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<tr>
<td>Budget Workshop – Final Budget Review</td>
<td>May 7, 6:00pm</td>
<td>Island Hall</td>
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Application for a Special Amusement Permit for Music, Dancing and/or Entertainment

Applicant Information

<table>
<thead>
<tr>
<th>Business or Trade Name:</th>
<th>Chebeague Island Inn</th>
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<tbody>
<tr>
<td>Business Address:</td>
<td>61 South Road</td>
</tr>
<tr>
<td>Business Phone:</td>
<td>207.846.5155</td>
</tr>
<tr>
<td>Name of Manager:</td>
<td>Casey Prentice</td>
</tr>
<tr>
<td>Manager's Address:</td>
<td></td>
</tr>
<tr>
<td>Type of Entertainment Applied for:</td>
<td>Music, Dancing, and/or Entertainment</td>
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</table>

Has applicant ever had a license to conduct the business therein described either denied or revoked? _No________ if so, the applicant shall describe specifically those circumstances._

________________________________________________________________________

Has applicant, Partners, Associates or Corporate Officers ever been convicted of a felony? _No________ If so, the applicant shall describe specifically those circumstances._

________________________________________________________________________

Additional information may be required by the Board of Selectmen prior to the issuance of said permit, including but not limited to a copy of the applicant’s current liquor license.

The fee for a Special Amusement Permit shall be $10.00, non-refundable and payable when application is made for said permit.

申请人签名：__________________________  日期：March 17, 2014

Municipal Officers:__________________________  Application Received:__________________________

Approved:__________________________  Public Notice posted:__________________________

Disapproved:__________________________  Date Issued:__________________________

Comment:__________________________  Date of Expiration:__________________________
Town of Chebeague Island  
192 North Road  
Chebeague Island, ME 04017  
Phone: 207-846-3148  
Fax: 207-846-6413

Application for a Special Amusement Permit for Music, Dancing and/or Entertainment

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<tr>
<td>Business or Trade Name:</td>
<td>Chebeague Island Event LLC</td>
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<tr>
<td>Business Address:</td>
<td>PO Box 13 Chebeague Is., ME 04017</td>
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<tr>
<td>Business Phone:</td>
<td>846-4146</td>
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<tr>
<td>Name of Manager:</td>
<td>Paul F. Houghton</td>
</tr>
<tr>
<td>Manager’s Address:</td>
<td>PO Box 13 Chebeague Is., ME 04017</td>
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<tr>
<td>Type of Entertainment Applied for:</td>
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</tbody>
</table>

Has applicant ever had a license to conduct the business therein described either denied or revoked? **NO**  If so, the applicant shall describe specifically those circumstances?

______________________________________________________________________________

Has applicant, Partners, Associates or Corporate Officers ever been convicted of a felony? **NO**  If so, the applicant shall describe specifically those circumstances.

______________________________________________________________________________

Additional information may be required by the Board of Selectmen prior to the issuance of said permit, including but not limited to a copy of the applicant’s current liquor license.

The fee for a Special Amusement Permit shall be $10.00, non-refundable and payable when application is made for said permit.

Applicants Signature: ____________________________  Date: 3/6/14

Municipal Officers:__________________________  Application Received:__________________________
Approved:__________________________  Public Notice posted:__________________________
Disapproved:__________________________  Date Issued:__________________________
Comment:__________________________  Date of Expiration:__________________________
Applicant Information
Business or Trade Name: Chebeague Island Hall Community Center
Business Address: 247 South Rd, Chebeague Is, ME 04017
Business Phone:
Name of Manager: Co-chair Ruth Slagle
Manager’s Address: 27 South Shore Drive, Chebeague, ME 0407
Type of Entertainment Applied for:

Has applicant ever had a license to conduct the business therein described either denied or revoked? no If so, the applicant shall describe specifically those circumstances.

Has applicant, Partners, Associates or Corporate Officers ever been convicted of a felony? no If so, the applicant shall describe specifically those circumstances.

Additional information may be required by the Board of Selectmen prior to the issuance of said permit, including but not limited to a copy of the applicant’s current liquor license.

The fee for a Special Amusement Permit shall be $10.00, non-refundable and payable when application is made for said permit.

Applicants Signature: [Signature]
Date: 3-19-14
MANAGEMENT LETTER

Board of Selectmen
Town of Chebeague Island
Chebeague Island, Maine

In planning and performing our audit of the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Chebeague Island (the Town) as of and for the fiscal year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the Town’s internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing our opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above. During our audit, we noted certain matters that are opportunities for strengthening internal controls and operating efficiency and are presented for your consideration. Our comments and recommendations have been discussed with appropriate members of management. Many of the items are reiteration of prior management letter recommendations, but are important enough to be repeated.

Bank Reconciliation

During the audit, some of our time was spent resolving the differences between the bank and the general ledger cash account in order to arrive at a proper cash reconciliation. We recommend that the bank statements for the operating checking account, which were not reconciled to the general ledger cash account, be reconciled monthly, and that all reconciling items be promptly investigated and adjusted (if necessary) with adequate explanations. (Old outstanding checks should be researched and cleared up.) If needed, we are available to answer questions and give guidance for this crucial process during the course of the year.
Reserves

During the audit, we noted that the reimbursement to the town’s operating account for reserve expenditures had not been done. The Town should transfer these monies to the operating accounts on a timely basis. The operating cash account balance will reflect a balance that is available for normal operating expenses.

Review of Balance Sheet Accounts

We noted that there are no regularly performed review of accounting transactions and month end reconciliations pertaining to the balance sheet. This situation may allow errors to exist within the books for some time, and not get corrected and adjusted until the audit process is underway. To strengthen controls, we suggest a regular review of accounting transactions be done each month. Following our recommendation after field work, the Town Administrator has started to review activity in various balance sheet accounts.

Approval of Disbursements

Segregation of duties is important in order to maintain internal controls. Because of the limited number of town staff, ideal segregation of duties is not practical and certain functions, ideally performed by separate individuals, cannot be accomplished. The Town Administrator not only prepares accounts payable and payroll warrants, he also has check signing authority and controls the general ledger. These functions are not compatible. To implement some controls, we recommend that all checks above $1,000 have dual signatures.

Classification

During the audit, we spent significant time tracking down and reclassifying expenses that should have been charged to the special revenue funds. We recommend that the special revenue transactions be charged to specific accounts at the time the activity is incurred. This process will enable the grant administrator to have more control over the activities and balances in each grant.

Review of Journal Entries

We noted that no one reviews the adjusting journal entries that are prepared by the Town Administrator. Since he has check signing authority and controls the general ledger, we recommend that a selectman review and approve the journal entries as additional oversight to strengthen internal controls.

Town to School Reconciliation

During the audit, we found it difficult to reconcile the school expenses recorded on the town’s books to the activity tracked by the school. It is important that the data on the Town’s books be an accurate representation of the school’s expenditures; that the information is charged to the proper functions. We recommend that the Town’s general accounts for the school be organized in a manner that will enable the school to properly report their activity to the State’s MEDMS system. Following our recommendation, the Town Administrator and
the Superintendent have begun the process of streamlining the Town’s accounts for better reporting to the State. In addition, the school’s personnel are now responsible for proper account classification and entering their transactions into Trio.

**Continuous Staff Training in the Use of Software Functions**

Since we believe technology training is essential and fiscally prudent, we recommend and encourage you to contact Harris Company for its schedule of periodic training sessions relating to the effective use of the different aspects of their software applications, i.e., such as handling purchase orders in the software.

**Cross-training**

Redundancy is important in all positions held by Town employees. At least two individuals should be able to perform each job function. Should an employee leave, go on a vacation, or become ill for an extended period, someone else can temporarily, but competently, fill that post. We strongly recommend that a second person be trained as backup for critical job functions.

**Conclusion**

Management letters are intended to be critical of accounting processes, or internal control features that do not provide adequate safeguards, or they address areas that could be operationally more efficient. The comments and recommendations will aid the Town in attaining its objectives of strengthening internal controls, and maximizing its efficiency by improving the utilization of its resources.

The Town is to be commended on taking steps to implement many of the recommendations.

We wish to express our appreciation for the cooperation and courtesies extended to us by the Town Administrator, and the Town's staff during our audit. We want to emphasize that our comments and recommendations are not intended to reflect upon the honesty, integrity or competence of any individual in the Town.

We are available to discuss this further at your convenience, and provide any assistance requested.

This report is intended solely for the information and use of the Board of Selectmen, management, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

_Signed_  

*Berry Talbot Royer*

Certified Public Accountants  
March 5, 2014
Town of Chebeague Island
Administrator Employment Agreement

THIS AGREEMENT is made and entered into this 25th day of January, 2012 between the TOWN OF CHEBEAGUE ISLAND, Maine (hereinafter called the Town) and ERIC W. DYER (hereinafter called the Town Administrator) pursuant to these terms and conditions:

A. WHEREAS the Town wishes to employ the services of ERIC W. DYER as Administrator of the Town of Chebeague Island; and
B. WHEREAS the Town and Administrator desire to provide for certain procedures, benefits and requirements regarding the employment of Administrator by the Town; and
C. WHEREAS, Administrator wishes to accept employment as Administrator of said Town under the terms and conditions stated herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and intending to be legally bound hereby, the Town and ADMINISTRATOR agree to the following:

1. DUTIES – The Town agrees to employ ERIC W. DYER as the Town Administrator of the Town to perform all duties as specified by law and ordinance, and to perform such other proper duties as assigned by the Board of Selectmen. The work week of the Town Administrator will be such that work is accomplished in a timely and accurate manner, to be no less than an average of 38 hours per week.

2. COMPENSATION – The Town agrees to pay the Town Administrator an initial salary of $53,000 annually, to be increased by 3% at the end of each calendar year worked subject to approval by the Board of Selectmen. Salary shall be payable in equal bi-weekly installments or in increments as may from time to time be determined by the Selectmen for all employees. The Administrator shall keep an activity log and will submit such log to the Board of Selectmen on a biweekly basis.
   a. The Town shall provide the Administrator with gratis boat passes to travel from Cousins Island Wharf to the Stone Pier and back, including the cost of bicycle transport.
   b. The Town shall match the ADMINISTRATOR’s contribution at 100% to the ICMA-RC or a dependent childcare flexible benefit account managed by the Town. The maximum Town contribution shall be 7% of the ADMINISTRATOR’s salary.
   c. The Town shall provide the ADMINISTRATOR with a weekly payment of $50.00 towards the ADMINISTRATOR’s own health insurance policy, or, at the ADMINISTRATOR’s option, shall provide the ADMINISTRATOR with coverage under the same health insurance plan and employer/employee premium percentages as provided to other Town employees at the time of the Administrator’s election of coverage.
   d. The Town shall provide the ADMINISTRATOR with coverage under the Maine Workers Compensation Act.
   e. The Town shall provide the ADMINISTRATOR with other employment benefits not otherwise specified in this Agreement in accordance with Town policies and using the same accrual formula as established for other full time Town employees.
f. The Town shall allow the Administrator to work remotely no more than one day per week provided that all professional responsibilities are met to the satisfaction of the Board of Selectmen.

3. TRANSPORTATION ALLOWANCE – Administrator will provide his own transportation for Town Business that is off island. Reimbursement for mileage shall be calculated at the maximum rate allowed by the IRS on that date.

4. BUSINESS EXPENSES – The Town shall reimburse the Administrator for all business-related expenses authorized in advance by the Board of Selectmen.

5. TERMINATION
   a. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Board of Selectmen to terminate the services of the ADMINISTRATOR as established in SECTION 109 (A) of the Board of Selectmen Ordinance of the Town of Chebeague Island.
   b. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the ADMINISTRATOR to resign after providing the Town with 30 days written notice of such resignation.

6. GENERAL PROVISIONS
   a. This Agreement shall be for the period of three years from January 1st, 2012 through December 31st, 2014.
   b. If any provision, or portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement shall not be affected and shall remain in full force and effect.
   c. No term or provision of this Agreement shall be deemed to have been waived by either party unless such waiver is in writing and signed by the party making the waiver.
   d. This Agreement may be amended at any time only by a writing duly executed by both parties.
   e. The subject headings of the Sections of this Agreement are included for the purpose of convenience only and shall in no way affect the meaning, construction or interpretation of any provision of this Agreement.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have, in good faith, executed this Agreement the day and year written above.

David R. Hill, Chairman
Chebeague Island Board of Selectmen

Eric W. Dyer
Chebeague Island Town Administrator
Maine DOT
Maine Department of Transportation
Small Harbor Improvement Program

Letter of Intent to Apply Form

Name(s): Eric Dyer
Title: Town Administrator
Mailing Address: 192 North Road
Municipality: Chebeague Island
State: ME
Zip: 04017
Daytime Phone No.: 846-3148
Email: townadmin@chebeague.net

Please complete the following form due and email to dan.stewart@maine.gov
Communities should submit separate letters of intent form(s) for each proposed project

1. Specific location and project scope/description (40 words or less (use bullets if appropriate), please attach map and/or drawing if available):

   The project includes the repair of a failing retaining wall that serves as a support for a portion of our municipal wharf and is also an essential component of our boat launch, barge landing, and access point in the wharf.

2. Estimated total project budget (please attach line item budget if available): $20,000

3. Estimated funding request: $10,000

4. Estimated local funding (minimum 50% of Total Project Cost): $10,000

Wall Deterioration
Barge Ramp / Launch
5. Please provide proposed schedule for design and/or construction:

Project design is expected to be completed concurrent with project bidding given the limited scope of this project (i.e. design/build). A short bidding process will be initiated once grant availability is determined. Standard municipal bid documents will be used. The total project timeframe is anticipated to be two months or less weather permitting, with three weeks for bidding and a one-month window for project completion.

6. Please list name, email address, and phone number of local contact for site visit:

Ronald Tozier - harbormaster@chobeague.net - 749-6221

By signing this Letter of Intent, the municipality is agreeing to explore the development of a project application for the Small Harbor Improvement Program. MaineDOT will schedule a site review for your Municipality upon receipt of a signed Letter of Intent Form.

Authorized Signature:  

______________________________

(Name)  

______________________________

(Date)  

(Title)  

______________________________

Dear [Name],

Please return this form to Daniel Stewart, Small Harbor Improvement Program Manager, (tel: 207.624.3252, dan.stewart@maine.gov) MaineDOT, 16 SHS, Augusta, ME  04330-0016.
Deteriorating Bulkhead, Stone Wharf, Chebeague Island
2 June 2013

Mr. Eric Dyer
Town Administrator
Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017

Re: Chebeague Island Pier

Dear Mr. Dyer:

On Saturday 9 March 2013 I made an inspection of the Chebeague Island Pier. The purpose of the inspection was to identify maintenance and repair issues that the Town may wish to plan for in the near future. Three items were identified.

At the west side concrete boat ramp there is a concrete bulkhead on the left hand side that is heavily deteriorated. The cause appears to be poor quality concrete and/or concrete that was not properly cured. This has resulted in heavy spalling and loss of concrete. This can be repaired by chipping down the concrete to solid base, installing dowels and a face of reinforcing bar, and repouring the wall face and top. The new concrete would be an MDOT mix normally used for bridge decks with resistance to salt and freeze-thaw. The estimated cost of this repair is $19,631.

At the west side near the gangway there is an area of sunken stone and pavement about 38 feet long by 16 feet wide. This area reportedly was worked on some time ago and the cribbing under the granite blocks may have been disturbed. The stones are settled some and moved out a few inches but do not appear in danger. It would be an extensive project to remove all the stone down to the cribbing, repair the cribbing, and rebuild the wall. Given that the wall appears stable, I recommend removing and resetting the top one or two courses of stone, placing filter fabric and backfill, and restacking the stones shimming them back to grade. There is no guarantee against future settlement with this repair, but you may wish to consider a lower cost repair and accept some risk of future settlement. There is one other area of settled pavement near the house that can be shimmed with pavement at the same time. The estimated cost of these repairs is $32,371.

On the east side along the beach the stone pier varies in condition. The first 80 feet varies in height from two feet near the power pole to six feet further down the beach. These stones are dry-laid and poorly fitted. A few have fallen out. There are numerous sinkholes in the paving behind the wall. The next 56 feet to the point where the wall makes a slight angle is much better. The stones here are dry-laid and well fitted. The wall beyond the angled point is very good.
Some test pits were dug by town employees along the east wall and the approximate depth to ledge was provided to me. Ledge along the first 80 foot section was reported to be just 6-12 inches below the top of the sand. After discussion with some of your selectmen, thought was given to replacing the first 80 feet with new granite. This would be a gravity wall bearing on ledge with each course of stone pinned to the one below. It would be about a foot higher than existing. The back side would be covered with filter fabric to prevent the loss of fines. A curb of granite, concrete, or timber would be provided. The next 56 feet of wall would be chinked to plug small holes and raised about one foot with a concrete cap. The backside would be excavated to some extent and lined with fabric before backfill and paving. The estimated cost of this repair is $408,420.

The cost of the repairs described here can vary greatly depending on logistics and economies by not doing any one repair as a stand-alone project. You may have resources on the island that I'm not aware of that may reduce costs. Please call me with any questions. After your review of this report and estimates a meeting may be the next step.

Thank you for asking me to do this inspection and report for you.

Very truly yours,

TEC ASSOCIATES

Wayne W. Duffett, P.E.

Enclosures
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<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
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<th>QUANTITY</th>
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MEMORANDUM OF UNDERSTANDING

For Financial Support Between
The Board of Selectmen
192 North Road
Chebeague Island, ME 04017
And
The Chebeague Island Council (CIC)
PO Box 12
Chebeague Island, ME 04017

The purpose of this memorandum of understanding is to define the relationship between The Town of Chebeague Island (Town) and the Chebeague Island Council (CIC) with respect to funding.

CIC is organized as a not for profit corporation under 501(c)(3).

Part 1: The Board of Selectmen agree to bring a warrant article to the annual Town Meeting each year recommending a contribution to CIC as long as the conditions of this are agreement are met.

Part 2: The parties agree that after the contribution is transferred to CIC the CIC Board of Directors is solely responsible for dispersals and accounting.

Part 3: The CIC agrees that the contribution from the Town will only be applied to the following specific programs operated by CIC and that these are perpetual funds and accounted for separately:

- Samaritan Fund: provides supplies and services for people in need
- Fuel Assistance Fund: provides fuel to Chebeague families
- Cynnie’s Group: supports the needs of Hospice patients and their families

Part 4: If any of the programs listed in Part 3: is terminated CIC agrees to notify the Town in writing in a timely manner.

Part 5: The CIC agrees to provide the Town a copy of its CIC By-Laws and Articles of incorporation and to provide updated documents as necessary.

Part 6: The CIC agrees to operate in accordance with its CIC By-laws and other stated policies.

Part 7: The CIC agrees to provide the Town with a written annual report on or before March 1 each year. The report will contain at a minimum the following:

a. Rationale: How the contribution is used to provide services that would otherwise be provided by the town thereby reducing the burden to the municipal government.
b. Audit: Discuss any financial audits or reviews undertaken for the previous recent fiscal year.

c. Profit and Loss Statement: Provide a copy.

d. Perpetual funds listed in Part 3: to include the total amount expended and the approximate number of households assisted since the last contribution.

e. General philosophy of assistance award: a brief discussion.

Revocation:
The terms of this memorandum are unilaterally revocable by either party in 30 days after written notice of such intent to revoke has been delivered to an appropriate representative of each other party.

Modification:
This agreement may be changed or amended provided both parties ratify the changed document.

Authorization:
This agreement will become effective immediately upon execution and will remain in effect until it is revoked. Authorizations for the signatures given below are by majority vote of the respective governing board or committee.
APPENDIX C

TOWN OF CHEBEAGUE ISLAND
E-MAIL AND ELECTRONIC COMMUNICATIONS POLICY

The Town of Chebeague Island has established the following policy that governs the use of electronic mail systems at the workplace, including the telephone communication systems. The Town reserves the right to amend these policies. An employee’s use of the Town’s telephone and E-mail systems constitutes the employee’s agreement to abide by the Town’s policies governing the Town’s communication systems as set forth below, or as modified in the future.

Business use. All electronic and telephone communication systems are to be used primarily for business purposes, meaning that use of such equipment and systems must be job-related. Limited, occasional or incidental use of these systems for personal purposes is acceptable, if done in a professional manner that does not interfere with business use.

Business form. E-mail and voice mail messages must reflect the Town’s image. They should be composed in a professional manner that is similar to messages sent on Town letterhead. Employees should keep in mind that electronic files are sometimes shared with unintended recipients, and every employee should use good judgment and discretion when preparing electronic records.

File management. In order to keep the electronic communication systems and computer systems running efficiently, employees should delete unnecessary electronic messages stored in the system, as well as computer files that are no longer needed. Employees should also run a virus check on attachments sent through E-mail before opening such files.

Company property. In addition to the system hardware and software, all electronic files and electronic messages are the property of the Town, whether composed, received or sent by the employee. E-mail messages and other electronic files, including any personal use of the system, constitute business records belonging to the Town.

Privacy and passwords. Because all messages are the property of the Town, employees should not expect that messages are private. In addition, employees should be aware that deleted files may be retrieved and read by the Town. The Town reserves the right to retrieve, monitor, or view any messages, files, or records in the Town system, and may disclose such messages for any purpose without notice to the employee and without seeking permission of the employee. Passwords must be disclosed to the appropriate Town officer upon request.

Solicitation prohibited. Employees may not use E-mail or voice mail systems to solicit for charitable or commercial ventures. Employees may not use the systems to proselytize for religious, political or other causes.

Proprietary information restrictions. Receiving or downloading, or sending or uploading of proprietary or confidential information is prohibited without prior authorization by the Town.
Administrator. Such information includes copyrighted materials, trade secrets, proprietary financial information or similar materials. A complete listing of this information is cumbersome, with over 300 statutory exceptions to Maine’s public record law, but a search tool is available at: http://www.mainelegislature.org/legis/foa/. A reasonable review must be made by any employee performing the upload of documents and information to the Town website to ensure that proprietary and confidential information is not posted online.

Anti-harassment policies applicable. Town policies prohibiting harassment are applicable to E-mail and voice mail systems. Messages that contain inappropriate or offensive language are prohibited.

Confidentiality. Employees are expected to respect the confidentiality of messages sent to others. Employees may not access or review E-mail or voice mail messages that are not distributed to them.

Internet postings. Employees must receive permission from their supervisor before posting messages to electronic bulletin boards, list servers or similar public posting forums on the Internet.

Internet use: Employees have access to the internet for business purposes. Any personal use must be occasional and not interfere with business use. Access to inappropriate websites (e.g. pornography) is prohibited.

Notice of violations. Employees who observe violations of these electronic communication policies shall notify the Town Administrator.

Discipline. Employees who violate this policy are subject to discipline, up to and including termination of employment.

Policy charges. The Town reserves the right to modify or change the policies set forth above to comply with applicable law, to meet changing circumstances or for any reason.

EMPLOYEE ACKNOWLEDGMENT

(Detach and Place in Employee’s Personnel File)

As an employee of the Town of Chebeague Island, I acknowledge that I have read the Town E-mail and electronic communication policy and I agree to abide by the terms of that policy. I also acknowledge that the Town has reserved the right to change the policy and I agree that my continued use of the communication system constitutes my acceptance of any changes in policy. I understand that all messages, including any personal messages, may be retrieved and read by the Town.

EMPLOYEE SIGNATURE

DATE

- 2 -
Board of Selectman  
Chebeague Island, ME  
04017

March 20, 2014

Dear Sirs:

Just an update on my ongoing efforts to remove junk vehicles and scrap metal from the Island...

Last barging season I removed approximately 38 vehicles, and parts and pieces from another 4. This number was down slightly from previous years, as a number of people have recycled vehicles themselves.

In addition, over the winter months, I was able to retrieve, and stage roadside, approximately six vehicles (mostly in pieces) from a back lot on the Littlefield road. This completes cleanup on that lot.

Cleanup will resume on two other major sites, as soon as the weather and road conditions allow. I currently have 8 vehicles slated for removal.

Financially, things were strained last year, due to the rising cost of fuel, and a depressed scrap market. As in the past, proceeds were rolled back into operating costs, and procurement of equipment, with some Island non-profit groups receiving donations.

I would like to thanks all vehicle donors for their contributions. I also thank those who have supported my efforts, with their recognition and praise.

I must single out CTC for their continued support, and help in this ongoing effort.

Respectfully Submitted,

James Kim Boehm
Board of Selectman
Chebeague Island, ME
04017

March 20, 2014

Dear Sirs:

As in past years, I am asking for permission to continue salvage rights at the Transfer Station.

I continue to have in place a liability policy, and agree to release the Town from any liability.
As requested and approved last year, I ask that the Town post a sign at the Transfer Station, stating “Salvage by Permission Only”.
I will be happy to supply this sign at my own expense.
I also ask that if others are allowed to have salvage rights, that they meet the same requirements as I have in the past, including going before the Board for approval.

As a footnote, last year (barging season) I estimate that I saved the Town approximately $1000.00 in barging and tipping fees, and removal of hazardous waste.

Thanks you for your continued support.

James Kim Boehm
49 Meeting House Lane
Chebeague Island, ME
04017
Election Clerks as presented by the Party Representatives with additions by the Town Clerk.

**Republican Party**

Joan Robinson  
Jill Malony  
Ruth Slagle

**Democratic Party**

Joyce Souchek  
John Holt  
Beth Howe  
Martha O. Hamilton  
Cathy MacNeil
Chebeague Island School

Chebeague Island School
14 School House Road
Chebeague Island, ME 04017

March 26, 2014

Board of Selectmen
Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017

Dear Board of Selectmen:

The Chebeague Island School Committee would like to request that the Selectmen for the Town of Chebeague Island review and consider modification to the existing parking ordinance to allow the school van (a municipal vehicle) to be parked in a graveled area near the Stone Pier over weekends during the school year only.

It would be our intent to park the van at the school during the summer and extended school vacation periods.

Committee members Ken Pelton, Chair, and Carol White will gladly attend the session when this request will be discussed and to respond to any questions that you may have regarding this request.

Respectfully,

Alton L. Hadley, III
Superintendent/Principal
Chebeague Island, Maine
To consider the Town being a sponsor of the SustainMe entrepreneurship conference to be held on Chebeague July 12

-------- Forwarded message --------
From: Eldon Mayer <vixenskipper@gmail.com>
Date: Sun, Apr 6, 2014 at 3:27 PM
Subject: Re: SustainME
To: donna damon <publicservant1@chebeague.net>, david hill <drhill@chebeague.net>, Herb Maine <hfm@smemaine.com>, Mark Dyer <markdyer@chebeague.net>, susancampbell3148@gmail.com

Hi all - I'm pretty sure all of you have by now heard of SustainME, the entrepreneurship conference being organized by the Island Institute and the Community Forum, to be held here on Chebeague on Saturday, July 12th. If you would like to learn about it the website, which is right now just a starter, is http://sustain-me.org.

The objective of the conference, which will feature a number of successful island-based entrepreneurs, is to stimulate entrepreneurial activity here in Maine but especially on our coastal islands and other remote communities. We realize that one can't flip a switch and have a new business pop up instantly, but we hope to plant some seeds which will in time propagate and enhance the economic vitality, indeed the sustainability, of our coastal islands. Employment opportunities are the primary desired outcome. Ones that pay well.

In that regard, I would like to plant a seed with you all. That is that the Town of Chebeague Island become a Sponsor of the conference. Sponsorships start at the $500 level and go up from there. We intend to approach other island towns with a similar suggestion, but know that their first question will be what is Chebeague doing?

We do not want to create a tempest with this suggestion. If your collective judgement is that this would bring about such an effect, just let us know and that will be the end of it.

Thanks,

Eldon Mayer