MEMO

To: Town of Chebeague Island Board of Selectmen
From: Marjorie E. Stratton, Town Administrator
Date: April 30, 2015
Re: Town Administrator’s Report

Slow Bell Café – Application to the Planning Board to revise the hours of operation

This is just an FYI. Johnathan F. KomLosy wanted me to inform you that he has submitted an application to revise the hours of operation for the Slow Bell Café to the Chebeague Island Planning Board.

Aquaculture Lease – Ocean Approved aquaculture scoping session

This is another FYI. Paul Dobbins, President, Ocean Approved, called to schedule a scoping session for his standard lease. He already has an experimental lease.

The scoping session is scheduled for July 15th, 2015 at 6:00 p.m. at the Island Hall. Chris Vonderwiedt will represent DMR. The session provides an opportunity for the public to learn about the proposed lease and to have an informal discussion with the applicant about this proposal.

Chebeague Sand & Gravel, Inc. – Proposal to buy screener

We received a letter proposing to buy the screener located at the Public Works Department for $2,000. If you consider selling this piece of equipment, you will have to wait until after town meeting and see if the article passes to give you permission to sell surplus assets.

State funding for Jails

Something to keep an eye on is the fiscal impact we are facing if the counties should lose the state funding for jails that we have been receiving since the beginning of 2009. The impact to Chebeague Island would be about $18,000 in increased county taxes. It is a relatively small amount, but it is part of the trend to push expenses from the state down to local taxpayers. This would take place for the 2016-2017 fiscal year.

Agreements with Recreation Center and Community Center

You asked me about this at our April 30, 2015 meeting and I have been unable to find anything. That doesn’t mean agreements don’t exist.
MONTHLY REPORT

To: Marjorie Stratton, Town Administrator  
From: Public Services Department  
Date: May 12, 2015  
Re: MONTHLY Report of Activities April 2015

Work Completed
- Empty trash cans both wharfs
- Grade: Littlefield, Roy Hill, Roses Point, South Shore Drive, Jenks Road, Fenderson Road, Soule Road, Capps Road, East Shore Drive, Bennets Cove Road.
- Patch Pot Holes: South Road, John Small Road.
- Repair and reset Handicap sign for Library
- Replace/Repair chain tabs on Stone Pier CTC float
- Fill gravel pot holes Roy Hill, Littlefield, Fenderson Roads
- Order materials from Rufus Deering, K. L. Jack, Custom Float for float repairs.
- Design and order work uniforms for Public Services and Transfer Station (Port City Graphics)
- Remove Harbor Master shed from Stone Pier.
- Remove winter road side markers for Wharf Road from roadside
- Sand and Salt roads (snow storm)
- Organize stock room at town garage
- Structure fire Back Shore Drive
- Meet with TA Re: FEMA paperwork for Snow Declaration
- Convert Public Service forms to electronic format
- Inspect Drainage ditch at Library, contact Pete Maher to confirm project closed out last fall.
- Launch punt floats put in service
- Reset two steel pilings shifted by ice last winter.
- Repair and launched end floats
- Install outboard on Harbor Master punt
- Reset drain grate at Stone Pier
- Push back demo containers
- Push back brush pile
- Monthly Report, Safety inspections for town garage, Daily Reports and Fuel Log

Repairs
- Repair Harbor Master punt trailer tires
- Replaced grader starter
- Repaired backhoe front tire/tube (nail in tire)
- Replace 2 fuel oil tank gauges, vent pipe and caps at fire station.
- Replace drain valve on box heater at fire station install brass safety cap
- Replace Wiper blades on Green town car
- Clear drainage culverts of leaves/sticks
Goals for May 2015

- Chandlers Floats repairs (done in place)
- Pot Holes
- Re grade as needed
- Commercial floats and ramp re installed
- Culvert replacements along Wharf Road before traffic and parking pick up
- Road sweeping week of May 18th
- Paving preparations John Small, South Road
- De Winterize plowing Equipment Plows, Sanders etc.
- Install Aluminum Diamond Plate for ramps on CTC Floats (Stone Pier/Cousins)
- Clean up gravel piles around Fire Station, Haul mulch back for landscaping.

Diesel Fuel Consumption (all town diesel vehicles) 195.5 gallons from 4-7-15 to 5-11-15
TOWN OF CHEBEAGUE ISLAND, MAINE
ANNUAL TOWN MEETING WARRANT

TO: Gloria Brown, 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 6th day of June, 2015 at 9 o’clock in the morning, then and there to act upon Articles 1 and 4 through 66;

And, to notify and warn said inhabitants to meet at the Chebeague Island Hall Community Center in said town on Tuesday, the 9th of June, 2015 at 8 o’clock in the morning, then and there to act on Article 2 and 3 as set out below, the polling hours are from 8:00 o’clock in the morning until 8 o’clock in the evening.

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

ELECTION AND REFERENDUM VOTING ARTICLES: 2 AND 3

Article 2: To elect two Selectmen for three-year terms and two School Board Committee members for three-year terms.

Article 3: Do you favor continuing discussions and negotiations with the Great Chebeague Golf Club and the Holmbom Family regarding the construction of a parking lot near the Stone Wharf?

Explanation: In an effort to reduce the number of vehicles parked on Wharf Road, the Great Chebeague Golf Club (GCGC) has offered to donate a parcel of land to the Town of Chebeague Island. The land is located next to the Stone Wharf, adjacent to the Holmbom’s property across from the 6th green and would serve as an added parking area (approximately 40 cars) to serve the Stone Wharf. Since late last year, the Town has been in contract negotiations with the GCGC and with the Holmbom family regarding details of the land transfer, parking lot design and associated costs, yet to be determined. The Board of Selectmen presents a non-binding question to the voters to measure support for pursuing this idea.
Article 4: 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 2016 Warrant.

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

MUNICIPAL ORDINANCE ARTICLES

Article 5: Shall an ordinance entitled “Shellfish Conservation Ordinance of the Town of Chebeague Island, Maine” as amended June 2015, and identified in Exhibit A, be enacted.

Explanation: This ordinance revision replaces the existing Shellfish Conservation Ordinance. All changes have been reviewed and approved by the State of Maine Department of Marine Resources. This brings our ordinance into compliance with the state rules and regulations.

Article 6: Shall an ordinance entitled “Board of Selectmen Ordinance of the Town of Chebeague Island, Maine” as amended June 2015, and identified in Exhibit B, be enacted?

Explanation: This ordinance revision amends the existing Board of Selectmen Ordinance.

Article 7: Shall an ordinance entitled “Capital Planning & Finance Committee Ordinance” adopted June 4, 2011 and identified in Exhibit C, be repealed?

Explanation: This ordinance will be completely repealed. The Board of Selectmen with the assistance of the Town Administrator will develop the Capital Plan.

Article 8: Shall an ordinance entitled “Street Naming and Numbering Ordinance of the Town of Chebeague Island, Maine” and identified in Exhibit D, be enacted?

Explanation: This ordinance is in accordance with Maine’s Enhanced 9-1-1- Emergency Service.
ARTICLE 9: THROUGH ARTICLE 19: AUTHORIZE EXPENDITURES IN EDUCATION COST CENTER CATEGORIES

Article 9: Shall the Town Authorize the School Committee to expend $522,439 for Regular Instruction?

Article 10: Shall the Town Authorize the School Committee to expend $37,430 for Special Education?

Article 11: Shall the Town Authorize the School Committee to expend $0 for Career and Technical Ed?

Article 12: Shall the Town Authorize the School Committee to expend $0 for Other Instruction?

Article 13: Shall the Town Authorize the School Committee to expend $15,700 for Student and Staff Support?

Article 14: Shall the Town Authorize the School Committee to expend $73,823 for System Administration?

Article 15: Shall the Town Authorize the School Committee to expend $43,274 for School Administration?

Article 16: Shall the Town Authorize the School Committee to expend $87,448 for Transportation and Buses?

Article 17: Shall the Town Authorize the School Committee to expend $89,156 for Facilities Maintenance?

Article 18: Shall the Town Authorize the School Committee to expend $180,131 for Debt Service and Other Commitments?

Article 19: Shall the Town Authorize the School Committee to expend $31,156 for All Other Expenditures, Including School Lunch?
ARTICLE 20: THROUGH ARTICLE 21: RAISE FUNDS FOR THE PROPOSED SCHOOL BUDGET

Article 20: Shall the Town appropriate $635,652.09 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 $559,526.14 as 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 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 21: Shall the Town raise and appropriate $444,903.91 in additional local funds, which exceeds the State’s Essential Programs and Services funding model by $432,490.92 as required to fund the budget recommended by the School Committee?

\textit{Article 21 is required to be voted by written ballot.}

The School Committee recommends $444,903.91 for additional local funds and gives the following reasons for exceeding the State’s Essential Programs and Services funding model by $432,490.92. EPS does not fully support all the necessary costs of a Pre-kindergarten to grade 12 educational program, such as:

(1) Special Education costs; (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 those 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 22: SUMMARIZES THE PROPOSED SCHOOL BUDGET

Article 22: Shall the Town authorize the School Committee to expend $1,080,556 for the fiscal year beginning July 1, 2015 and ending June 30, 2016 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 $1,080,556.00. 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 23: 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 24: 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, 2015 and ending June 30, 2016 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 25:

Article 25: 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.

School Undesignated Fund Balance 0
General Purpose Aid $76,126
Explanation: This article identifies and summarizes the various revenue sources to be appropriated for school purposes.

(1) The School Undesignated Fund Balance identifies a fund balance transfer made to help lower the tax rate while maintaining a safe level of fund balance as determined by the School Committee. As the School Unassigned Fund Balance has been reduced to $146,649 at June 30, 2014 with another $87,033 budgeted for 2015, the School Committee has determined that no fund balance will be used to reduce the 2016 school budget.

(2) General Purpose Aid is received from the State of Maine to be used for school purposes and has been reduced in recent years.

MUNICIPAL BUDGET ARTICLES

Article 26: To see what sum the Town will vote to raise and appropriate for Administration and Board of Selectmen Accounts (1300).

The Board recommends: $ 242,250

Explanation: 26.5% ($50,712) increase from FY15 budget. The increase is primarily due to additional town administrator and bookkeeper wages and technology.

Article 27: To see what sum the Town will vote to raise and appropriate for the Assessor (1400).

The Board recommends: $ 12,600

Explanation: 8.6% ($1,000) increase from FY15 budget.

Article 28: To see what sum the Town will vote to raise and appropriate for Elections (1650).

The Board recommends: $ 2,900

Explanation: 7.9% ($248) decrease from FY15 budget. This decrease is a result of a non-presidential election year.
Article 29: To see what sum the Town will vote to raise and appropriate for Planning. (1700).

The Board recommends: $ 14,350

Explanation: 33.8% ($8,000) decrease from FY15 budget. The Planning Board has requested $5,000 for outside consulting services, $5,000 for legal review and $2,000 for GIS contracting for maps and any necessary GIS updates. Another $2,350 was added for surveying costs.

Article 30: To see what sum the Town will vote to raise and appropriate for Legal Services (1900).

The Board recommends: $ 12,000

Explanation: 50% ($4,000) increase from FY15 budget. This estimate is based on actual costs for the past four years.

Article 31: To see what sum the Town will vote to raise and appropriate for Law Enforcement Services (2100).

The Board recommends: $ 41,960

Explanation: 11.8% ($4,424) increase from FY15 budget.

Article 32: To see what sum the Town will vote to raise and appropriate for the Fire and Rescue Department (2200).

The Board recommends: $ 96,284

Explanation: 6.5% ($5,900) increase from FY15 budget. This includes $5,000 to assist with the funding for the Island Fellow Program.

Article 33: To see what sum the Town will vote to raise and appropriate for Code Enforcement (2400).

The Board recommends: $ 21,150

Explanation: 6.4% ($1,280) increase from FY15 budget. The wage line was increased to allow for the increased cost of the Code Enforcement Officer attending municipal meetings.
Article 34: To see what sum the Town will vote to raise and appropriate for the Harbormaster and Shellfish Warden accounts (2500).

The Board recommends: $28,320

Explanation: 3.9% ($1,159) decrease from FY15 budget.

Article 35: To see what sum the Town will vote to raise and appropriate for Animal Control (2600).

The Board recommends: $4,321

Explanation: .7% ($29) decrease from FY15 budget.

Article 36: To see what sum the Town will vote to raise and appropriate for Public Services (3100).

The Board recommends: $216,153

Explanation: 17.4% ($31,951) increase from FY15 budget. The increase is due to the need for an increased amount of road materials for both summer and winter roads and increased costs for barging.

Article 37: To see what sum the Town will vote to raise and appropriate for Solid Waste (3200).

The Board recommends: $145,482

Explanation: 15.1% ($19,047) increase from FY15 budget. The increase is primarily due to rising costs of barging and hauling solid waste.

Article 38: To see what sum the Town will vote to raise and appropriate for Cousins Island & Blanchard Lot (4400).

The Board recommends: $17,462

Explanation: 4% ($671) increase from FY15 budget.
Article 39: To see what sum the Town will raise and appropriate for Contributions (4600) and to authorize the Board of Selectmen to disburse the full amount.

Board of Selectmen recommends raising $108,000 and authorizing the Board of Selectmen to disburse the full amount according to this table:

<table>
<thead>
<tr>
<th>Contribution Disbursement</th>
<th>Proposed 15-16 To be Raised</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3150 Community Center</td>
<td>50,000</td>
<td>Same as last year</td>
</tr>
<tr>
<td>3164 VNA Home Health Hospice</td>
<td>1,000</td>
<td>$250 additional</td>
</tr>
<tr>
<td>3166 Island Council</td>
<td>7,000</td>
<td>Same as last year</td>
</tr>
<tr>
<td>3167 Recreation</td>
<td>50,000</td>
<td>Same as last year</td>
</tr>
<tr>
<td>TOTAL</td>
<td>108,000</td>
<td></td>
</tr>
</tbody>
</table>

Explanation: .2% ($250) increase from FY15 budget. If approved the Selectmen will disburse the appropriated funds to the appropriate entities.

Article 40: To see what sum the Town will vote to raise and appropriate for an additional contribution to the Community Center to assist with the funding of a new furnace. (4600-3150).

The Board recommends: $5,000. The estimated cost of the new furnace is from $15,000 to $25,000. The Community Center requested an additional $10,000. The Board of Selectmen recommends $5,000.

Article 41: To see what sum the Town will vote to raise and appropriate for an additional contribution to the Recreation Center to assist with the funding of a swimming pool filtration system.

The Board recommends: $5,000. The estimated cost of the filtration system is $20,000. The Recreation Center request was $10,000. The Board of Selectmen recommends $5,000.

Article 42: To see what sum the Town will vote to raise and appropriate for General Assistance (5810).

The Board recommends: $1,000

Explanation: No change from FY 15 budget.
Article 43: To see what sum the Town will vote to raise and appropriate for Health Services (5910).

The Board recommends: $2,100

Explanation: No change from FY15 budget.

Article 44: To see what sum the Town will vote to raise and appropriate for the Cemetery (6200).

The Board recommends: $10,520

Explanation: 125.3% ($5,850) increase from FY15 budget. The increase is due to the cost of contracting with someone for cemetery maintenance.

Article 45: To see what sum the Town will vote to raise and appropriate for Debt Service (6900).

The Board recommends: $221,042

Explanation: 58.5% ($311,564) decrease from FY15 budget. The decrease is a result of the payoff of the $1,800,000 Maine Bond Bank note for SAD 51 tuition and the payoff of the Backhoe lease-purchase agreement.

Article 46: To see what sum the Town will vote to raise and appropriate for Benefits & Insurance (7500).

The Board recommends: $139,755

Explanation: 2.71% ($3,895) decrease from FY15 budget.

Article 47: To see what sum the Town will vote to raise and appropriate for Street Lights (8100).

The Board recommends: $9,500

Explanation: 11.76% ($1,000) increase from FY15 budget. The increase reflects the actual cost of the Street Lights which includes the additional lights at the Stone Wharf.
Article 48: To see what sum the Town will vote to raise, appropriate and authorize the Board of Selectmen to spend for unexpected expenses as they deem necessary for Contingency (8300).

The Board recommends: $21,000

Explanation: No change from FY15 budget.

Article 49: To see what sum the Town will vote to raise and appropriate for Tax paid to Cumberland (8800).

The Board recommends: $43,000

Explanation: 2.4% ($1,000) increase from FY15 budget. The increase is based on an estimated increase in valuation. 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 50: To see what sum the Town will vote to raise and appropriate for County Tax (8900).

The Board recommends: $132,136

Explanation: 2.5% ($3,226) increase from FY15 budget. Assessed to the municipality by Cumberland County.

Article 51: 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 26: through Article 50: 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 52: To see if the Town will authorize the transfer of small Capital Project balances plus any accumulated interest, as follows, to the Wharf Capital Reserve.

Public Works Hydroseeder: $162.66; Indian Point: $936.87; and Public Services Furnace: $20.68 – For a total of $1,120.21.

Explanation: These balances were identified in the June 30, 2014 audit and require a vote at town meeting to transfer the amounts to another reserve fund.
Article 53: To see what sum the Town will raise and appropriate for Capital Improvements (9000).

Board of Selectmen recommends raising $406,000.

Explanation: The table below shows the sum recommended by the Board of Selectmen for each capital account. 26.9% increase ($86,000) from FY15 budget. The purpose of the capital account appropriations is to set aside funds for future infrastructure investment as well as vehicle and equipment expenditures. This avoids a large, one time, appropriation for major expenses.

<table>
<thead>
<tr>
<th>Capital Account</th>
<th>Approximate Current Balance</th>
<th>Proposed FY16 to be Raised</th>
<th>Estimated Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>9010 Dredging</td>
<td>204,416</td>
<td>45,000</td>
<td>249,416</td>
</tr>
<tr>
<td>9012 Fire Ponds</td>
<td>5,005</td>
<td>0</td>
<td>5,005</td>
</tr>
<tr>
<td>9015 Wharf Reserve</td>
<td>122,321</td>
<td>55,000</td>
<td>177,321</td>
</tr>
<tr>
<td>9016 Barge Ramps</td>
<td>10,080</td>
<td>0</td>
<td>10,080</td>
</tr>
<tr>
<td>9020 Floats &amp; Gangways</td>
<td>0</td>
<td>6,000</td>
<td>6,000</td>
</tr>
<tr>
<td>9025 Fire Truck Reserve</td>
<td>13,563</td>
<td>30,000</td>
<td>43,563</td>
</tr>
<tr>
<td>9030 Facilities</td>
<td>2,634</td>
<td>10,000</td>
<td>12,634</td>
</tr>
<tr>
<td>9032 Land Acquisition &amp; Development</td>
<td>0</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>9035 Vehicle Reserve</td>
<td>15,310</td>
<td>10,000</td>
<td>25,310</td>
</tr>
<tr>
<td>9040 Grant Matching Funds</td>
<td>24,066</td>
<td>5,000</td>
<td>29,066</td>
</tr>
<tr>
<td>9042 Paper Streets</td>
<td>5,013</td>
<td>10,000</td>
<td>15,013</td>
</tr>
<tr>
<td>9045 Revaluation Reserve</td>
<td>36,513</td>
<td>5,000</td>
<td>41,513</td>
</tr>
<tr>
<td>9050 Paving</td>
<td>176,059</td>
<td>175,000</td>
<td>351,059</td>
</tr>
<tr>
<td>9055 Public Services Equipment</td>
<td>140,016</td>
<td>15,000</td>
<td>155,016</td>
</tr>
<tr>
<td>9057 Recycling Compactors</td>
<td>5,021</td>
<td>0</td>
<td>5,021</td>
</tr>
<tr>
<td>9058 Easements &amp; Drainage</td>
<td>8,530</td>
<td>0</td>
<td>8,530</td>
</tr>
<tr>
<td>9059 Cemetery Capital Reserve</td>
<td>1,000</td>
<td>5,000</td>
<td>6,000</td>
</tr>
<tr>
<td>9060 Harbormaster Vessel</td>
<td>2,150</td>
<td>5,000</td>
<td>7,150</td>
</tr>
<tr>
<td>9070 Coastal Access Fund</td>
<td>9,851</td>
<td>0</td>
<td>9,851</td>
</tr>
<tr>
<td>9192 Rescue Vehicles &amp; Equipment</td>
<td>46,394</td>
<td>15,000</td>
<td>61,394</td>
</tr>
<tr>
<td>TOTAL</td>
<td>827,942</td>
<td>406,000</td>
<td>1,233,942</td>
</tr>
</tbody>
</table>

The total current balance of reserve accounts is available to the Board of Selectmen for the purpose defined for each account. This balance reflects the audited balance at June 30, 2014 plus 2015 appropriations and expenditures.
Article 54: Do you favor continuing discussions and negotiations with the owners of the property at Map 103, Lot 073 (Barbara Thorp, Martha Hough and Heirs of Elizabeth Gosselin) regarding the purchase of this property?

The Board of Selectmen recommend vote by written ballot.

The Town was recently approached by the Heirs of Barton and Marjorie Curit who offered to give the Town the right of first refusal on the 7 acre parcel of land that abuts the Chebeague Island Hall Community Center. During the development of the Comprehensive Plan, the parcel was identified as significant to the community because of its location in the center of the island and being adjacent to the Hall and Library. At that time, suggested use of the property included location for a new town office, Community Center expansion, affordable housing (homesteading), growth area, trail preservation, open space or any combination of the above. The property needs to be evaluated to determine the monetary value of the land and the feasibility of possible uses. This article authorizes the Selectmen to evaluate the property but does not authorize them to purchase it. A future town meeting would vote on a question to buy the property.

MUNICIPAL REVENUE BUDGET

Article 55: 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 2015-2016.

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

Article 56: 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 2015-2016.

Board of Selectmen recommends: $0

Explanation: A transfer from Undesignated Fund Balance is made to help lower the tax rate. According to the audited Financial Report at June 30, 2014, our undesignated fund balance was $230,740. This is approximately 8.8% of the current operating budget and is within allowable limits (8%-15%) based on the Board of Selectmen Undesignated Fund Balance Policy. Since this amount is on the low side of the limit, and the Selectmen do not expect this amount to increase at June 30, 2015, they are not using any of the existing fund balance to reduce taxation. It has been the recommendation of the auditor to increase the current amount of Undesignated Fund Balance.
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The Board of Selectmen recommend vote by written ballot.

The Town was recently approached by the Heirs of Barton and Marjorie Currit who offered to give the Town the right of first refusal on the 7 acre parcel of land that abuts the Chebeague Island Hall Community Center. During the development of the Comprehensive Plan, the parcel was identified as significant to the community because of its location in the center of the island and being adjacent to the Hall and Library. At that time, suggested use of the property included location for a new town office, Community Center expansion, affordable housing (homesteading), growth area, trail preservation, open space or any combination of the above. The property needs to be evaluated to determine the monetary value of the land and the feasibility of possible uses. This article authorizes the Selectmen to evaluate the property but does not authorize them to purchase it. A future town meeting would vote on a question to buy the property.

MUNICIPAL REVENUE BUDGET

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Board of Selectmen recommends: $0

Explanation: A transfer from Undesignated Fund Balance is made to help lower the tax rate. According to the audited Financial Report at June 30, 2014, our undesignated fund balance was $230,740. This is approximately 8.8% of the current operating budget and is within allowable limits (8%-15%) based on the Board of Selectmen Undesignated Fund Balance Policy. Since this amount is on the low side of the limit, and the Selectmen do not expect this amount to increase at June 30, 2015, they are not using any of the existing fund balance to reduce taxation. It has been the recommendation of the auditor to increase the current amount of Undesignated Fund Balance.
Article 57: To see what sum the Town will vote to take from receipts, sources and designations, to apply against fiscal year 2015-2016 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 2015-2016.

Board of Selectmen recommend: $275,076

Explanation: The total revenues from receipts, sources and designations includes: $76,126 (from Article 25) plus $0 (from Article 56) and $198,950 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>3,000</td>
</tr>
<tr>
<td>303 EXCISE TAX</td>
<td>85,000</td>
</tr>
<tr>
<td>304 BOAT EXCISE TAX</td>
<td>8,000</td>
</tr>
<tr>
<td>305 INTEREST &amp; PENALTIES</td>
<td>6,000</td>
</tr>
<tr>
<td>316 SHELLFISH LICENSES</td>
<td>2,500</td>
</tr>
<tr>
<td>327 HOMESTEAD STATE REIMB REV</td>
<td>8,000</td>
</tr>
<tr>
<td>328 VETERANS EXEMPTION REIMB</td>
<td>600</td>
</tr>
<tr>
<td>331 STATE REVENUE SHARING</td>
<td>9,000</td>
</tr>
<tr>
<td>351 POLICE ISSUED FINES</td>
<td>3,000</td>
</tr>
<tr>
<td>364 GROWTH PERMITS</td>
<td>200</td>
</tr>
<tr>
<td>366 BUILDING PERMITS</td>
<td>8,000</td>
</tr>
<tr>
<td>367 ELECTRICAL PERMITS</td>
<td>1,200</td>
</tr>
<tr>
<td>368 PLUMBING PERMITS</td>
<td>2,500</td>
</tr>
<tr>
<td>369 OTHER PERMITS</td>
<td>1,000</td>
</tr>
<tr>
<td>401 DOG REVENUE</td>
<td>500</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>418 CHEBE. ISLAND SOLID WASTE</td>
<td>30,000</td>
</tr>
<tr>
<td>500 RENTAL MOORING FEES</td>
<td>150</td>
</tr>
<tr>
<td>501 STONE WHARF PERMITS</td>
<td>5,000</td>
</tr>
<tr>
<td>502 TRANSIENT TIE-UP FEES</td>
<td>1,300</td>
</tr>
<tr>
<td>511 CTC ESCROW - BLANCHARD LO</td>
<td>2,000</td>
</tr>
<tr>
<td>512 COPY FEE REVENUE</td>
<td>200</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$198,950</strong></td>
</tr>
</tbody>
</table>

Article 58: 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 checking account and respect the wishes of the donor regarding use of donated funds or assets.
Article 59: 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 60: 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 61: To see if the Town will vote to set the date(s) that fiscal year 2015-2016 Real and Personal Taxes are due as October 1, 2015 and April 1, 2016 and to charge interest at the rate of 7.0% per annum for fiscal year 2015-2016 Real and Personal taxes paid after those dates.

Article 62: 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 36 M.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 63: 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 64: To see if the town will vote to authorize the Board of Selectmen to dispose of town-owned assets (excluding land) with a value of $10,000 or less, under such terms and conditions as they deem advisable.

Explanation: This article avoids the necessity of calling a special town meeting every time the town has personal property of little value that the Board of Selectmen wish to sell or otherwise dispose of.
Article 65: 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 both selectpersons and school committee members, shall be conducted by secret ballot at the voting polls on June 9, 2015, 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 he or she must have filed nomination papers in accordance with 30-A M.R.S.A. § 2528.

Article 66: To adjourn the Annual Town Meeting until June 9, 2015 8:00 AM so that secret ballot votes for local and state elections and issues (Articles 2 and 3) may be held at the Chebeague Island Hall Community Center, 247 South Road, and then after the closing of the poll at 8:00 PM and the announcement of the results by the moderator, to adjourn the Town Meeting.

Given unto our hands this 27th day of May, 2015, at Chebeague Island, Maine

_____________________________  ________________________________
Susan Campbell, Chair          David Hill

_____________________________  ________________________________  ________________________________
Donna Damon                    William Calthorpe                Christopher Loder

Chebeague Island Board of Selectmen
Exhibit A

SHELLFISH CONSERVATION ORDINANCE

of the Town of Chebeague Island
MAINE

Adopted by the Town Meeting:
Effective:

Attest:

______________________________
Town Clerk

Seal:
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 or a gloved hand..

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) to seven (7) 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 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

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 (except that children twelve and under can dig when they are accompanied by a licensed adult). 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.

The licensee must be present and must have their license on their person.

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.

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

j) **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.

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

l) 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 n) below.

m) 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.

n) The Shellfish Conservation Committee may specifically recommend the period of license validity as well as the areas open to commercial harvesting each year through the conservation closure process.

o) 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.

p) All commercial license holders that participate for a minimum of 10 hours in the annual Conservation Activities 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 Conservation Activities 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. Any party who wishes to apply for a commercial license must have participated in Conservation Activities in any prior or current year, as described above.

Section 108. RECREATIONAL LICENSES

q) 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.

r) Resident Recreational Shellfish License: This category of license shall be made available as an Individual license and as an “individual plus one” license. This category of license is available to residents of the Town of Chebeague Island and entitles the holder (or the holder plus one guest) to dig and take no more than one peck of shellfish per day per license for the use of the licensee, guests and immediate family. The Resident Recreational Shellfish license may be issued for the following durations:

- Annual (individual or individual plus one)
- Month (individual)
- Day (individual)

s) Resident Senior Recreational Shellfish License: This category of license shall be made available as an Individual 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. The Individual license entitles the licensee to dig and take no more than one peck of shellfish per day for the use of the licensee, guest and licensee’s immediate family.

t) Non-Resident Recreational Shellfish License: This license is available to non-residents of the Town of Chebeague Island, and entitles the holder to dig and take no more than one peck of shellfish per day 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.
u) 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 (within the annually approved quantity of licenses to be issued for that year). 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 day.

Section 109. REQUIREMENTS

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

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

x) 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.

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

z) 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.

aa) Reciprocal Harvesting: Privileges: License holders from other municipalities cooperating with this municipality on a joint shellfish management program may harvest shellfish according to the terms of their shellfish licenses, according to the terms of their shared ordinance.

bb) 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.

c) 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.

d) Legal Hours: shellfish may only be harvested from ½ hour before sunrise until ½ hour after sunset.

e) 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.

ff) 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 or address the advisement at a regular Selectmen meeting, 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, and 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

gg) 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.

hh) 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.

ii) Length of Suspension for Section 113gg) and Section 113hh) 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.

jj) 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.

kk) 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.
Exhibit B

BOARD OF SELECTMEN
ORDINANCE

of the Town of Chebeague Island
MAINE

Adopted by the Town Meeting:
Effective:

Attest:

__________________________
Town Clerk

Seal:
Section 101.  NUMBER OF SELECTMEN; ELECTION; TERM

The administration of all fiscal and prudential affairs of the town, with the government thereof, except as otherwise provided by statute or local ordinance, shall be vested in one body of five members, which shall constitute and be called the Board of Selectmen. The Board of Selectmen shall be elected at large by paper ballot at the Annual Town Meeting to serve one to three year terms initially and staggered, three year terms thereafter. Elections shall be determined by majority vote. Length of initial terms shall be determined as follows: the two nominees receiving the greatest number of votes shall each serve for three years; the two nominees receiving the next greatest number of votes shall each serve two years; the fifth receiving the next greatest number of votes shall serve one year. All members of the Board shall be residents of the Town of Chebeague Island, and shall be sworn in the manner hereinafter prescribed. Each member shall serve until a successor is elected and qualified.

Section 102.  COMPENSATION

Selectmen shall receive $50.00 for each Board meeting attended, not to exceed in the aggregate $1,200 per year in full for their services, and shall be paid quarterly. Such compensation shall be changed by ordinance, but no such ordinance increasing the salary of members of the Board of Selectmen shall take effect during the then-current municipal year.

Section 103.  RECALL

Upon written request from one or more qualified voters of the town, the Town Clerk or Deputy Town Clerk shall issue appropriate, blank petition forms for the commencement of proceedings to recall a Selectman, or any other elected town official except a member of the Committee. All copies of the petition shall contain the name of the person or persons who obtained the petition. The petition shall state the name and office, or offices, of the person whose removal is being sought and a statement of general or detailed reasons for seeking removal. Each petition shall be limited to the recall of a single individual. All pages of a single petition shall be filed as one document. Each page of the petition shall provide a space for the voter’s signature, address and printed name.

Any petition issued by the Clerk must be returned and filed with the Clerk no later than thirty (30) days from the date of issuance. The petition shall be signed in the presence of a Notary Public by the individual or individuals who requested the petition. Within ten (10) days after the circulation period ends, the Clerk shall certify to the Board of Selectmen whether the petition has been signed by not less than the greater of 10 registered voters of the town or ten percent (10%) of voters of the municipality in the last gubernatorial election as provided in statutes. Should less than the required registered voters of the town sign the petition, the petition will be filed in the clerk’s office and the voter(s) who filed the petition will be notified. The petition shall have no further force or effect and no new petition for the recall of the same individual can be initiated until one hundred eighty (180) days from the filing of the previous petition.
Should the required or more of the registered voters of the town sign the petition, the Board of Selectmen shall, upon receipt of certification, call a special election on the question of recall to be held within thirty (30) days of the certification. Should the Board of Selectmen fail or refuse to order an election as herein provided, such election may be called by a Notary Public in the county on written petition of a number of registered voters equal to the greater of 10 registered voters of the town or ten percent (10%) of voters of the municipality in the last gubernatorial election as provided in statutes. The Board member or other elected official shall be recalled when a majority of those voting thereon have voted in the affirmative. Any Selectman or other elected town official against whom the recall proceedings have been initiated may continue to hold office until recalled. A recalled Selectman or other elected town official may not be appointed to serve the balance of the unexpired term and may not run as a candidate in a special or regular election to fill the balance of the unexpired term. A recalled Selectman or other elected town official may seek election to a full term to the same or any other office at any election after the date of recall.

A recall petition may be withdrawn at any time prior to the 15th day preceding the day scheduled for a vote of the town by filing with the Town Clerk a written request for withdrawal signed by the majority of persons who obtained the petition. A request for recall of the same elected official may not be accepted by the Clerk until one hundred eighty (180) days after the expiration of the previous filing period.

Section 104. REGULAR AND SPECIAL MEETINGS

The Board of Selectmen shall establish a regular place and time for holding its regular meetings and shall meet at least monthly. The Board shall also provide a method for calling special meetings in accordance with statutes and ordinances.

During each regular and special meeting there shall be opportunity for public discussion upon each item on the agenda. The Board shall allow the public to film or tape record public meetings when this is conducted in a non-disruptive manner. The agenda for each Board meeting shall be posted and distributed at least three days in advance of the meeting and earlier if required by statutes or local ordinances in such public places and private establishments as Town Hall, Chebeague Transportation Company commuter boat, Doughty’s Island Market bulletin board, town website, Chebeague Island Library, Recreation Center, Chándlers Cove Wharf shelters, and such other locations as the Board shall determine.

The Board may call an emergency meeting to deal with a specific issue requiring prompt action and the Board shall, at a minimum whenever practical, notify local media representatives of the meeting to include time, location, and the general topic(s) to be discussed. Where feasible, the Board shall also post and distribute notice of the meeting to include the time, date, location, and general topic(s) to be discussed in such public places and private establishments as set by this article/ordinance/document and at least 24 hours in advance of the meeting.
Section 105. RULES OF PROCEDURE: JOURNAL

The Board of Selectmen shall determine its own rules and order of business except where otherwise provided by statute or ordinance. It shall keep a written record of its public proceedings and the record shall be open to public inspection. The record approved by the majority of Board members shall be published on the town website and made available at the Town Hall and Chebeague Island Library and other public and private establishments as the Board shall determine. The record shall include the date, time, and location of the meeting, the municipal officers in attendance, the issues discussed, the nature of the issues, the nature of any resolution of the issues, the wording of any motions passed by vote, names of officials voting for and against and abstaining, motions to go into executive session and including the nature of business to be discussed in executive session and citation of one or more sources of statutory or other authority to justify the executive session.

Section 106. PRESIDING OFFICER

The Board of Selectmen shall elect from among its members a Chairman and Vice Chairman, each of whom shall serve at the pleasure of the Board. The Chairman shall preside at meetings of the Board, shall be entitled to vote and shall be recognized as head of the town government for all ceremonial purposes, and by the Governor for purposes of military law, and shall be responsible for agenda preparation and distribution for regular and special Board meetings and for calling town meetings. The Vice Chairman shall act as Chairman during the absence or disability of the Chairman.

Section 107. QUORUM

A majority of the Board of Selectmen shall constitute a quorum for the transaction of business. Board members must be physically present in order to vote. At least three (3) votes shall be registered in favor of passage of any motion, order, or resolution before the Board. A smaller number may adjourn from time to time or may compel attendance of absent members by subpoena. At least twenty-four (24) hours notice of the time and place of holding such adjourned meeting shall be given to all members who were not present at the meeting from which adjournment was taken.

Section 108. QUALIFICATIONS: VACANCIES

(A) Selectmen shall be qualified-registered voters of the Town of Chebeague Island and must have been registered voters of the Town for two (2) years immediately prior to the time of election and shall reside in the Town during their term of office.

(B) Holding other office: Except where clearly authorized by law or pursuant to an agreement under the Interlocal Cooperation Act, no Selectman shall hold other town elected office or employment, and no Selectman shall serve on a Board-appointed committee, except as a non-voting ex-officio member, during the term for which he or she was elected to the Board. No former Selectman shall hold any compensated appointed town office or employment until one year after the expiration of the term for which he or she was elected to the Board. With the
exception of the Fire Chief and Rescue Chief, membership in the Chebeague Fire and Rescue Department, alone, shall not be grounds for disqualification from holding office as a Selectman.

1) No current Selectman may apply for a job with the Town without first resigning and submitting a written application for the position.

2) No Selectman, during the term for which he has been elected and for one year thereafter may be employed by the Town for any job which was created or the compensation of which was increased by the action of the Selectmen during the Selectman’s term.

3) Any Selectman applying for a job with the Town will be considered with all other applicants, and must be given no special preference or privileges.

4) The Board shall select the best qualified candidate after posting the position.

(C) **Forfeiture of Office:** A Selectman shall forfeit office if he or she:

1) Lacks at any time during his or her term of office any qualification the office prescribed by law or ordinance.

2) Is convicted of a crime or offense which is reasonably related to an inability to serve as a Selectman, or

3) Fails to attend four consecutive regular meetings of the Board without being excused by the Board.

(D) **Vacancies.** The office of Selectman shall become vacant upon non-acceptance, resignation, abandonment, death, recall or removal from office in any manner authorized by law, forfeiture of office, or permanent physical or mental disability causing inability to perform required duties after reasonable accommodation has been made by the town pursuant to state and federal law.

(E) **Filling of Vacancies.** If a seat on the Board of Selectmen becomes vacant more than three (3) months prior to the next annual town meeting, the Board shall call a special election to fill the unexpired term to be held within sixty (60) days from the date that the vacancy occurred. If a seat on the Board becomes vacant less than three (3) months prior to the next regular election, the Board shall, at its option, either:

1) Call a special election to fill the unexpired term to be held within sixty (60) days from the date that the vacancy occurred; or

2) Appoint a qualified voter of the town to serve as Selectman until the next annual town meeting, at which time an election shall be held to fill the unexpired term;
provided that the appointment must be made within sixty (60) days from the date that the vacancy occurred.

(F) The Board of Selectmen is authorized to act with its full powers and authority during any time that vacancies exist on the Board, provided that it fulfills the quorum requirements of Section 107.

Section 109. ENUMERATION OF POWERS

The Board of Selectmen shall have all executive and quasi-judicial powers and duties as authorized by constitutional provisions, statutes, and articles/ordinances/documents set by town meetings. The Board of Selectmen shall have power to:

(A) Appoint the Town Administrator for an initial term not to exceed three years, reappoint the Town Administrator for additional terms not to exceed three years, and remove the Town Administrator prior to the expiration of his term after due process and for cause by a majority of its members. At least thirty (30) days before such removal shall become effective, the Board shall, by a majority vote of its members, adopt a preliminary resolution stating the reasons for the Administrator’s removal. The Administrator may reply in writing and may request a hearing. After such hearing if one be requested, and after full consideration, the Board by majority vote of its members may adopt a final resolution of removal. By the preliminary resolution, the Board may suspend the Administrator from duty, and may continue to pay the regular salary of the Administrator during the period of suspension. If the Board votes to remove the Town Administrator, it shall pay the Administrator any unpaid balance of his salary for the current calendar month. The Board shall review at least annually the performance of the Town Administrator and present said review to the Town Administrator in executive session. During the Town Administrator’s temporary absence or disability, the Board may appoint another qualified person to perform the duties of the Administrator until the Administrator returns.

(B) Appoint the Town Attorney and the Town Auditor to serve at the will of the Board;

(C) Appoint the Board of Assessment Review, the Board of Adjustment and Appeals, the Planning Board, and all statutory and advisory boards to serve such terms of office and subject to removal under such conditions as may be established by ordinance or statute;

(D) Appoint the Town Assessor for an initial term not to exceed three years, reappoint the Assessor for additional terms not to exceed three years, and remove after due process and for cause by a majority of Board members;

(E) Approve/reject appointments made by Town Administrator or temporary Town Administrator or, in absence of thereof, appoint municipal positions as set by statute or authorized by ordinance;
(F) Approve/reject appointments made by Town Clerk or Deputy Town Clerk or, in absence thereof, appoint Ballot Clerks;

(G) Make, enact, alter and repeal ordinances related to the regulation of pedestrian traffic, parking, taxis and other vehicles for hire, general assistance, keeping convenient channels open for the passage of vessels in local harbors, a drug and alcohol testing policy for employees required to have commercial drivers license for their employment-related duties, and other specific purposes as set forth by statute;

(H) Make investigations into the affairs of the town and the conduct of any town department, office or agency;

(I) Provide for the consolidation and distribution of an annual proposed municipal and school budget;

(J) Administer the municipal budget once adopted at Town Meeting; and approve or reject disbursements for the municipal and school budget in accordance with appropriation articles;

(K) Provide for an annual audit of the Town of Chebeague Island’s financial statements, books, and accounts;

(L) Prepare proposed ordinances, accept voter petition articles and ordinances validated by the Town Clerk, and prepare warrants for Town Meeting;

(M) Enforce the Town of Chebeague Island Code of Ordinances;

(N) Enter into litigation, decide to go to trial or settle, and whether to appeal if the Town loses when funding is authorized by or when necessary, pending approval at Town Meeting;

(O) **If the Town Clerk, Tax Collector or Treasurer fail to do so, the Selectmen may appoint** a Deputy Town Clerk, Deputy Tax Collector, and Deputy Treasurer to serve during incumbents’ absences;

(P) Perform fact findings, attend hearings, and prepare written decisions when any municipal permittee, licensee, or other member of the public claims to be aggrieved and files certain appeals;

(Q) Cause the Town of Chebeague Island to join and fulfill any membership responsibilities for any organization the Town decides to join at Town Meeting;

(R) Represent and advocate for the Town of Chebeague Island before the Legislature and Executive branches of state government; and any other governmental body whose action or inaction may impact the Town.
(S) Create and maintain a fee schedule for all fees created specifically by municipal ordinance or otherwise allowed or required by State Law. When a fee set explicitly in a municipal ordinance conflicts with one set in the fee schedule then the fee schedule shall take priority. The schedule shall be reviewed by the Board of Selectmen annually and must be signed by a majority of the Board. Fees must reflect the town’s estimated cost of administering and enforcing the various ordinances.

(T) Identify, assess, and prioritize the Town’s long-term capital needs, research future needs; develop long-term capital expenditure plans for Town facilities, infrastructure, and land in cooperation with other Town boards, committees, employees, and members of the public; and publicly review and amend the Capital Plan on an annual basis.

Section 110. 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.
EXHIBIT C

CAPITAL PLANNING & FINANCE COMMITTEE ORDINANCE

of the Town of Chebeague Island
MAINE

Adopted by the Board of Selectmen:
Effective:

Attest:
Section 111. TITLE
This Ordinance shall be known as and may be cited as the “Capital Planning & Finance Committee Ordinance in the Town of Chebeague Island, Maine,” and shall be referred to herein as “this Ordinance” or “this chapter”.

Section 112. PURPOSE AND AUTHORITY
The purpose of this Ordinance is to establish a standing committee in the Town of Chebeague Island, Maine to be known as the Capital Planning & Finance Committee and shall be referred to herein as “the Committee”. This Ordinance is adopted pursuant to 30-A M.R.S.A. § 3001.

Section 113. ORGANIZATION AND ADMINISTRATION

  g) **Membership.** The Committee shall consist of no more than three members who shall be appointed by the Board of Selectmen.
  
  h) **Term.** Members shall serve for terms of 3 years, staggered if possible such that no more than one member’s term expires each year.
  
  i) **Chairman.** The Committee shall elect a Chairman from among its members. The Chairman shall call meetings as required by this Ordinance, or as necessary or when so requested by a majority of members or the Board of Selectmen. The Chairman shall preside at all meetings.
  
  j) **Secretary.** The Committee shall elect a Secretary. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and regularly submit the records to the Town Clerk who will forward them to the Board of Selectmen and the Town administrator.
  
  k) **Subcommittees.** The Committee may, with majority approval from the Board of Selectmen, establish and populate sub-committees, ad hoc or standing, to address specific areas of capital planning.
  
  l) **Notice.** All meetings shall be held in a public place and scheduled through the Town Clerk who shall provide reasonable notice.
  
  m) **Quorum.** A quorum necessary to conduct business shall consist of at least a majority of members.

  n) All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410.

Section 114. DUTIES OF THE COMMITTEE

  a) The primary duty of the committee is to advise the Board of Selectmen by (1) assisting the Selectmen as they identify, assess, and prioritize long-term capital needs, (2) researching and developing long-term capital expenditure plans and/or options for town facilities and infrastructure, (3) researching finance options, and (4) analyzing the fiscal impacts thereof. Town facilities and infrastructure include:

  - **Public buildings:** fire station, town offices, public works structures, transfer station, school, and others as may be constructed or acquired.
  
  - **Transportation facilities:** public wharves and landings, roads and parking areas, and others as may be constructed or acquired.
  
  - **Public works equipment.**
- Public safety equipment.
- Town administrative equipment.
- Town-owned land.

b) The Committee shall work in cooperation with the Board of Selectmen, Town Administrator, Road Commissioner, Fire Chief, and School Superintendent as it identifies capital needs and develops capital expenditure plans.

c) The Committee may adopt rules of procedure not inconsistent with this Ordinance.

d) The Board of Selectmen and town staff shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties under this Ordinance. The town staff shall also provide assistance updating electronic records as necessary.

Section 115. AUTHORITY OF THE COMMITTEE

The Committee's authority shall be advisory only. The Board of Selectmen may use any or all parts of the Committee’s capital expenditure plans at their discretion.

Section 116. AMENDMENTS

This Ordinance may be amended by Town Meeting.

Section 117. 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.
Street Naming and Numbering Ordinance of the Town of Chebeague Island, Maine

Meeting: 

Adopted by the Town

June __, 2015
Effective June __, 2015

Attest:

Town Clerk

Seal:
Section 1. Title and Purpose

This ordinance will henceforth be known as the “Street Naming and Numbering Ordinance.” The purpose of this ordinance is to enhance the easy and rapid location of structures by public safety and emergency services personnel and postal delivery in the Town of Chebeague Island.

Section 2. Authority

This ordinance is adopted pursuant to and consistent with Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3001.

Section 3. Administration

This ordinance shall be adopted by the Municipal Officers and shall be administered by the Code Enforcement Officer. The Municipal Officers are authorized to and shall assign street names, both on existing and proposed streets. The Code Enforcement Officer is authorized to assign numbers to all properties, in accordance with the criteria in Sections 5 and 6 of this ordinance. The Code Enforcement Officer shall be responsible for maintaining the following official records of this ordinance:

a. A Chebeague Island map for official use showing street names and numbers.
b. An alphabetical list of all property owners as identified by current tax records, by last name, showing the assigned numbers.
c. An alphabetical list of all streets with property owners listed in order of their assigned numbers.

Section 4. Naming System

All streets that serve two or more structures shall be named regardless of whether the ownership is public or private. "Street" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel or dirt thoroughfare. "Property" refers to any property on which a more or less permanent structure has been erected or could be placed. All proposed names for streets shall be reviewed by the Municipal Officers prior to approval. A street name assigned by
the municipality shall not constitute or imply acceptance of the street as a public way.

The following criteria shall govern the naming system:

a. No two streets shall be given the same name (ex. e.g. Pine Road and Pine Lane).

b. No two streets shall have similar-sounding names (ex. e.g. Beech Lane and Peach Lane).

c. Each street shall have the same name throughout its entire length.

Section 5. Numbering System

The following criteria shall govern the numbering system:

a. Numbers shall be assigned every 50 (fifty) feet along both sides of the street, with even numbers appearing on the left side of the street and odd numbers appearing on the right side of the street, as the numbers ascend. A 25-foot or less interval may be applied in more densely structured areas.

b. All number origins shall begin from the east and continue west and from the south and continue north. For dead end streets, numbering shall originate at the intersection of the adjacent street and terminate at the dead end.

c. The number assigned to each structure shall be that of the numbered interval falling closest to the front door or the driveway of said structure if the front door cannot be seen from the main street.

d. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy, i.e. duplexes will have two separate numbers; apartments will have one street number with an apartment number, such as 235 Maple Road, Apt 2.

e. Corner lots should be assigned a number according to where the front door faces the street. There may be instances, however, when a corner lot might be numbered based on its driveway, if it makes sense from an emergency responder perspective.

Section 6. Responsibility of Owner
All owners of structures shall, by the date stipulated in Section 9, display and maintain in a conspicuous place on said structure, assigned numbers in the following manner:

a. Number on the Structure or Residence. Where the residence or structure is within 50 (fifty) feet of the edge of the street right-of-way, the assigned number shall be displayed on the front of the residence or structure in the vicinity of the front door or entry.

b. Number at the Street Line. Where the residence or structure is over 50 (fifty) feet from the edge of the street right-of-way, the assigned number shall be displayed on a post, fence, wall, the mail box, or on some structure at the property line adjacent to the walk or access drive to the residence or structure.

c. Size, Color, and Location of Number. Numbers shall be of a color that contrasts with their background color and shall be a minimum of four (4) inches in height. Numbers shall be located to be visible from the street at all times of the year.

d. Proper number. Every person whose duty is to display an assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

e. Interior location. All residents and other occupants are requested to post their assigned number and street name adjacent to their telephone for emergency reference.

Section 7. New Construction and Subdivisions

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this ordinance and as follows:

a. New Construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to obtain an assigned number from the Code Enforcement Officer. This shall be done at the time of the issuance of the building permit.

b. New Subdivisions. Any prospective subdivider shall show a proposed street name and lot numbering system on the pre-application submission to the Planning Board Approval by the Planning Board, after consultation with Municipal Officers shall constitute the assignment of street names and numbers to the lots in the subdivision. On the final plan showing proposed streets, the applicant shall mark on the plan, lines or dots, in the center of
the streets every fifty (50) feet so as to aid in the assignment of numbers to structures subsequently constructed.

Section 8. When Effective

This chapter shall become effective immediately. The provisions of this chapter shall be enforced by the Code Enforcement Officer. Appeals of decisions by the or Code Enforcement Officer shall be made to the Board of Adjustment and Appeals as permitted in Chapter 603.4, Zoning Districts and Enforcement. It shall be the duty of the Municipal Officers or its designee to notify by mail each property owner and the post office of a new address at least 30 days before the effective date of its use. It shall be the duty of each property owner to comply with this chapter, including the posting of new property numbers, within 30 days following notification. On new structures, numbering will be installed before final inspection or issuance of certificate of occupancy, whichever comes first.
RETURN ON THE WARRANT

Chebeague Island, Maine

May 28, 2015

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 Company vessel “Islander” and the said Town, being public and conspicuous places in said Town, on the twenty eighth day of May, 2014, being at least seven days before the meeting.

________________________________________
Resident of Chebeague Island
2015 Annual Town Meeting

9:00am on June 6th at the Island Hall

2015 School Committee and Selectboard Elections

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

We Hope to See You There!

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

Local Delivery
Chebeague Island, ME
04017