Board of Selectmen Meeting Notice

The Board of Selectmen will hold a Meeting on Wednesday, January 8th, 2014
At the Island Hall at 5:30pm.

First Order of Business: Call meeting to order
Second Order of Business: Workshop 30 minutes
   To Have the Board of Selectmen hold a workshop to discuss potential changes to the 2014 Shellfish License allocation
Third Order of Business: Town Administrator & Treasurer’s Reports 5 minutes
Fourth Order of Business: Public Comment 5 minutes
Fifth Order of Business: Regular Business 150 minutes
   To Have the Board of Selectmen:
   14-107: Consider an amendment to the 2014 Shellfish License allocation
   14-108: Review a first draft of the FY15 line item budget
   14-109: Consider a draft outline for the Fiscal Year 2013 Annual Report
   14-110: Consider a revised contract with AR Solutions for collection of fines
   14-111: Set a workshop to develop the Town Meeting Warrant for Fiscal Year 2015
   14-112: Consider a draft job description for the position of Parking Attendant
   14-113: Set the date for the annual review of the Town Administrator
   14-114: Set the date and details of a Board of Selectmen retreat, including discussion of facilitation and possible agenda topics
   14-115: Schedule a workshop with the Long Island Board of Selectmen
   14-116: Review potential agenda Items for February:
      i. Conduct a second reading of the Road Opening Policy and Application
      ii. Additional items as suggested by the Board
Sixth Order of Business: Other Business 5 minutes
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: Adjourn Meeting

| Upcoming Meetings with Board of Selectmen in Attendance |
|-----------------------------------------------|-------------------|-----------------|
| Meeting                                       | Date & Time      | Location |
| Selectmen’s Retreat / Joint Meeting with the Yarmouth Council | January 11th – 7:30am | Yarmouth |
| Budget Workshop - Meeting w/ Auditor         | January 22nd – 6:00pm | Island Hall |
| Budget Workshop - Departmental Budget Review | February 8th – 8:30am | Island Hall |
11/25/2013: Shellfish Conservation Committee Recommendations to the Selectboard of the Town of Chebeague Island (license quantities and fees for 2014)

1. **Municipal Allocation Request; fees for Commercial Licenses**: SCC recommends to the Selectmen the following schedule of fees and license quantities:
   a. Resident: SAME fee; allocation of 5 licenses
   b. Resident Senior: SAME as last year (fees and allocations)
   c. Non-Resident: zero (based on research by Michelle that shows that, if we have 5 or fewer commercial resident licenses, we are not required to issue commercial non-resident licenses).

2. **Municipal Allocation Request; fees for Recreational Licenses**: SCC recommends to the Selectmen the following schedule of fees and license quantities:
   a. Annual resident: same fee of $35; limit 35 licenses
   b. Annual non resident: same fee of $70, limit 3 licenses (10% of a. above)
   c. Monthly resident: same fee of $25; limit 3 licenses
   d. Monthly non resident: same fee of $50; limit 7 licenses
   e. Daily resident/non resident: same fee of $15; limit 20 licenses
   f. Senior (over 65) “two hoe” new fee of $25; limit 25 licenses
   g. Senior (over 65) “one hoe” new fee of $10; limit 50 licenses
   h. The intent of the above recommendation is:
      i. To raise additional funding for conservation (research, traps, etc); and
      ii. To limit the take of the resource until we better understand the threat, and, until we see success in dealing with the threat.
Hi all-
I just got this response back from our Town attorney re: did we have to offer the 1 hoe vs 2 hoe for all categories of recreational diggers. Bottom line we must offer this option in each category but we can limit the number per category eg yearly monthly weekly daily. To make it easy we could say that all resident recreational diggers under 66 have a choice or the committee could meet and come up with a number of 2 hoes for each category yearly, monthly weekly and daily. My assumption is that if you sell out of the 1 hoe licenses first they would have to buy a two hoe if that is all that left. My vote would be the simple approach. We are fine with the seniors the way it is except that we will have the same problem if all of the one hoe licenses go first. We will only have 2 hoe licenses left. Because of the holidays I would like to have the Selectmen hold a workshop with the Shellfish Committee at 5:30 on Wed. January 7 to determine how we want to deal with this issue based on Peter Lowe's interpretation of our ordinance. At the meeting following the workshop we can determine how to amend the allocation that we voted on in Dec. and then vote to forward the amended paper work to the DMR.

Let me know if you have a different interpretation of where we are now, but I think Peter was pretty clear.

I hope to see you all at 5:30 at the Hall on Jan 7.

Thanks for all you do.
Donna

As I understand it, your question is whether you must make “2-hoe” licenses available to all residents, not just those over the age of 65. Secondarily, you would like to know whether you can limit the number of 1-hoe versus 2-hoe licenses.

The answer to your first question is, yes, under your ordinance, you must offer 2-hoe licenses to all recreational resident clammers. Your ordinance distinguishes between “Resident Recreational Shellfish Licenses” and “Resident Senior Recreational Shellfish Licenses.” The first category of licenses appears to be available to all residents, while the Senior category is available only to residents over the age of 65. Both categories of licenses include provisions for 1-hoe and 2-hoe licenses.
However, you can certainly limit the number of 2-hoe licenses available. The only requirement regarding the number of licenses is that they be reviewed by the Shellfish Conservation Committee and submitted for approval to the Board of Selectmen and the Department of Marine Resources.

I hope that answers your questions, but please let me know if you have anything further.

Peter

Peter D. Lowe | BRANN & ISAACSON
Water Level Regimes; Minimum Water Flow Requirements

Title 30-A M.R.S.A. §§ 4454 et seq. establish municipal authority to adopt ordinances that regulate water level regimes and minimum flow requirements for impounded bodies of water and dams that are entirely within the municipality's boundaries. Section 4455 establishes some substantive guidelines that must be met by municipal ordinances. Section 4455 also requires that an ordinance adopted by the municipality be submitted to the Commissioner of the Maine Department of Environmental Protection (17 State House Station, Augusta, Maine 04333-0017) for review and approval before it may go into effect.

Firearms Discharge Ordinances

Municipalities must consult with the Department of Inland Fisheries and Wildlife when considering adoption or amendment of a firearms discharge ordinance. Within 30 days following enactment or amendment of such an ordinance, the municipality must provide the Department with a copy of the ordinance as well as a map depicting the area(s) of town affected by the ordinance or amendment. 30-A M.R.S.A. § 3007(5).

Annual Report (30-A M.R.S.A. § 2801)

Overview

Annual reports merit discussion in this Manual because they are an element of preparation for annual town meetings. They are required by law to be made available to the voters at least three days before the annual meeting or “annual business meeting.” We will return to this point below.

It is the municipal officers’ obligation to publish a “complete” report annually, subject to the provisions of 30-A M.R.S.A. § 2801.

The post-audit report should be for the last completed municipal (fiscal) year. Therefore, an annual report for a May 2010 meeting in a town with a July 1-June 30 municipal year would be the audit for the municipal year that ended June 30, 2009, and an annual report for a March 2010 meeting in a town with a January 1-December 31 municipal year would be the report for the year ended December 31, 2009. Indeed, it is just this proximity of the close of the municipal year to March meetings that has induced many towns to shift their annual meeting to May or June.

A civil fine of $50 may be adjudged against any municipal official who refuses or neglects to perform any duty under the annual report statute. Section 2801(6).
Required Contents

Following are the *required* contents of the annual report:

1. A record of all financial transactions of the municipality during the municipal year. Note: The report may, but is not required to, include an itemized list of receipts and disbursements indicating to whom and for what purpose each amount was paid.

2. A detailed statement of municipal assets and liabilities, including a list of all delinquent taxpayers and the amount due from each.

3. Any engineering and survey reports relating to the municipal boundaries, and all related proceedings and actions of the municipal officers.

4. Any other information the municipal officers consider to be of historical significance.

5. A statement that the complete post-audit report for the last municipal year is on file at the municipal office, and the following excerpts from the report:
   - Auditor’s name and address;
   - Auditor’s comments and suggestions for improving the financial administration of the town;
   - A comparative balance sheet; and
   - A statement of departmental operations.

Delinquent Taxpayer List

The required delinquent taxpayer list is often the cause of concern and complaints. Remember that the delinquent taxpayer list must include any taxpayer who was delinquent *as of the close of the last fiscal year*. For example, if your town’s delinquency date for interest on taxes assessed is November 1, and your town fiscal year ends on December 31, people who have not paid their real or personal property taxes as of December 31 must be listed as tax delinquents in the annual report for that year, even if the annual report does not come out until several months later. Of course, many taxpayers will pay after the close of the fiscal year but before the annual meeting, and some of those people will be upset to find themselves listed in the report. In many towns, the person compiling the list will provide an explanation or will add a mark after the name of anyone who paid after the end of the year but before the report was sent to the printers. This is a courtesy that is helpful in enhancing understanding, but it is not required by law.
Incidentally, we take “delinquent” to mean those who have not paid in full (or the appropriate installment, where installment payments are allowed) before any date established as the date on and after which interest accrues on unpaid amounts, and who remains delinquent in any amount on the last day of the year. Remember that according to 36 M.R.S.A. § 713, taxes assessed by a supplemental assessment are not delinquent until the 60th day after the supplemental assessment is committed to the collector.

Confidential and Privileged Information

Because annual reports often contain departmental reports and data compilations, the municipal officers and clerk should be aware, and make others aware, of the following prohibitions: (1) the names of persons issued concealed firearms permits must not be printed in the report, see 30-A M.R.S.A. § 2801(3-A); (2) no information relating to a General Assistance applicant or recipient can be disclosed to the general public without the express permission of the applicant or recipient, see 22 M.R.S.A. § 4306 (commonly these are listed by year and case number within year, e.g., “GA Case #2010-1, Case #2010-2,” etc.); and (3) information relative to child illegitimacy and adoptions and, for decedents, the cause of death, cannot be disclosed (although, for decedents, the clerk may cause to be included in the annual report deaths reported in the year covered by the report, by date of death, name, age, and location by city or town where the death occurred), see 22 M.R.S.A. § 2706.

Poverty/Infirmity Abatements

The tax collector is required to make a report of tax abatements “to the municipality at its annual meeting or to the mayor and aldermen of cities by the first Monday in March.” 36 M.R.S.A. § 841(5). Although no law requires that this report be in the annual report, it is commonly included in it. Although the statute fairly clearly provides that the tax collector’s own record book (which is open to public inspection and copying) shall not contain a record of abatements granted under 36 M.R.S.A. § 841(2) for poverty or infirmity, it does not clearly say whether a report of those abatements shall be included in the tax collector’s report of abatements. It is strongly recommended that no information be included in the tax collector’s report which permits identification of taxpayers granted poverty or infirmity abatements. Best is either to identify such abatements as “[Year] Commitment, Abatement Case #1, Case #2” (etc.), or simply state the total number of abatement applications granted in whole or in part and the total amount of taxes abated for each commitment year. Of course, for abatements to correct any illegality, error, or irregularity in assessment pursuant to 36 M.R.S.A. § 841(1), the taxpayer may be identified by name.
Availability of Report to State Agencies

Several state agencies require or request that copies of annual reports be provided to them each year. They are the Departments of Audit and of Transportation, and Maine Revenue Services and the Maine State Librarian. MMA also requests a copy.

The clerk or other municipal official assigned this responsibility should mail a copy to each of the following:

- State Librarian: State House Station #64, Augusta, Maine 04333 (do not send a copy to the State Archivist)

- Department of Audit: State House Station #66, Augusta, Maine 04333

- Department of Administrative and Financial Services, Maine Revenue Services, Property Tax Division: State House Station #24, Augusta, Maine 04333

- Department of Transportation, Bureau of Planning: State House Station #16, Augusta, Maine 04333

- The Fogler Library at the University of Maine, Orono: Special Collections, 5729 Fogler Library, University of Maine, Orono, Maine 04469-5729.

Please also send a copy of the annual report each year to: Municipal Resource Center, Maine Municipal Association, 60 Community Drive, Augusta, Maine 04330. It is often helpful, when answering inquiries made to the Legal Services Department, if our staff can access the most recent annual report and town meeting warrant.

Municipalities that operate municipal school units should also take note that school administrative units are required by law to submit to the Commissioner of Education (State House Station #23, Augusta, Maine 04333) certain audit information for the school unit on or before November 1 of each year. 20-A M.R.S.A. § 6051. The full audit report must be submitted within six months after the end of the audit period. The Department's Audit Section reviews these school finance audits. Note that a copy of the annual report likely will not fulfill this requirement unless the annual report contains the full school unit audit.

Pursuant to the State Archives' Rules for Disposition of Local Government Records, each year's annual report must be retained in town files indefinitely.
Availability of Report to Public; No Mailing Requirement

Copies of the annual report and all municipal records must be kept in the municipal office, or in the office of the clerk, and be open to inspection by voters during usual business hours. 30-A M.R.S.A. § 2801(5). Note that, although this subsection refers only to inspection by voters, all municipal records not confidential by law are open to inspection by anyone, including non-residents, under Maine's Freedom of Access Law, 1 M.R.S.A. §§ 401-410.

Although the statute provides that copies must be made available for “distribution to the voters,” “distribution” appears to mean simply that a copy must be given to any voter who comes by and requests one, not that the report must be mailed or delivered by any other means. There is no obligation to physically deliver or mail the annual report to voters.

No Requirement to Include Warrant in Annual Report

There is no statutory requirement that the annual report contain a copy of the text of the warrant for the annual meeting. Remember that if the warrant is included in the annual report, the official posted version of the warrant controls. Therefore, if there are errors in the version in the annual report, they will not impact the meeting.

Inclusion of “Doomsday Notice” to Taxpayers in Annual Report

Some towns opt to mail the annual report in part because they include with the report the so-called “doomsday notice” to taxpayers discussed in 36 M.R.S.A. § 706. Section 706 provides that if the assessors give written notice to a taxpayer to file an inventory of the taxpayer’s real and personal property and the taxpayer fails to timely file one, then the taxpayer is barred from obtaining an abatement of taxes unless the list is immediately furnished and the taxpayer shows good cause for the failure to timely file. There is no requirement to send such notices, but some municipalities exercise this right in order to maintain the right to use Section 706 in defense of abatement requests. Because inclusion in the annual report is arguably not direct enough to provide the type of direct notice intended by Section 706, it is recommended that the notice be provided separately.

When Available

As noted above, the report must be made available to the voters at least three days before the “annual meeting” or the “annual business meeting.” The annual meeting is the meeting at which municipal officials are elected for the ensuing year. See 30-A M.R.S.A. § 2525. The phrase “annual business meeting” probably means an annual meeting at which the municipal operating budget and other business items are considered for the year. Where a municipality
holds its election separately from its business meeting, the municipal officers may choose which meeting to use for the purposes of the report deadline.

**Partially Incomplete Report**

Not uncommonly, the auditor’s report is not complete in time to have the required financial information included in the report when it is sent to the printer. It is possible, too, that a printer may not be able to deliver the report to the town at least three days before the annual meeting. MMA Legal staff believe that the fact that a report is late will not render the meeting itself illegal or void; in this sense the deadline is merely “directory” (a direction), not mandatory (an order). As with all statutory procedures, it is important to make every effort to comply with the requirement in order to avoid challenge. Therefore, the municipal officers should endeavor to make the report available as soon as possible. If certain portions cannot be included with the rest of the report, the report should be issued anyway. The omitted portions should then be made available as soon as they are ready.

If all or part of the annual report remains unavailable at the time of the meeting, and voters are not comfortable proceeding, they may, by motion, vote to adjourn the meeting to a specified date and time to allow time for completion of the report.
CONTRACT FOR DEBT COLLECTION SERVICES

Town of Chebeague Island agrees to enter into debt collection with Accounts Receivable Solutions, a fully licensed and bonded Maine Debt Collection Agency located at 640 Brighton Ave Portland, Maine 04103.

Accounts Receivable Solutions agrees to provide debt collection in the form of letter, skip-tracing and phone calls on behalf of said client.

Accounts Receivable Solutions understands the importance of confidentiality and will honor all State, Federal, and Company policies. Debtors information obtained by Accounts Receivable Solutions will be used solely for the purpose of collecting balances that have been referred to us by the client. Accounts Receivable Solutions will provide debt collection services on a contingency basis for the following fee schedule: 30% of monies collected on behalf of Client for 1st placement* accounts. Accounts that are 2nd placements are 40%. All accounts that are placed with Accounts Receivable Solutions will be eligible for contingency and will be paid during the contract period.

Accounts Receivable Solutions also agrees to provide a monthly remittance of all financial transactions. Town of Chebeague Island agrees to notify Accounts Receivable Solutions of any payments made directly to the client.

All parties agree to enter into this contract this 27th day December 2013

Tammy Sutherland 12/27/2013

Account Receivable Solutions Date

________________________________________ Date

Town of Chebeague Island

*Hereafter known as Client
*1st placement accounts.....never placed with another agency.

AR Solutions a Division of Key Collection Services
640 Brighton Ave Portland, Maine 04103
Phone: 207-347-2368 Fax: 207-347-2368
www.keycollection.com
Hi Eric,

Happy New Year!

I am looking forward to working with you and showing you how we can recover the debts for you. Thanks much and have a great day!

Tammy

Thanks Tammy,

I’ll secure authorization to sign on behalf of the Town and contact you in mid-January with a listing of accounts for collection, including as much contact information as possible and a copy of our warning notices.

With this email I’ve included a copy of our traffic and parking ordinance and fine an fee collection policy, which authorize both the issuance and collection of the fines by the Town.

Best,

Eric
TOWN OF CHEBEAGUE ISLAND, MAINE
ANNUAL TOWN MEETING WARRANT

TO: Mr. John Wilson, a resident of the Town of Chebeague Island, in the County of Cumberland and State of Maine,

GREETING:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Chebeague Island in the County of Cumberland, State of Maine, qualified by law to vote in town affairs, to meet at the Chebeague Island Hall Community Center, 247 South Road, Chebeague Island, Maine on Saturday, the 8th day of June, 2013 at 9 o’clock in the morning, then and there to act upon the following Articles:

Article 1: To choose a moderator by written ballot to preside at said meeting

Article 2: To see if the Town will approve opening the floor of this Town Meeting to all non-registered persons for the purpose of discussion only on each of the following articles of this 2013 Warrant.

Explanation: This article must be passed by a 2/3 majority of those present in the hall.
MUNICIPAL ORDINANCE ARTICLES

Article 3: To see if the Town will create a new article of the Town of Chebeague Island Code of Ordinances and enact an ordinance entitled Shellfish Conservation Ordinance (Exhibit A) as Article II of Chapter 18 and to repeal Section A-10 and Appendix B of the Coastal Waters Ordinance.

Explanation: This ordinance separates the Shellfish Conservation Ordinance from the Coastal Waters Ordinance. It also changes the senior citizen age from 62 to 65. The ordinance clarifies that any recreational license holder may take multiple guests clamming but can only dig one peck per license per tide and the group can only use one clam hoe between them. Any resident licensee who wants his/her group to use two clam hoes can buy a two-hoe license at an additional cost. All senior resident licenses will continue to be offered at a reduced rate (currently, these licenses are free) for the holder and guests if the group uses only one hoe. Senior resident license holders may also buy a two-hoe license. According to the ordinance the selectmen will set the fees in the late fall. The licensing section of this ordinance will take effect on January 1, 2014.

Example: Resident recreational licenses cost “X”. Under this ordinance that license would allow the holder and guests to dig one peck of clams per tide with one hoe. An additional charge of “Y” would allow the group to use two hoes. A senior resident license holder would only pay “Y” to be able to have the group use two hoes.

Article 4: To see if the Town will create a new article of the Town of Chebeague Island Code of Ordinances and enact an ordinance entitled Cemetry Ordinance (Exhibit B) as Article VII of Chapter 11.

Explanation: The Cemetry Committee is the last of the standing committees that has no governing ordinance. The Cemetry Committee has developed an ordinance to accomplish the following: officially form the committee, create the position of Superintendent, enable rules and regulations and address some funding mechanisms.
ARTICLE 5: THROUGH ARTICLE 15: AUTHORIZE EXPENDITURES IN EDUCATION COST CENTER CATEGORIES

Article 5: Shall the Town Authorize the School Committee to expend $340,282 for Regular Instruction?

Article 6: Shall the Town Authorize the School Committee to expend $37,430 for Special Education?

Article 7: Shall the Town Authorize the School Committee to expend $0 for Career and Technical Ed?

Article 8: Shall the Town Authorize the School Committee to expend $0 for Other Instruction?

Article 9: Shall the Town Authorize the School Committee to expend $15,600 for Student and Staff Support?

Article 10: Shall the Town Authorize the School Committee to expend $49,535 for System Administration?

Article 11: Shall the Town Authorize the School Committee to expend $34,888 School Administration?

Article 12: Shall the Town Authorize the School Committee to expend $87,387 for Transportation and Buses?

Article 13: Shall the Town Authorize the School Committee to expend $88,776 for Facilities Maintenance?

Article 14: Shall the Town Authorize the School Committee to expend $220,228 for Debt Service?

Article 15: Shall the Town Authorize the School Committee to expend $30,255 for all Other Expenditures?
ARTICLE 16: THROUGH ARTICLE 17: RAISE FUNDS FOR THE PROPOSED SCHOOL BUDGET

Article 16: Shall the Town appropriate $648,590, for the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and shall the Town raise $530,822, as the Town’s contribution to the total cost of funding public education Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with Maine Revised Statutes, Title 20-A, section 15688?

Explanation: The Town’s contribution to the total cost of funding public education from Pre-Kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

Article 17: Shall the Town raise and appropriate $168,758, in additional local funds, which exceeds the State’s Essential Programs and Services funding model by $158,522, as required to fund the budget recommended by the School Committee?

Article 17 is required to be voted by written ballot.

The School Committee recommends $168,758, for additional local funds and gives the following reasons for exceeding the State’s Essential Programs and Services funding model by $158,522: EPS does not fully support all the necessary costs of a Pre-k12 educational program, such as:

(1) Special Education cost (2) ferry transportation and bus costs, (3) staff benefits, including health insurance, FICA, Medicare, unemployment benefits, workers comp; and (4) escalating fuel and electricity costs.

Explanation: The additional local funds are these locally raised funds over and above the Town’s local contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Town budget for educational programs.
ARTICLE 18: SUMMARIZES THE PROPOSED SCHOOL BUDGET

Article 18: Shall the Town authorize the School Committee to expend §904.381, for the fiscal year beginning July 1, 2013 and ending June 30, 2014 from the Town's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy, and other receipts for the support of schools?

Explanation: This is a summary article and approves expenditures of the proposed budget of §904.381. This article authorizes the School Committee to spend the money appropriated in the previous articles, plus other revenues. This article does not raise any additional money.

ADDITIONAL SCHOOL RELATED ARTICLES

Article 19: Shall the School Committee be authorized to spend through the Chebeague Island School private enterprise checking account unanticipated gifts or donations of money in accordance with their policies in the best interests of the school system?

Article 20: Shall the Town authorize the School Committee to expend any state, federal and other grants, aid and receipts during the fiscal year beginning July 1, 2013 and ending June 30, 2014 for school purposes provided that such grants, aid, and receipts do not require expenditure of local funds not previously appropriated?

Explanation: This article has no relation to previously voted articles pertaining to the general operating budget's expenditures and revenues. The question authorizes the School Board to expend any other related receipts such as state and federal grants to assist in the operation of Chebeague Island School. Example would be Special Education services (Local Entitlement).

Article 21: Shall the Town vote to appropriate the following Revenues, Balances Carried and Fund Transfers, to cover the expenditures appropriated in the previous articles with the remaining funding required to be raised by taxation.

<table>
<thead>
<tr>
<th>Source Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Undesignated Fund Balance</td>
<td>87,033.</td>
</tr>
<tr>
<td>General Purpose Aid</td>
<td>117,768.</td>
</tr>
<tr>
<td>Total</td>
<td>204,801.</td>
</tr>
</tbody>
</table>

The Explanation for Article 21 is on the following page.
Explanation: This article identifies and summarizes the various revenue sources to be appropriated for school purposes. The School Undesignated Fund Balance, held by the Town, identifies a transfer to lower the tax rate. General Purpose Aid is received from the State of Maine to be used for school purposes and has been reduced.

MUNICIPAL BUDGET ARTICLES

Article 22: To see what sum the Town will raise and appropriate for Administration and Selectmen Accounts (1300).

Board of Selectmen recommends: $176,850

Explanation: 6.6% ($10,988) increase from FY13 budget. This change is primarily due to increased wages.

Article 23: To see what sum the Town will raise and appropriate for Assessor (1400).

Board of Selectmen recommends: $12,200

Explanation: 6.1% ($700) increase from FY13 budget. This change is a result of increased use of the Registry of Deeds and updates to tax maps.

Article 24: To see what sum the Town will raise and appropriate for Elections/Voter Registration (1650).

Board of Selectmen recommends: $3,800

Explanation: No change from FY13 budget.

Article 25: To see what sum the Town will raise and appropriate for Planning. (1700)

Board of Selectmen recommends: $2,350

Explanation: No change from FY13 budget.

Article 26: To see what sum the Town will raise and appropriate for Legal Services (1900).

Board of Selectmen recommends: $8,000

Explanation: No change from FY13 budget.
Article 27: To see what sum the Town will raise and appropriate for Law Enforcement Services (2100).

Board of Selectmen recommends: $36,215

*Explanation: 5.3% ($1,837) increase from FY13 budget. This change is a result of an increased contract price.*

Article 28: To see what sum the Town will raise and appropriate for Fire and Rescue Department (2200).

Board of Selectmen recommends: $89,325

*Explanation: 9.2% ($9,100) decrease from FY13 budget. This change is primarily due to the transfer of defibrillator payments from this department to the Debt Service department (6900) and a reduction in budgeted wages.*

Article 29: To see what sum the Town will raise and appropriate for Code Enforcement (2400).

Board of Selectmen recommends: $19,480

*Explanation: 17.7% ($2,930) increase from FY13 budget. This change is a result of a different accounting of combined overtime costs for the Harbormaster / Shellfish Warden and Code Enforcement positions.*

Article 30: To see what sum the Town will raise and appropriate for Harbormaster and Shellfish Warden (2500).

Board of Selectmen recommends: $36,610

*Explanation: 3.7% ($1,415) decrease from FY13 budget. This change is primarily due to a different accounting of combined overtime costs for the Harbormaster / Shellfish Warden and Code Enforcement positions and an increase in marine equipment costs.*

Article 31: To see what sum the Town will raise and appropriate for Animal Control (2600).

Board of Selectmen recommends: $4,000

*Explanation: No change from FY13 budget.*
Article 32: To see what sum the Town will raise and appropriate for Public Services (3100).

Board of Selectmen recommends: $169,175

Explanation: 0.2% ($415) decrease from FY13 budget. This change is a result of several shifts in spending within the department, generally from materials to wages and services, which result in a small net decrease.

Article 33: To see what sum the Town will raise and appropriate for Solid Waste (3200).

Board of Selectmen recommends: $124,320

Explanation: 4.9% ($6,409) decrease from FY13 budget. This change is primarily due to better estimating of hazardous waste and landfill costs.

Article 34: To see what sum the Town will raise and appropriate for Cousins Island & Blanchard Lot (4400).

Board of Selectmen recommends: $16,145

Explanation: 4.0% ($621) increase from FY13 budget. This change is a result of a scheduled increase.

Article 35: To see if the Town will create a new account entitled Contributions (4600), what sum it will raise and appropriate for the account and if it will authorize the Board of Selectmen to disburse the full amount.

Board of Selectmen recommends raising $106,750 and authorizing the Board of Selectmen to disburse the full amount according to this table:

<table>
<thead>
<tr>
<th>Contribution Disbursement</th>
<th>Proposed 13-14 to be Raised</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3150 Library</td>
<td>50,000</td>
<td>Same as last year</td>
</tr>
<tr>
<td>3164 VNA Home Health Hospice</td>
<td>750</td>
<td>Same as last year</td>
</tr>
<tr>
<td>3166 Island Council</td>
<td>6,000</td>
<td>2,000 additional for Clinic</td>
</tr>
<tr>
<td>3167 Recreation</td>
<td>50,000</td>
<td>Same as last year</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>106,750</strong></td>
<td></td>
</tr>
</tbody>
</table>

Explanation: 1.9% ($2,000) increase from FY13 budget. If approved the Selectmen will disburse the appropriated funds to the appropriate entities.
Article 36: To see what sum the Town will raise and appropriate for General Assistance (5810).

Board of Selectmen recommends: $1,200

Article 37: Explanation: No change from FY13 budget. To see what sum the Town will raise and appropriate for Health Services (5910).

Board of Selectmen recommends: $2,100

Explanation: 30.0% ($900) decrease from FY13 budget. This change is primarily due to the transfer of the VNA Home Health Hospice donation to the Contributions department (4600).

Article 38: To see what sum the Town will raise and appropriate for Cemetery (6200).

Board of Selectmen recommends: $4,000

Explanation: 20.0% ($1,000) decrease from FY13 budget. This change is a result of a $1,000 transfer to a cemetery Capital Reserve department (9000).

Article 39: To see what sum the Town will raise and appropriate for Debt Service (6900).

Board of Selectmen recommends: $569,644

Explanation: 0.4% ($2,336) increase from FY13 budget. This amount includes principal and interest on the bonds, the lease of a backhoe and defibrillator, and the Deferred Debt Reserve Account.

Article 40: To see what sum the Town will raise and appropriate for Benefits & Insurance (7500).

Board of Selectmen recommends: $121,836

Explanation: 13.6% ($14,623) increase from FY13 budget. This change is primarily due to the impacts of increased wages and associated employee benefits, increased utilization of employee benefits, and increased insurance rates.
Article 41: To see what sum the Town will raise and appropriate for Street Lights (8100).

Board of Selectmen recommends: $ 8,500

*Explanation: 10.5% ($1,000) decrease from FY13 budget. This change is a result of lower utility rates and better estimating of costs*

Article 42: To see what sum the Town will raise, appropriate and authorize the Board of Selectmen to spend for unexpected expenses as they deem necessary for Contingency (8300).

Board of Selectmen recommends: $ 21,000

*Explanation: 27.6% ($8,000) decrease from FY13 budget. This change is a result of a $4,000 transfer of general assistance related costs to the Contributions department (4600), and a $4,000 decrease in the anticipated need for contingency funds*

Article 43: To see what sum the Town will raise and appropriate for Tax paid to Cumberland (8800).

Board of Selectmen recommends: $ 41,000

*Explanation: 2.5% ($1,000) increase from FY13 budget. As required in the law allowing Chebeague to secede from the Town of Cumberland, this article appropriates 50% of the property taxes committed to the Town of Chebeague Island from the Outer Islands.*

Article 44: To see what sum the Town will raise and appropriate for County Tax (8900).

Board of Selectmen recommends: $ 125,235

*Explanation: 7.0% ($8,235) increase from FY13 budget.*

Article 45: To see if the Town will authorize the Board of Selectmen, upon a majority vote of the full Board of Selectmen, to exceed by no more than 10% annually, the amount authorized for each account approved in Article 22: through Article 44: above, so long as the overall amount spent for the sum total of those articles does not exceed the total appropriation approved for those articles.
Article 46: To see if the Town will transfer the remaining balance in the Hydroseeder reserve account (9000-9056) into the Easements & Drainage reserve account (9000-9058) and to remove the Hydroseeder account from the Chart of Accounts.

Explanation: The Hydroseeder reserve account (9000-9056) has less than $200 dollars in it and the Town does not intend to purchase a hydroseeder.

Article 47: To see what sum the Town will raise and appropriate for Capital Improvements (9000), and to see what sum the Town will authorize the Board of Selectmen to spend from the capital reserves in fiscal year 2013-2014.

Board of Selectmen recommends raising $297,500 and authorizing the Board of Selectmen to spend $466,528 for fiscal year 2013-2014 utilizing current & previously budgeted reserve accounts.

Explanation: The table below shows the sum recommended by the Board of Selectmen for each capital account:

<table>
<thead>
<tr>
<th>Capital Account</th>
<th>Approximate Current Balance</th>
<th>Proposed FY14 to be Raised</th>
<th>Proposed FY14 Expenditures</th>
<th>Estimated Balance 7/01/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>9010 Dredging</td>
<td>119,092</td>
<td>40,000</td>
<td>100,000</td>
<td>59,092</td>
</tr>
<tr>
<td>9012 Fire Ponds</td>
<td>6,112</td>
<td>0</td>
<td>2,000</td>
<td>4,112</td>
</tr>
<tr>
<td>9015 Wharf Reserve</td>
<td>78,848</td>
<td>50,000</td>
<td>128,848</td>
<td>0</td>
</tr>
<tr>
<td>9016 Barge Ramps</td>
<td>10,045</td>
<td>0</td>
<td>0</td>
<td>10,045</td>
</tr>
<tr>
<td>9020 Floats &amp; Gangways</td>
<td>44,959</td>
<td>0</td>
<td>20,000</td>
<td>24,959</td>
</tr>
<tr>
<td>9025 Fire Truck Reserve</td>
<td>49,592</td>
<td>20,000</td>
<td>0</td>
<td>69,592</td>
</tr>
<tr>
<td>9030 Facilities</td>
<td>10,919</td>
<td>0</td>
<td>0</td>
<td>10,919</td>
</tr>
<tr>
<td>9035 Vehicle Reserve</td>
<td>17,538</td>
<td>0</td>
<td>0</td>
<td>17,538</td>
</tr>
<tr>
<td>9040 Grant Matching Reserves</td>
<td>21,680</td>
<td>0</td>
<td>21,680</td>
<td>0</td>
</tr>
<tr>
<td>9042 Paper Streets</td>
<td>7,001</td>
<td>3,000</td>
<td>9,000</td>
<td>1,001</td>
</tr>
<tr>
<td>9045 Revaluation Reserve</td>
<td>49,969</td>
<td>0</td>
<td>15,000</td>
<td>34,969</td>
</tr>
<tr>
<td>9050 Paving</td>
<td>11,770</td>
<td>150,000</td>
<td>150,000</td>
<td>11,770</td>
</tr>
<tr>
<td>9055 Public Services Equipment</td>
<td>102,297</td>
<td>21,000</td>
<td>0</td>
<td>123,297</td>
</tr>
<tr>
<td>9057 Recycling Compactor</td>
<td>5,003</td>
<td>0</td>
<td>0</td>
<td>5,003</td>
</tr>
<tr>
<td>9058 Easements &amp; Drainage</td>
<td>12,619</td>
<td>0</td>
<td>5,000</td>
<td>7,619</td>
</tr>
<tr>
<td>9060 Harbormaster Vessel</td>
<td>2,627</td>
<td>0</td>
<td>2,500</td>
<td>127</td>
</tr>
<tr>
<td>9070 Coastal Access Fund</td>
<td>10,506</td>
<td>0</td>
<td>5,000</td>
<td>5,506</td>
</tr>
<tr>
<td>9192 Rescue Vehicles and Equipment *</td>
<td>26,824</td>
<td>12,500</td>
<td>7,500</td>
<td>31,824</td>
</tr>
<tr>
<td>Cemetery Reserve</td>
<td>1,000</td>
<td></td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>587,401</td>
<td>297,500</td>
<td>466,528</td>
<td>418,373</td>
</tr>
</tbody>
</table>

* The name of this account has been changed from the “New Ambulance Fund” to better reflect the intended use for rescue vehicles as well as rescue equipment.

The explanation for Article 47 is continued on the next page.
Explanation: Planned appropriations to several reserve accounts have been deferred and are recorded in the Town’s Capital Plan. They include:

<table>
<thead>
<tr>
<th>Administration</th>
<th>9030</th>
<th>Facilities</th>
<th>$1,500</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9042</td>
<td>Paper Streets</td>
<td>$2,000</td>
</tr>
<tr>
<td>Marine</td>
<td>9016</td>
<td>Barge Ramps</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td>9020</td>
<td>Floats and Gangways</td>
<td>$6,000</td>
</tr>
<tr>
<td></td>
<td>9060</td>
<td>Harbormaster Vessel</td>
<td>$3,000</td>
</tr>
<tr>
<td>Public Safety</td>
<td>9025</td>
<td>Fire Truck Reserve</td>
<td>$10,000</td>
</tr>
<tr>
<td></td>
<td>9012</td>
<td>Fire Pond Dredging</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>9192</td>
<td>Rescue Vehicles and Equipment</td>
<td>$5,000</td>
</tr>
<tr>
<td>Public Services</td>
<td>9055</td>
<td>Equipment</td>
<td>$15,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Deferred Reserve Appropriations</td>
<td>$48,500</td>
</tr>
</tbody>
</table>

**MUNICIPAL REVENUE BUDGET**

Article 48: To see if the Town will authorize the Board of Selectmen to appropriate all funds raised for the overlay to fund any tax abatements and interest for fiscal year 2013-2014.

Explanation: This article allows the use of funds from the overlay (charged by the Assessor when the mill rate is set) to be used for any abatements (including any interest).

Article 49: To see what sum the Town will authorize the Board of Selectmen to appropriate from the undesignated surplus funds to reduce the tax burden for fiscal year 2013-2014.

Board of Selectmen recommends: $40,000

Explanation: If this article is approved the total amount taken from the fund balance for fiscal year 2013-2014 is $40,000 which leaves an estimated fund balance of approximately $207,000 as of July 1, 2013. This is approximately 8.1% of the current operating budget and is within allowable limits (8%-15%) based on the current fund balance policy.
Article 50: To see what sum the Town will vote to take from receipts, sources and designations, to apply against Fiscal year 2013-2014 appropriations, and to accept any such funds from the State of Maine and the US Government as provided by the State Legislature or Federal Government for the Fiscal year 2013-2014.

Board of Selectmen recommend: $433,357

Explanation: The total revenues from receipts, sources and designations includes: $204,801 (from Article 21) plus $40,000 (from Article 49) and $188,556 from the following table:

<table>
<thead>
<tr>
<th>Revenue Account</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>302 AGENT FEE</td>
<td>2,500</td>
</tr>
<tr>
<td>303 EXCISE TAX</td>
<td>74,500</td>
</tr>
<tr>
<td>304 BOAT EXCISE TAX</td>
<td>6,000</td>
</tr>
<tr>
<td>305 INTEREST &amp; PENALTIES</td>
<td>6,000</td>
</tr>
<tr>
<td>307 LIEN COST</td>
<td>800</td>
</tr>
<tr>
<td>311 HUNTING &amp; FISHING LIC</td>
<td>50</td>
</tr>
<tr>
<td>312 MARRIAGE LICENSES</td>
<td>200</td>
</tr>
<tr>
<td>313 BIRTH CERTIFICATES</td>
<td>50</td>
</tr>
<tr>
<td>314 DEATH CERTIFICATES</td>
<td>100</td>
</tr>
<tr>
<td>315 CLERK LICENSES</td>
<td>50</td>
</tr>
<tr>
<td>316 SHELLFISH LICENSES</td>
<td>2,500</td>
</tr>
<tr>
<td>325 SUPPLEMENTAL TAX</td>
<td>50</td>
</tr>
<tr>
<td>327 HOMESTEAD STATE REIMB REV</td>
<td>7,000</td>
</tr>
<tr>
<td>328 VETERANS EXEMPTION REIMB</td>
<td>500</td>
</tr>
<tr>
<td>330 TREE GROWTH PENALTY</td>
<td>50</td>
</tr>
<tr>
<td>331 STATE REVENUE SHARING</td>
<td>20,306</td>
</tr>
<tr>
<td>334 SNOWMOBILE REGISTRATION</td>
<td>50</td>
</tr>
<tr>
<td>351 POLICE ISSUED FINES</td>
<td>2,500</td>
</tr>
<tr>
<td>364 GROWTH PERMITS</td>
<td>100</td>
</tr>
<tr>
<td>365 BOARD OF APPEALS</td>
<td>50</td>
</tr>
<tr>
<td>366 BUILDING PERMITS</td>
<td>8,000</td>
</tr>
<tr>
<td>367 ELECTRICAL PERMITS</td>
<td>1,000</td>
</tr>
<tr>
<td>368 PLUMBING PERMITS</td>
<td>2,000</td>
</tr>
<tr>
<td>369 OTHER PERMITS</td>
<td>1,000</td>
</tr>
<tr>
<td>390 INTEREST INCOME</td>
<td>1,000</td>
</tr>
<tr>
<td>380 INTEREST ON SAVINGS</td>
<td>50</td>
</tr>
<tr>
<td>401 DOG REVENUE</td>
<td>250</td>
</tr>
<tr>
<td>403 MOORING FEES</td>
<td>8,000</td>
</tr>
<tr>
<td>411 URBAN RURAL INIT PROGRAM</td>
<td>14,000</td>
</tr>
<tr>
<td>412 COLLECTED CEMETERY FEES</td>
<td>100</td>
</tr>
<tr>
<td>418 CHEB. ISLAND SOLID WASTE</td>
<td>18,000</td>
</tr>
<tr>
<td>500 RENTAL MOORING FEES</td>
<td>2,750</td>
</tr>
<tr>
<td>501 STONE WHARF PERMITS</td>
<td>5,000</td>
</tr>
<tr>
<td>502 TRANSIENT TIE-UP FEES</td>
<td>2,060</td>
</tr>
<tr>
<td>511 CTC ESCROW - BLANCHARD LOT</td>
<td>2,000</td>
</tr>
<tr>
<td>512 COPY FEE REVENUE</td>
<td>50</td>
</tr>
</tbody>
</table>

TOTAL $188,556
Article 51: To see if the Town will authorize the Board of Selectmen to accept gifts under the following conditions: That the Board place unanticipated gifts or donations of money in the Town of Chebeague Island private enterprise checking account and respect the wishes of the donor regarding use of donated funds or assets.

OTHER MUNICIPAL ARTICLES

Article 52: To see if the Town will authorize the Board of Selectmen to submit grant proposals to other governmental entities or private, non-profit foundations for funding for general administration or project-specific expenditures.

Article 53: To see if the Town will vote to authorize the municipal officers to make final determinations regarding the closing or opening of roads to winter maintenance pursuant to 23 M.R.S.A § 2953.

Article 54: To see if the Town will vote to set the date(s) that fiscal year 2013-2014 Real and Personal Taxes are due as September 30th, 2013 and March 31st, 2014 and to charge interest at the rate of 7.0% per annum for fiscal year 2013-2014 Real and Personal taxes paid after those dates.

Article 55: To see if the Town will vote to set the interest rates to be paid by the town on abated and overpaid taxes pursuant to 36M.R.S.A § 506-A at 3.0%.

Explanation: This rate must be equal to or no more than 4 percentage points lower than the rate set in the previous article.

Article 56: To see if the Town will vote to authorize the tax collector or treasurer to accept, without interest, prepayments of taxes not yet committed pursuant to 36 M.R.S.A § 506.

Explanation: This article is necessary to ensure that the bonds covering the treasurer and tax collector will apply to any property tax accepted by them which has not yet been legally committed by the assessors to the collector.
Article 57: To see if the Town will conduct a candidates forum here and now to allow the voters to hear statements from candidates (if they wish to make a statement) for the office of selectperson and school committee (both candidates whose names appear on the ballot as well as those interested in being write in candidates) each statement is limited to 3 minutes.

Explanation: The Town adopted the secret ballot election and voting method on November 19, 2011. This means that the election of municipal officers, both selectperson and school committee members, shall be conducted by secret ballot at the voting polls on June 11, 2013 rather than during the open town meeting. Although any party interested in being elected may speak; no nominations are accepted as part of this forum. In order for a candidate's name to appear on the ballot they must have filed nomination papers in accordance with Title 30-A M.R.S.A. Section 2528.

Article 58: To adjourn the Annual Town Meeting until June 11, 2013 8:00 AM so that secret ballot elections may be held at the Chebeague Island Hall and Community Center, 247 South Road for elected officials and then to adjourn after the closing of the poll at 8:90 PM and the announcement of the results by the moderator.

Given unto our hands this 24th day of May, 2013, at Chebeague Island, Maine

David Hill, Chair
Donna Damon

Herb Maine
Mark Dyer
Mary Holt

Chebeague Island Board of Selectmen
SHELLFISH CONSERVATION ORDINANCE

of the Town of Chebeague Island
MAINE

Adopted by the Town Meeting:
Effective: June 9, 2013

Attest:

______________________________
Town Clerk

Seal:
Town of Chebeague Island Code of Ordinances
Chapter 18 – Marine Resources
Article II – Shellfish Conservation

Section 101. TITLE
This Ordinance shall be known as and may be cited as the “Shellfish Conservation in the Town of Chebeague Island, Maine,” and shall be referred to herein as “this Ordinance” or “this chapter”.

Section 102. PURPOSE AND AUTHORITY
The purpose of this Ordinance is to establish a shellfish conservation program for the Town of Chebeague Island’s coastal waters, which will ensure the protection and optimum utilization of shellfish resources within its limits. These goals will be achieved by means that may include:

a) Licensing.
   b) Limiting the number of shellfish harvesters.
   c) Restricting the time and area where digging is permitted.
   d) Limiting the minimum size of clams taken.
   e) Limiting the amount of clams taken daily by a harvester.
   f) Establishing the Town of Chebeague Island as an interested part in aquaculture activities in accordance with State of Maine law.

This Ordinance is adopted pursuant to 12 M.R.S.A. § 6671. This ordinance, which has been approved by the Commissioner of Marine Resources, shall become effective after its adoption by the municipality provided a certified copy of the ordinance is filed with the Commissioner within twenty (20) days of its adoption.

This Ordinance shall remain in effect until repealed by the Town of Chebeague Island, or rescinded by the Department of Marine Resources.

Section 103. DEFINITIONS
   a) Municipality. The term ‘Municipality’ shall refer to the Town of Chebeague Island.
   b) Non-Resident. The term "non-resident" means anyone not qualified as a resident under this ordinance.
   c) Resident. The term "resident" refers to a person who has been domiciled in the Town of Chebeague Island for at least three months prior to the time his claim of such residence is made. The term “resident” also includes persons who own real property in the Town of Chebeague Island.
   d) Shellfish, Clams, Intertidal Shellfish Resource. Shellfish, Clams, Intertidal Shellfish Resource When used in the context of this ordinance the words "shellfish", "clams", intertidal shellfish resource shall mean soft-shell clams (Mya arenaria), surf clams and quahogs.
   e) Hand Implements. The term ‘hand implements’ shall refer to implements such as clam hoes. Spades and shovels are not allowed.
Town of Chebeague Island Code of Ordinances  
Chapter 18 – Marine Resources  
Article II – Shellfish Conservation

f) The definitions contained in Title 29-A M.R.S.A. shall govern the construction of words contained in this Ordinance.

g) Any words not otherwise defined therein shall be given their common and ordinary meaning.

Section 104. SHELLFISH CONSERVATION COMMITTEE

The Shellfish Conservation Program for the Town of Chebeague Island will be administered by the Shellfish Conservation Committee, consisting of five (5) members. The Selectmen will appoint the members. The Committee’s responsibilities include:

a) Recommending annually - after consultation with the Department of Marine Resources - the number of shellfish digging licenses to be issued. This recommendation shall be sent to the Board of Selectmen, who (after approval or revision) will send to the Town Clerk for implementation.

b) Surveying the clam-flats to maintain current information on shellfish resources.

c) Reviewing annually the status of the resource using the results of clam flat, harvester or dealer surveys and other sources of information and preparing in conjunction with and subject to the approval of the Department of Marine Resources, a plan for implementing conservation measures.

d) Submitting to the Selectmen proposals for the expenditures of funds for the purpose of shellfish conservation.

e) Keeping this Ordinance under review and making recommendations for its amendments.

f) Securing and maintaining records of shellfish harvest from the Town of Chebeague Island’s managed shellfish areas and closed areas that are conditionally opened by the Department of Marine Resources.

g) Recommending conservation closures and openings to the Selectmen in conjunction with the Department of Marine Resources.

h) Submitting an annual report to the Selectmen and the Department of Marine Resources covering the above topics and all other Committee activities.

The clam-flats of the Town of Chebeague Island are a very valuable shellfish resource, which is important to the local economy. These flats are not an inexhaustible resource, and, therefore, must be prudently managed in order to remain viable.

As part of the management process, it may be necessary to (a) restrict the taking of shellfish by limiting the number of shellfish licenses, (b) restrict the size and quantity of shellfish which may be harvested, and (c) take other measures as outline in the Ordinance.

Section 105. SHELLFISH CONSERVATION WARDEN

The Selectmen shall appoint a Shellfish Conservation (Clam) Warden yearly and shall recommend the Warden's compensation. The Shellfish Conservation Warden shall regularly
Town of Chebeague Island Code of Ordinances
Chapter 18 – Marine Resources
Article II – Shellfish Conservation

attend meetings of the Shellfish Conservation Committee, but shall not be a member of the Committee. The Selectmen, for cause by them declared in writing, after due notice to the officer and hearing, if requested, may remove the Shellfish Conservation Warden and appoint another one.

Section 106. LICENSING

All licenses sold in calendar year 2013 shall be enforced in accordance with Section A-10 and Appendix B of the Coastal Waters Ordinance.

A Town of Chebeague Island Shellfish License is required. It is unlawful for any person to dig or take shellfish from the shores and flats of this municipality without having a current, valid license issued by this municipality as provided by this ordinance. A commercial digger must also have a valid State of Maine Commercial Shellfish License issued by the Department of Marine Resources.

No person shall be issued a Shellfish License who, upon the time of the request, has failed to appear in court for a shellfish violation, or has failed to pay any outstanding shellfish violation fines.

Only one hand implement (clam hoe) is allowed per license, except for the recreational resident “two hoe” licenses; and, the licensee must be present.

Licensing will be compliant with PS Law Chapter 47, LD 1735.

Section 107. COMMERCIAL LICENSES

The Shellfish Commission shall annually review and recommend to the Board of Selectman license fees for three types of Commercial licenses: Resident, Resident Senior and Non-resident.

a) **Resident Commercial Shellfish License:** This license is available to residents of the Town of Chebeague.

b) **Resident Senior Commercial Shellfish License:** This license is available to residents of the Town of Chebeague Island that are over the age of 70 and for a reduced license fee.

c) **Non-Resident Commercial Shellfish License:** This license is available to non-residents of this municipality.

d) At license issue, the licensee will choose any 90 days out of the 365 days available to harvest commercially. The license will serve as a recreational license the remaining 275 days except as may be modified in f) below. in all cases the maximum harvest per tide is 1 bushel.

e) A commercial license under this section entitles the holder to dig and take one (1) bushel of shellfish per tide from the shores and flats of this municipality and reciprocating municipalities.
f) The Shellfish Conservation Committee may specifically recommend the period of validity as well as the areas open to commercial harvesting each year.

g) Commercial Shellfish License Holders are supplied with, and required to keep, a Shellfish Harvesting Log, which must be submitted to the Town Clerk monthly, by the 10th day of the following month. The Log will include the license holder’s name and address, and will show the date, location and quantity harvested during each tide. Commercial license holders, who do not submit Harvesting Logs, as required, will not be eligible for a commercial License during the next period of issuance of Commercial licenses.

h) All commercial license holders that participate in the annual Clam Survey undertaken by the Shellfish conservation committee shall be guaranteed a renewal of their license for the following year. If the number of licenses available is less than the number of licenses guaranteed in this fashion, then a lottery will be held by the Town Clerk prior to the day licenses go on sale to determine which of the Survey participants receives their guaranteed license. Any license holder wishing to renew their license must have submitted a Shellfish Harvesting Log under Section 107(g) of this ordinance. The license holder who wishes to take advantage of the license guarantee must also indicate in writing to the Town Clerk their intention to take advantage of this guarantee at least one week prior to the day licenses go on sale.

Section 108. RECREATIONAL LICENSES

a) A person holding a recreational shellfish license may not engage in the wholesale or retail sale of any shellfish harvested under that license. Maine certified shellfish wardens of the Town of Chebeague Island shall be issued a recreational shellfish license.

b) Resident Recreational Shellfish License: This category of license shall be made available in a “one hoe” and in a “two hoe” license. This category of license is available to residents of the Town of Chebeague Island and entitles the holder and guests to dig and take no more than one peck of shellfish per tide for the use of the licensee, guests and immediate family. The Resident Recreational Shellfish license may be issued for the following durations:

- Annual
- Month
- Day

c) Resident Senior Recreational Shellfish License: This category of license shall be made available in a “one hoe” and in a “two hoe” license. This license is available to residents of the Town of Chebeague Island who are over the age of 65 for a reduced license fee. It entitles the licensee and guests to dig and take no more than one peck of shellfish per tide for the use of the licensee, guest and licensee’s immediate family.
d) Non-Resident Recreational Shellfish License: This license is available to non-residents of the Town of Chebeague Island, and entitles the holder and guests to dig and take no more than one peck of shellfish per tide for the use of the licensee, guests, and immediate family and may be issued for the same durations as the Resident Recreational Shellfish License described in a) above.

e) To facilitate weekend recreational clammers, the Town Clerk and the Shellfish Warden have arranged for a few licenses to be ‘delegated’ to the Shellfish Warden, who may be available on the weekend to sell daily licenses. The Shellfish Warden can then complete the license issuing process, collect the funds, etc. A daily license can also be obtained by mail in advance from the Town Clerk. At no time shall any recreational license enable the harvest of more than one peck of shellfish per license per tide.

Section 109. REQUIREMENTS

a) Signature: The licensee must sign the shellfish license to make it valid.

b) A Shellfish license must be on the licensee’s person when harvesting shellfish.

c) Fees: The fees for licenses will be maintained on a separate fee schedule reviewed annually by the Shellfish Conservation Commission, recommended to the Board of Selectmen and approved by the Maine Department of Marine resources. The fee structure and number of licenses available must be available at the Town Office.

d) Misrepresentation: Any person who gives false information on a shellfish license application will cause said shellfish license to become invalid and void.

e) Expiration Date: Each shellfish license issued under the authority of this Ordinance expires at midnight on the December 31st next following date of issue, unless otherwise specified in this Ordinance.

f) Reciprocal Harvesting: Privileges: Licenses from other municipalities cooperating with this municipality on a joint shellfish management program may harvest shellfish according to the terms of their shellfish licenses.

g) Numbers of Licenses and Notice of Period of Issuance: Numbers of licenses and period of issuance will be reviewed annually by the Town of Chebeague Island Shellfish Conservation Committee, submitted for approval of the Commissioner of the Department of Marine Resources and by the Board of Selectmen.

h) Minimum Legal Size: Pursuant to 12 M.R.S. §§ 6671 and 6681, as amended from time to time, it is unlawful to possess soft-shelled clam shell stock whose shells are less than 2 inches in the largest diameter. For purposes of this Ordinance the term, “possess”, means dig, take, harvest, ship, transport, hold, buy and sell retail and wholesale soft-shelled clam shell stock.

i) Legal Hours: shellfish may only be harvested from ½ hour before sunrise until ½ hour after sunset.
j) **Method of Determining Tolerance:** Pursuant to 12 M.R.S. §§ 6671 and 6681, as amended from time to time, any person may possess soft-shelled clams that are less than 2 inches if they comprise less than 10% of any bulk pile. The tolerance shall be determined by numerical count of not less than one (1) peck nor more than four (4) pecks taken at random from various parts of the bulk pile or by a count of the entire pile if it contains less than one peck.

k) **Implements:** Shellfish may be harvested by hand implement only, such as clam hoes. Spades and shovels are not allowed.

**Section 110. OPENING/CLOSING OF FLATS**

The Selectmen with the approval of the Commissioner of Marine Resources may open and close areas for shellfish harvest.

When information in the possession of the Shellfish Conservation Committee indicates a clam-flat should be opened or closed, it shall advise the Selectmen. Upon concurrence of the Department of Marine Resources Area Biologist that the status of shellfish resource and other factors bearing on sound management indicate that an area should be opened or closed, the Selectmen may call a public hearing, and shall send a copy of the notice to the Department of Marine Resources.

After the hearing is closed the Selectmen shall make findings of fact on the relevant evidence presented. The Selectmen shall then make a decision based on those findings of fact as to whether opening or closing of the flat is warranted with the concurrence of the Department of Marine Resources shall order the flat opening or closing and shall set such time limitation and other harvesting conditions as are consistent with good conservation practices. The Commissioner of Marine Resources prior to enactment shall approve any proposal for opening or closing of flats.

**Section 111. ADMINISTRATION AND ENFORCEMENT**

This Ordinance shall be administered by the Town Administrator. This Ordinance shall be enforced by the shellfish warden, special officers as provided in 30-A M.R.S.A. § 2672, municipal officers, code enforcement officer or law enforcement officer with jurisdiction in the Town of Chebeague Island.

**Section 112. PENALTIES**

A person who violates this ordinance shall be punished as provided in 12 M.R.S.A. § 6671, as amended from time to time.

**Section 113. SUSPENSION OF LICENSE**

a) **Violation of Shellfish Ordinance:** The Town Clerk shall suspend any and all shellfish licenses issued under this Ordinance, if the license holder is convicted in court of violating any section of this Ordinance.

b) **Suspension based on conviction in a Town closed Conservation area:** The Town Clerk shall suspend any and all shellfish licenses issued under this
Ordinance if the license holder has been convicted in court of possessing shellfish from a Town Closed Conservation Area.

(c) Length of Suspension for Section 113a) and Section 113b) above for a first conviction is 30 days from the date of first conviction or, for a second conviction; 365 days (one year) from the date of the second conviction. Any conviction more than three (3) years before last conviction shall not be counted in determining lengths of suspension.

(d) **Suspension Based on Refusing Inspection.** The Town Clerk shall suspend any and all shellfish licenses if the license holder refuses to allow inspection in the enforcement of the Ordinance. This suspension may not exceed 90 days.

(e) Any licensee whose shellfish license has been suspended shall be entitled to a hearing before the Selectmen, upon the filing of a written request for hearing with the Selectmen within thirty (30) days following the effective date of suspension. The applicant shall be given at least seven (7) days prior written notice of the date, time and place of hearing before the Selectmen. Any person aggrieved by the Selectmen's decision may appeal to the Superior Court within thirty (30) days from receipt of the Selectmen's written decision pursuant to Rule 80B of the Maine Rules of Civil Procedure.

Section 114. **AMENDMENTS**

This Ordinance may be amended by Town Meeting at any properly noticed meeting after it has been approved by the Commissioner of Marine Resources and shall become effective after its adoption by the municipality provided a certified copy of the ordinance is filed with the Commissioner within twenty (20) days of its adoption.

Section 115. **SEVERABILITY**

In the event any portion of this Ordinance is declared invalid by a court of competent jurisdiction, the remaining portions shall continue in full force and effect.
CEMETERY ORDINANCE

of the Town of Chebeague Island

MAINE

Adopted by the Town Meeting:
Effective: June 9, 2013

Attest:

______________________________
Town Clerk

Seal:
Town of Chebeague Island Code of Ordinances
Chapter 11 – Administration
Article VIII – Cemetery

Section 116. TITLE
This Ordinance shall be known as and may be cited as the “Cemetery Ordinance for the Town of Chebeague Island, Maine,” and shall be referred to herein as “this Ordinance”.

SECTION 102. PURPOSE AND AUTHORITY
The purpose of this Ordinance is to establish a Cemetery Committee under Title 13, M.R.S.A. §1301, and to create a framework for regulating and managing the use and operation of the Chebeague Cemetery. This Ordinance is adopted pursuant to 30-A M.R.S.A. §3001.

SECTION 103. DEFINITIONS
“Burial” refers to the remains of a single person, whether in a casket or in cremated form.

A “grave” or “gravesite” is a parcel of cemetery land suitable for the burial of a single full casket. Some gravesites are specifically for cremations, and are smaller.

A cemetery “lot” is a parcel of cemetery land that may contain a block of graves, sometimes, but not always, owned by a single family.

SECTION 104. THE CEMETERY COMMITTEE

1. Appointment, qualifications, tenure, and vacancies on the Cemetery Committee
   A. The Cemetery Committee will have between five (5) and seven (7) members appointed by the Board of Selectmen. They shall serve without compensation.

   B. The Superintendent of the Cemetery will serve as a non-voting, ex-officio member of the Committee. The Board of Selectmen may also appoint other staff of the Town, such as the staff member who maintains the Cemetery accounts, as non-voting ex-officio members of the Committee.

   C. Members shall be legal residents or property owners of the Town of Chebeague Island. Property ownership in this case includes ownership of a cemetery grave or lot.

   D. The term of office of each regular member shall be three years. The terms of office shall be staggered, with the terms of 2 (3, if the Committee has 7 members) members expiring in one year; the term of one (2, if the Committee has 7 members) member expiring in the next year; and the terms of two members expiring in the third year.

   E. The Committee may create subcommittees to work on particular issues. These subcommittees may include members who are not members of the Cemetery Committee.
F. Vacancies may occur by reason of resignation, death, or removal from the Town. The Board of Selectmen will fill vacancies for the unexpired term.

2. Organization and Rules of the Committee
   A. The Committee shall annually elect a Chairperson and a Secretary. Each of these officers shall serve a one-year term and shall be eligible for reelection. The Chair will call the meetings and the Secretary will take minutes.
   
   B. A majority of the members shall constitute a quorum.
   
   C. All meetings shall be held pursuant to public notice and be held in a public building.
   
   D. All records of meetings and actions of the Committee shall be public records except for deliberations and decisions relating to personnel or cases involving individual burials.
   
   E. The Committee may adopt additional rules, not inconsistent with this Ordinance, for its operation, as necessary.

3. Duties of the Cemetery Committee
   A. The Committee is advisory to the Board of Selectmen. The committee shall make recommendations to the Selectmen concerning:
      
      i. Regulations for the Cemetery.
      
      ii. Policy for the operation, care and maintenance of the Cemetery, including recommendations for capital expenditures.
      
      iii. Investment of perpetual care funds.
      
      iv. Changes in fees to be charged for Cemetery services.
      
      v. Expansion of the Cemetery.
      

4. The Cemetery Committee will provide an annual report to the Board of Selectmen on the operation and financing of the Cemetery.

SECTION 105. CEMETERY FINANCES
Town of Chebeague Island Code of Ordinances
Chapter 11 – Administration
Article VIII – Cemetery

1. The Perpetual Care Fund
This fund is created under 13 MRSA 1306 that requires that at least 30 percent of the proceeds from the sale of lots and individual gravesites in the Cemetery be deposited in an endowment fund for the Cemetery. This fund is held at the Town’s bank. The Cemetery Committee will make recommendations to the Selectmen on the proportion of monies from the sale of lots to be invested in the Perpetual Care Fund.

2. The Cemetery Reserve
The Cemetery Reserve is funded by several revenue streams and is used for Cemetery capital expenditures such as repair and maintenance of gravestones, purchase of equipment, and repair of buildings. This account will also be held at the Town’s bank. Its revenues are:

   A. Interest from the Perpetual Care Fund. Under state law, this interest must be devoted to maintenance of the Cemetery or for the purchase of additional Cemetery land.
   
   B. Money from the sale of cemetery lots that does not go into the Perpetual Care Fund principal.
   
   C. Money from burial administrative fees.

3. The Town Appropriation
The Town will annually budget for the operation of the Cemetery including compensation for employees and regular annual expenses.

4. The Cemetery Committee and the Town Administrator shall develop the annual budget for the Cemetery. This budget will recommend operating expenses from the Town appropriation, and capital expenditures from the Cemetery Reserve.

SECTION 106. OPERATION OF THE CEMETERY

1. A Superintendent will be appointed annually by the Board of Selectmen and will report to the Town Administrator. The Superintendent will be responsible for:

   A. Maintaining a map and record in the Town Office of the layout of the Cemetery and the ownership of lots and/or individual graves.
   
   B. Selling lots through Town Office with the assistance of Town staff responsible for the Cemetery.
   
   C. Arranging for opening and closing of graves and setting of gravestones.
Town of Chebeague Island Code of Ordinances
Chapter 11 – Administration
Article VIII – Cemetery

D. Determining the dates of the winter closing and spring opening of the Cemetery for burials.

E. Maintaining the grounds, buildings, and equipment of the Cemetery.

F. Make day-to-day administrative and operational decisions related to the Cemetery.

3. In the performance of these responsibilities the Superintendent may arrange for work to be performed by Town employees or other contractors. Such work and any outside contracts are subject to the approval of the Town Administrator and the Selectmen.

4. Under 30-A MRSA 2901 Municipalities are responsible for decorating graves of veterans of the Armed Forces of the United States of America with an American flag in an appropriate flag holder on Memorial Day (observed). They are also required to request that the Church bell be rung at 11:00 on Veterans Day.

SECTION 107. ENFORCEMENT AND PENALTIES

This Ordinance shall be enforced by the Selectmen and the Town Administrator. Each violation of this Ordinance shall be punishable by a fine of at least $50 but no more than $200.

SECTION 108. AMENDMENTS

This Ordinance may be amended by Town Meeting at any properly noticed meeting.

SECTION 109. SEVERABILITY

In the event that any portion of this Ordinance is declared invalid by a court of competent jurisdiction, the remaining portions shall continue in full force and effect.
RETURN ON THE WARRANT

Chebeague Island, Maine June 1, 2013

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of said Town, qualified as herein expressed, to meet at said time and place, and for the purposes therein named, by posting an attested copy of said warrant at: Chebeague Island Town Office, Chebeague Island Hall Community Center, Chebeague Island Library, Chebeague Island Recreation Center, Island Market, Chandlers Cove Landing, Chebeague Transportation Companies vessel “Islander”, and the said Town, being public and conspicuous places in said Town, on the first day of June, 2013, being at least seven days before the meeting.

________________________________________
Resident of Chebeague Island
We hope to see you there!

8:00am to 8:00pm on June 11th at the Island Hall

2013 School Board and Selectboard Elections

9:00am on June 8th at the Island Hall

2013 Annual Town Meeting

Town of Chebeague Island
192 North Rd.
Chebeague Island, ME
04017

Local Delivery
Chebeague Island, ME
04017
Town of Chebeague Island Job Description –
Parking Control Officer

Primary Job Title: Parking Control Officer
Additional Titles: N/A
Department: Law Enforcement
Employment Type: Part-Time, potential for job-sharing with other employees
Supervision: Town Administrator
Supervision: N/A
Pay Type: Hourly
Pay Range & Rate: $15 hourly, DOQE
Expected Work: Will vary with assigned duties and responsibilities, but log checks at the
Hours: same time every day are expected.
Benefits: Holiday pay
Purchasing: None

Nature of Work

This is a responsible law enforcement position. The Parking Control Officer is responsible for
the oversight of parking at several defined parking areas as well as on Town roads and right-of-
ways. The work requires regular daily inspection of specified parking areas as well as response
to parking enforcement issues in other areas at other times. The work involves travel in all
weather conditions, recordkeeping, and reporting. Instances of interpersonal conflict may
occur as ticketing is a primary function of the job.

Coordination and collaboration with the Town Administrator, Harbormaster, State and County
law enforcement services, and other Parking Control Officers is necessary.

Job Responsibilities

The Position is responsible for the following:

- Chalks tires for overtime parking.
- Tickets illegally parked motor vehicles.
- Submits copies of tickets to the Town Office regularly.
- Maintains a daily record of tickets issued, lot counts, and other activity as directed by the
  Town Administrator. These records should be submitted monthly to the Town
  Administrator.
- Operates a motorized vehicle.
- Assists with traffic control functions.
- Responds to parking violation inquiries from the Town Administrator as needed.
- Performs related work as required.

Last Modified: December 2013 - Employee Initials: ________
Town of Chebeague Island Job Description –
Parking Control Officer

Requirements of Work

- Fair and consistent enforcement of the Traffic and Parking Ordinance of the Town of Chebeague Island.
- Possession of basic communication skills.
- Ability to deal firmly but courteously with parking violators.
- Ability to follow written and oral instructions.
- Must have and maintain a good driving record and valid driver’s license.

Desirable Skills

- A high school degree; or any equivalent combination of experience and training

Employee Acknowledgement

I have read this job description and understand the duties, responsibilities, and expectations of the position. I also understand that this job description may be used during any review of my employment.

Employee Name: ________________________________

Employee Signature: ______________________________

Date: ________________________________
TOWN OF CHEBEAGUE ISLAND

BOARD OF SELECTMEN

RETREAT REPORT

OCTOBER 7, 2012
Summary

A half day meeting was held at the Yarmouth Town Hall Community Room on October 13, 2012. The purpose of the meeting was for the Board of Selectmen and Town Administrator to define town priorities for the next one to five years.

After a “ground rule” setting exercise, the Town Administrator gave a progress report on priorities set in October 2011.

The participants then completed the process of identifying and ranking Town priorities. As a result of this process, the top five priorities for the Town were selected.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>• Take lead on developing a long range transportation plan for Town. (Perhaps hire consultant as the first step)</td>
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<td>• Develop and implement a project planning (and implementation) process for major town projects (e.g. roads, marine, other time sensitive projects)</td>
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<td>• Develop and implement a plan designed to increase public involvement in committees and committee effectiveness</td>
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<tr>
<td>• Assess progress in financial management and continue to develop financial management policies/procedures/controls and make sure all policies and procedures are documented.</td>
</tr>
<tr>
<td>• Develop a better understanding of the town’s long term savings/debt position and adopt a policy for effective management/planning.</td>
</tr>
</tbody>
</table>

Detail

Agenda

1. Set Ground Rules
2. Update from the Town Administrator on the Town’s progress meeting priorities set in October 2011.
3. Set Objectives for priority setting exercise
4. Priority setting exercise
Ground Rules
The group set the following ground rules in a group exercise. These rules apply to all meetings – they were not developed specifically for this retreat.

1. Have some breaks
2. Focus on new information – avoid being repetitive
3. Be goal oriented – get to a decision
4. Maintain mutual respect
5. Have a clear and manageable agenda with information to back it up
6. Separate business and exploration
7. Short statements/ no speeches
8. Go through moderator for discussion
9. Have comfort to share knowledge and reflection
10. Strong leadership from chairperson (moderator)
11. Good preparation
12. Summarize your point prior to discussion
13. Stay on track
14. Reach a consensus (decision) – then everyone support the decision
15. Honesty
16. Don’t create an atmosphere where people feel coerced to make a decision

Town Administrator’s Report: Progress on 2011 Priorities
The Town Administrator (TA) Eric gave the Board of Selectmen (BOS) his perspective on the progress made in meeting the priorities set at the October 2011 Board Retreat. Following are some of the major accomplishments Eric noted.

Financial
1. Hired bookkeeper
2. Operating account reconciliation: Currently balancing September
3. Converted to Trio to balance checkbook – instead of doing it in Excel
4. Warrants are being reviewed by two people before processed.

Maintain Culture of Town
1. Values that townspeople have (hard work, efficiency) are reflected in new employees
2. Improved maintenance of town website
3. Comment box and website survey seek input
4. TA makes more effort to respond to concerns of community

Implement process for managing operational activities (set priorities and establish effective follow-through to maximize efficiency)
1. Public Works is where the most progress has been made
   a. Regular meetings with public works
   b. Use of work orders (with description of tasks) for larger projects
   c. Crew keeps logs of daily activities
d. TA reviews work on-site more often
2. TA plans to implement similar process in the office

Improve employee productivity
1. Significant improvement in productivity of public works crew
2. Significant improvement in office productivity
3. Reduced Town Office hours allows staff to be more productive

Road infrastructure – address both immediate and long term needs
1. Developing a model for both long and short term needs, preparing to work on long term planning
2. Improvement in potholes
3. Repaving of North Road

Maintain and improve marine infrastructure
1. This is the area where the least progress has been made
2. Herb works effectively with the Coastal Waters Commission

Develop/Improve Culture of Public Service in Town Officials and Staff
1. TA holds quarterly staff meetings
2. TA conducted a goal setting workshop at a staff meeting
3. Staff is being given more opportunity for job-relevant training

Improve timeliness and content of public notices and website
1. When staffing turnover occurred, had difficulty keeping up with postings, etc.
2. With current staff in place, office is now moving forward
3. Using Island Calendar to communicate more information
4. Notices are more timely
5. TA needs to improve on timeliness and completeness of BOS meeting packages.

Employees should be expected to meet customer expectations
1. New Town Clerk has shown good customer skills and is proactive.

Selectmen’ Comments
- Damon: Comfortable with the report since TA says he is “making progress”. Feels there is much left to do.
- Dyer: Agree with most of what was said ~ still need improvement. Things are much better and there have been compliments from people in town.
- Maine: Assessment is fine. The goals of the selectmen may be different.
- Hill: In agreement with report.
- Holt: In agreement with report – praised Eric for dealing with the difficult personnel transition this year.
Priority Setting Exercise Objectives
The group set the following objective.

At the end of the day we will have identified and prioritized a list of projects/issues for the town over the next one to five years.

The Process

- Priorities would be grouped in the following categories:
  - Strategic
  - Operational
  - Customer (public)
  - Employees
  - Financial

- Priorities will be developed using a group exercise with the following components:
  - **Round One:** Each individual would record what s/he felt should be the top three to five town priorities. The items would then be divided by category.
  - **Round Two:** Reviewing the item list, each individual would have three votes to vote on what s/he believed to be the top priorities in each category. The individual could vote multiple times for one item. The top priorities by category were identified through this process.
  - **Round Three:** Each selectman would receive three votes (to identify the top three priorities for the town). S/he could vote for three priorities in any category, but could only cast one vote per priority.
  - **Final Round:** Based upon the voting, the top priorities would be identified.
Round One
List of all items identified by participants as a priority for the town.

<table>
<thead>
<tr>
<th>Priority Category</th>
<th>Priority</th>
</tr>
</thead>
</table>
| **Strategic**     | • Take lead on developing a long range transportation plan for town. (Perhaps hire consultant as the first step)  
                   • Develop and implement a project planning and implementation process for major town projects (e.g. roads, marine, other time sensitive projects)  
                   • Develop and implement an asset management plan (inventory current and manage current and future town assets) |
| **Operational**   | • Improve process to ensure effective use of town resources. (e.g. time allocation and work plan, effective delegation of tasks, fix it or replace it)  
                   • Improve office technology (develop technology plan, ensure reliability)  
                   • Develop body of policy statements to guide the BOS |
| **Customer (public)** | • Develop and implement a plan designed to increase committee involvement (by public) and effectiveness  
                          • Improve public communication and education, closing the loop on question/complaint resolution. (Create communications policy; create a safe environment for public input) |
| **Employees**     | • Develop and implement staff training program that is focused, team oriented, and skill specific.  
                          • Salary reviews and ranges. Develop a well-defined system for salary administration.  
                          • Improve 2 way communication with employees |
| **Financial**     | • Assess progress made and continue to develop financial management policies/procedures/controls and make sure all policies and procedures are documented.  
                          • Develop a better understanding of the town’s long term savings/debt position and develop a policy for effective management/planning. |
Round 2
Each participant received fifteen votes to cast three votes per category. Since two categories (Customer and Financial) had only two priorities listed, casting three votes in that category would give more weight than casting three votes in the category with three priorities. Therefore, the actual and weighted votes are shown for Financial and Customer priorities. A weighted vote for these categories = .67

<table>
<thead>
<tr>
<th>Priority Category</th>
<th>Priority</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic</strong></td>
<td>• Take lead on developing a long range transportation plan for town. (Perhaps hire consultant as the first step)</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>• Develop and implement a project planning and implementation process for major town projects (e.g. roads, marine, other time sensitive projects)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>• Develop and implement an asset management plan (inventory current and manage current and future town assets)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Operational</strong></td>
<td>• Improve process to ensure effective use of town resources. (e.g. time allocation and work plan, effective delegation of tasks, fix it or replace it)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>• Improve office technology (develop technology plan, ensure reliability)</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>• Develop body of policy statements to guide the BOS</td>
<td>5</td>
</tr>
<tr>
<td><strong>Customer (public)</strong></td>
<td>• Develop and implement a plan designed to increase committee involvement (by public) and effectiveness</td>
<td>10/6.7</td>
</tr>
<tr>
<td></td>
<td>• Improve public communication and education, closing the loop on question/complaint resolution. (Create communications policy; create a safe environment for public input)</td>
<td>8/5.4</td>
</tr>
<tr>
<td><strong>Employees</strong></td>
<td>• Develop and implement staff training program that is focused, team oriented, and skill specific.</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>• Salary reviews and ranges. Develop a well-defined system for salary administration.</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>• Improve 2 way communication with employees</td>
<td>6</td>
</tr>
<tr>
<td><strong>Financial</strong></td>
<td>• Assess progress made and continue to develop financial management policies/procedures/controls and make sure all policies and procedures are documented.</td>
<td>9/6</td>
</tr>
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<td>• Develop a better understanding of the town’s long term savings/debt position and develop a policy for effective management/planning.</td>
<td>9/6</td>
</tr>
</tbody>
</table>
Round Three
Each participant was given three votes to cast for their top three priorities. Votes could only be cast for the top priorities identified in Round Two. Those top priorities are highlighted below. Only one vote per priority was allowed, but multiple votes per category were allowed.

<table>
<thead>
<tr>
<th>Priority Category</th>
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<th>Final Votes</th>
</tr>
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<tbody>
<tr>
<td><strong>Strategic</strong></td>
<td>• Take lead on developing a long range transportation plan for town. (Perhaps hire consultant as the first step)</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>• Develop and implement a project planning and implementation process for major town projects (e.g. roads, marine, other time sensitive projects)</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>• Develop and implement an asset management plan (inventory current and manage current and future town assets)</td>
<td>1</td>
<td></td>
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<td><strong>Operational</strong></td>
<td>• Improve process to ensure effective use of town resources. (e.g. time allocation and work plan, effective delegation of tasks, fix it or replace it)</td>
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<td></td>
</tr>
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<td>• Improve office technology (develop technology plan, ensure reliability)</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Develop body of policy statements to guide the BOS</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Customer (public)</strong></td>
<td>• Develop and implement a plan designed to increase committee involvement (by public) and effectiveness</td>
<td>10/6.7</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>• Improve public communication and education, closing the loop on question/complaint resolution. (Create communications policy; create a safe environment for public input)</td>
<td>8/5.4</td>
<td>0</td>
</tr>
<tr>
<td><strong>Employees</strong></td>
<td>• Develop and implement staff training program that is focused, team oriented, and skill specific.</td>
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</tbody>
</table>
Round Four
The top priorities for the Town of Chebeague Island over the next one to five years.

<table>
<thead>
<tr>
<th>Priority Category</th>
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<th>Final Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic</strong></td>
<td>• Take lead on developing a long range transportation plan for town. (Perhaps hire consultant as the first step)</td>
<td>4</td>
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<td></td>
<td>• Develop and implement a project planning and implementation process for major town projects (e.g. roads, marine, other time sensitive projects)</td>
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</tr>
<tr>
<td><strong>Customer (public)</strong></td>
<td>• Develop and implement a plan designed to increase committee involvement (by public) and effectiveness</td>
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