MONTHLY REPORT

To: Marjorie Stratton, Town Administrator
From: Public Services Department
Date: June 9, 2015
Re: May 2015 Report of Activities

WORK COMPLETED

- Commercial Floats/Ramp repairs completed
- Launch and install commercial floats
- Meet with Town Administrator Re: work, requests for service and progress updates.
- Back drag behind fire station to soothe walking areas.
- Rebuild Safety Ladder for Commercial floats.
- Cold patch frost heaved culvert area at Sue Benner
- Clean out outfall of cross culvert from library drainage.
- Pull 18” stump from ditch on Soule Rd.
- Haul gravel from Fire Station to Brush dump
- Haul chips from brush dump to Fire Station
- Remove BUMP/Heavy Loads Limited posters
- Remove Plow equipment from T-6
- Weld/repair commercial float ramp
- Repair hole in front tire of backhoe
- Reset Drain Grate in parking area at Stone Pier
- Check Old Cart Road line of sight onto North Road
- Process 60 gallons of waste oil and dispose of containers
- Repair washout on East Shore Drive
- Contact Affordable Well drilling Re: Brush Chipping
- Repair Chandlers cove floats
- Replace mailbox at 54 East Shore Drive
- Repair mailbox’s on Capp’s Road
- Sweep roads and parking areas
- Load CRT’s into cages at Transfer Station for shipping
- Shoulder south end of Littlefield Road
- Install 12” x 30’ Alum type 2 culvert at golf club driveway
- Shoulder John Small/South Roads and sweep
- Return Sweeper to mainland
- Spread Cal Chloride on Littlefield Road
- Remove Ice damaged steel piling from punt float on west side of stone pier
- Cut and install new pipe rollers for commercial and chandlers cove floats
- Repair Stairs to beach at the end of Soule Road
- Push Back Demo cans
- Push Back brush dump
- Deliver/pick up sheriffs car, tower contractor vehicles
- Safety, ladder, jack, air compressor reports
- Diesel Fuel report to Town Administrator
- Empty trash containers at both wharfs
• Clean and organize Town Garage

Diesel Fuel Consumption from 5-11-15 to 6-8-15 is 192.7 gallons.
Available fuel is 588 gallons in white tank plus 250+/- in red tank.

**GOALS FOR JUNE 2015**

• Pot holes
• Paving Preparations John Small and South Roads
• Repairs to Chandlers floats in the water
• Locate gangway hardware for chandler’s floats
• Clean up around Fire Station from antenna project
• Cousins CTC floats piling wear gear (oak planks) loose secure in better way than Lag Bolts
• Clean up and organize Refrigerators and White goods at Transfer Station
• Remove broken wooden piling from the end of Stone Pier
• Drainage ditching
• Clean grading debris off shoulder of Roy Hill Road
• Fire House Road drainage
• Line of sight from Old Cart Road (remove vegetation debris)
PROJECT MANAGEMENT REPORT #7
SUNSET LANDING PROJECT – CHEBEAGUE ISLAND, MAINE

MMI # 3593-02 June 23, 2015

Phase 1 – Existing Conditions Evaluation (Land Side)

Progress:

- Complete and Accepted by TOCI Sunset Committee on May 4, 2015.

Phase 1 Expense: $16,500

Phase 2 – Existing Conditions Evaluation (Water Side & Supplemental)

Progress:

- Shore and Harbor Grant: The field work for Phase 2A has been completed and the TOCI has been invoiced from MMI for this work so that reimbursement can be sought from the Maine Coastal Program.
- Eel Grass Survey: Complete.
- Bathymetric Survey: RACE expects to have the mapping completed by July 3. They noted that the data collection methods utilized by the State create a potential for error, and these will be identified in detail in the report. Expected errors due to uncorrected data are plus or minus 6 inches.
- Archaeology: Field explorations are complete and Tetra Tech expects to have a draft report generated before July 3.
- Wind & Wave Analysis: Commencement of the work is still contingent on converting the bathymetric into a cad plan. A draft report is expected by July 3.

Next Steps:

- Provide reports related to archaeology, bathymetric surface, and the wind/wave analysis to the Sunset Committee by July 3.
- Prepare for public presentation to the Town related to findings of the Phase 2 work for a meeting that is scheduled for Monday, August 3. The deliverable is expected to be an expanded existing conditions map, supplemental reports related to the studies that were performed, and an explanation of the anticipated permitting requirements associated with development of the property.
- Continue planning for Phase 3 work to include a community survey and design charrettes to discuss potential uses of the property.
- Prepare and submit a $10,000 invoice to Maine Coastal Program for the Phase 2A work.
### Phase 2 Budget Summary:

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### Summary of Phase 2 Project Management Tasks Completed

- Preparation of Grant Application to Coastal Communities Program, including coordination with Melissa Anson, program manager, to provide project updates.
- Preparation of Request for Proposals for Archaeology, Eel Grass Survey, Bathymetric Survey and Wind/Wave Analysis work.
- Management of subconsultants to perform the specialty tasks of archaeology, eel grass survey, bathymetric survey and wind/wave analysis work. This includes obtaining the necessary background information so that the consultants can complete their work and answering questions as they come up.
- A significant amount of time was spent in an attempt to convert the raw bathymetric data provided by the State into a usable format. This work is still ongoing.
- Coordination with Maine Historic Preservation Commission regarding the appropriate scope of work necessary for the archaeological investigation.
- Preparation for and attendance at meetings with TOCI Sunset Landing Committee.
- Perform site reconnaissance and site observations.

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Dustin M. Roma, P.E.
Lead Project Engineer, Civil
## Custom Budget Report

### Expense

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**Expense Totals:** 2,497,962.46  2,589,473.14  2,874,722.57  3,106,782.00  2,407,598.62  3,039,842.00  -66,940.00  -2.15%
## Custom Budget Report

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<tr>
<td>GJ #1</td>
<td>To reclassify Legal Fees expenditures</td>
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<td>E-1900-5540</td>
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<td>1,238.37</td>
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<td>Sunset Landing</td>
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<td>BJ#3</td>
<td>To reclassify Education Budget - Debt</td>
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<td>Service to Health Insurance</td>
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<td><strong>As voted by School Board 9/16/2014</strong></td>
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## Town of Chebeague
### General Journal Entries (GJ)
#### 23-Jun-15

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<th>Account</th>
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<tr>
<td>GJ #3</td>
<td>To record Capital Improvement Appropriations</td>
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<tr>
<td>E-9000-9010</td>
<td>Dredging</td>
<td>45,000.00</td>
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<tr>
<td>E-9000-9012</td>
<td>Fire Ponds</td>
<td>5,000.00</td>
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<td>E-9000-9020</td>
<td>Floats and Gangways</td>
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<td>E-9000-9025</td>
<td>Fire Truck Reserve</td>
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<td>E-9000-9030</td>
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<td>Vehicle Reserve</td>
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<td>E-9000-9040</td>
<td>Grant Matching</td>
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<td>E-9000-9042</td>
<td>Paper Streets</td>
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<td>E-9000-9050</td>
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<td>E-9000-9060</td>
<td>Harbor Master Vessel</td>
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<td>E-9000-9192</td>
<td>Rescue Vehicle and Equipment</td>
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<td>Capital Reserve Equity</td>
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<td><strong>Total</strong></td>
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<td><strong>330,000.00</strong></td>
<td><strong>330,000.00</strong></td>
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</table>

| GJ#4          | To record Debt Reserve Fund Transfer             |           |           |
| G-01-339-00   | Capital Reserve Equity                           | 160,000.00|           |
| R-1300-0396   | Reserve Transfer                                 | 160,000.00|           |
|               | **Total**                                        | **160,000.00** | **160,000.00** |

<p>| GJ#5          | To reclassify and close Pump-out Grant           |           |           |
| G-01-336-05   | Floats &amp; Gangways                                | 480.00    |           |
| G-01-236-02   | Pump-Out Grant                                   | 800.00    |           |
| G-01-336-09   | Grant Match                                      | 139.58    |           |
| E-2500-3040   | Harbor Master Equipment Maintenance              | 440.00    |           |
| G-01-236-02   | Pump-Out Grant                                   | 848.00    |           |
| R-1300-0390   | Miscellaneous Revenue                            | 1,260.00  | 431.58    |
| G-01-150-00   | Accounts Receivable                              | 2,199.58  | 2,199.58  |
| <strong>Total</strong>     |                                                  | <strong>2,199.58</strong> | <strong>2,199.58</strong> |</p>
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<td>To reclassify Miscellaneous Revenue</td>
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<td>Miscellaneous Revenue</td>
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<td>Facilities - Efficiency Maine Grant</td>
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<td>G-01-336-16</td>
<td>Harbor Master Vessel</td>
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<td>G-01-232-01</td>
<td>Fire/Rescue Grants - Defibrillator</td>
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<td>Stephen &amp; Tabitha King Foundation</td>
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<td>25,000.00</td>
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<td><strong>52,425.09</strong></td>
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<td>School Designated Fund Balance</td>
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<td>GJ#9</td>
<td>To record appropriation to Sch Reserve</td>
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<td>Capital Improvement Plan Reserve</td>
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<td>G-01-337-00</td>
<td>School Designated Fund Balance</td>
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<td>10,000.00</td>
</tr>
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</table>

Board of Selectmen Approval:
Simon-Duplex Grumman Fire Cat pumper model # 5058-88
- Year: 1988
- Mileage: 43408
- Engine hours: 3608 x 35mph (industry average) = 126,280 engine miles
- Overall Height: 10'1"
- Wheel Base: 199"
- Overall Length: 32'6"
- GVWR: 42,000, Front 18,000, Rear 24,000

Truck Serial #
- 18066-FC

Chassis:
- Make - Duplex
- Model - D-500
- Serial # - 1D91P11E0J1008964
- Seating for 6

Engine:
- Make - Detroit
- Model - 6V92TA
- Serial # - 6VF185895
- Horsepower - 350

Pump:
- Make - Waterous 1500 GPM Single Stage fire pump
- Model - CSUYBX1500
- Serial # - 13780W
- NFPA & ISO - Fire pump service tested 2014

Tank
- 750 gal Water
- 30 gal Class “B” Foam around the pump proportioner
  (Inspected 4/2009)

Transmission:
- Allison Automatic HT-740

Additional features:
- Air brake system
- Kussmaul charging system
- Federal Q2 siren

*Fire Protection - Investment in Life*
Back-up camera
Fire Com headseat system
Lombardi / Power Guard 5.5KW Generator – 112 hrs
DS / PS twist lock outlets

Crosslays & Discharges
(2) 1 ¼ Crosslays
(1) 2 ½ Crosslay
(5) 2 ½ Discharges
(2) 2 ½ intakes
(1) 2 ½ Direct tank fill
6” Front suction
(2) 6” Steamer connection

Misc. equipment included:
- Akron Apollo deck gun w/ stack tips and stand
- Attic ladder
- 6’ fiberglass pike pole
- 8’ fiberglass pike pole
- 14’ roof ladder
- 24’ extension ladder
- (4) 10’ x 6” hard suction
- SCBA brackets

Apparatus was refurbished in April, 2009. See list below for updates;
- 2 point Seat belts
- Rust / corrosion repair
- Two tone paint
- Stripping / graphics
- Wheel chock brackets
- Under mount perimeter lighting
- Whelen Emergency light upgrade
- 100 w electronic siren / Grover air horns relocated in front bumper
- Diamond plate hose bed cover
- Hose bed canvas cover
- NFPA grab rails
- On-spot tire chains
- Electric / heated mirrors
- Tail light upgrade
- Upgraded circuit panel
- FRC push-up poles with Optimum S75 lightheads
- Interior EMS compartment (LED strip lighting and 12v outlet)
- Repaired corroded front suction
- Front rims and tires

Fire Protection - Investment in Life
June 22, 2015

TOWN OF CHEBEAGUE ISLAND
192 NORTH ROAD
CHEBEAGUE ISLAND, MAINE 04017

Chief Munroe;

The following is the price breakdown for the apparatus as proposed in our bid package.

One (1) E-One 1500 GPM Pumper built on a Freightliner chassis- $225,000

A 12 year lease/purchase is available at a payment schedule of $11,621.54 every six months.

Greenwood will provide a loaner truck to the Town of Chebeague through our standard loan arrangements as soon as possible. The truck is a used Ford/E-One pumper.
Marjorie Stratton

From: Tyler [ty_weag@hotmail.com]
Sent: Wednesday, May 20, 2015 4:54 PM
To: townadmin@chebeague.net
Subject: RE: Cemetery Maintenance

Proposal for cemetery maintenance on Chebeague Isl. ME 04017.

Weagle Lawn Care
Tyler Weagle
97 Middle Rd.
Cumberland, ME 04021
(207)233-2926

To mow the cemetery area I would budget myself $800/time. That includes mowing and all trimming around stones. Any other work would be an additional $30/hr. This is taking into account that the hours of mowing are unknown and are possibly able to change to a cheaper rate. Thank you! -Tyler Weagle

From: townadmin@chebeague.net
To: ty_weag@hotmail.com
Subject: Cemetery Maintenance
Date: Wed, 29 Apr 2015 14:07:16 -0400

Good afternoon,

The Board of Selectmen is looking for someone to take care of cemetery maintenance this summer. They had previously asked for proposals but no one responded to the notice so they asked me to contact a few known contractors.

So, would you be interested in submitting a proposal for cemetery maintenance? The Selectmen would like a fixed amount for the summer, or one amount for each time you mow the cemetery. Please let me know if you have any interest.

Thank you,

Marjorie

Marjorie E. Stratton, Town Administrator
Town of Chebeague Island, Maine
192 North Road
Chebeague Island, ME 04017
207-846-3148
Cemetery Lawn Care Proposal
John Summa Mowing
johnasumma@gmail.com
207.747.9804

I will present a few choices that will work with my schedule this summer and will hopefully satisfy the needs of the Cemetery. Each scheduled mowing will be set over the course of a three day period to allow a little flexibility with my schedule, but may not take the full three days to complete each mowing. I will also give the town a choice to sign on for a two year contract on either Option 1 or Option 2. If a two year contract is decided upon, there will be a price reduction which is noted below. Each "mowing" will consist of the actual mowing of the grass as well as weed whacking around all headstones, trees, rocks, etc. I will also perform a Spring clean up prior to the first mowing and Memorial Day; the clean up will be at no extra cost and is included in whichever option is chosen for this year.

I will provide one/two riding lawn mowers (depending on my schedule) one/two weed whackers, a push mower, a leaf blower, rakes, as well as any employees necessary to complete the work. All of my employees are covered under my workers compensations through MEMIC and I have general liability insurance to cover any "accidents" should they occur. As a full service provider with my equipment, insurance and employees I can guarantee a consistent and quality service.

- **Option 1.)** This option will cover eight mowings from July 1, 2015 - June 30, 2016.
  - 1 Year Contract Price: **$9500** for 8 mowings from July 1, 2015 - June 30, 2016. ($1,187.50 per mow)
  - 2 Year Contract Price: **$18,000** for 8 mowings from July 1, 2015 - June 30, 2016 and 8 mowings from July 1, 2016 - June 30, 2017. ($1,125 per mow)

- Option 1 will be +/- every three weeks. There will be approximately 5 mowings from July 1 through Fall 2015. There will be approximately 3 mowings, including one before Memorial Day, prior to June 30, 2016.

- **Option 2.)** This option will cover ten mowings over the course of the Summer.
  - 1 Year Contract Price: **$11,500** for 10 mowings over course of Summer. ($1150 per mow)
  - 2 Year Contract Price: **$21,000** for 10 mowings during the Summer of 2015 and 10 mowings during the Summer of 2016. ($1050 per mow)

- Option 2 will be +/- every two weeks. There will be approximately 7 mowings from July 1 through Fall of 2015. There will be approximately 3 mowings, including one before Memorial Day, prior to June 30, 2016.

Thank you for your consideration,

John Summa
TO: Town of Chebeague Selectmen
FROM: Tom Calder

June 1/2015

I propose to provide the following for mowing, and maintenance of Chebeague Cemetery.

I will provide and use my equipment, and manpower.

Please keep in mind the weather plays a large part in the required number of times the mowing/trimming needs to be done, past average shows 8-10 mows per year.
TO: Town of Chebeague Selectmen

FROM: Tom Calder

June 1/2015

I propose to provide the following for mowing, and maintenance of Chebeague Cemetery

Mowing / trimming entire cemetery 8-10 times per year, using my equipment.

$475.00 per full mow/trim up to ten times.

Any required mowing after ten times will be the same rate as above.

Please note the increase in price from previous bid reflects using my own equipment/gas/oil previous bid was using town owned mowers.

Clean up from winter, summer storms etc will be $100.00 per hour, using my saws, labor. Brush will be hauled on days when brush dump is open.

Filling in old graves will be $30.00 per hour, using loam/fill provided by town as in past, also grass seed will be provided by town, or billed accordingly.

Workers comp paperwork has been filed to state of Maine, copy to be sent to town office.

Liability insurance is lined up and will be implemented upon receiving contract.

Thank You

[Signature]

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

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

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

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

2. Estimated total project budget (please attach line item budget if available): $34,800

3. Estimated funding request: $17,300

4. Estimated local funding (minimum 50% of Total Project Cost): $17,300
5. Please provide proposed schedule for design and/or construction:

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

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

Marjorie E. Stratton – townadmin@chebeague.net – 846-3148 or cell 975-3074

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

Authorized Signature: ________________________________ Date: __________________________

(Name) ________________________________

(Title) ________________________________

Please return this form to Daniel Stewart, Small Harbor Improvement Program Manager, (tel: 207.624.3252, dan.stewart@maine.gov) MaineDOT, 16 SHS, Augusta, ME 04330-0016
(draft) Board of Selectmen Meeting Minutes

The Board of Selectmen held a Meeting on Wednesday, June 10, 2015
at the Island Hall beginning at 6:00 PM

Newly-elected Selectman Peter Pellerin was sworn into office.

First Order of Business: Call meeting to order
Susan Campbell called the meeting to order at 6:03 PM

Selectmen present: Bill Calthorpe, Susan Campbell, Pete Pellerin, Chris Loder
Selectmen absent: David Hill
Also present: Marjorie Stratton, Gloria Brown, Mark Dyer, Jay Corson

Second Order of Business: Town Administrator’s and Treasurer’s Reports

Marjorie Stratton presented her Town Administrator’s report (see packet)
• Consensus of the Board that the Town Administrator attend with CEO Nick Adams, any
  settlement conference or hearing regarding the Hope Island code enforcement violation
• Discussion regarding MOUs between the Town and Chebeague Island Council, Chebeague
  Recreation Center, Chebeague Island Hall Community Center and any future entities with
  regard to town funding.

Motion: Moved by Chris Loder and seconded by Bill Calthorpe, to authorize the Town
Administrator to establish a Memorandum of Understanding between the Town and any of the
entities who wish to receive funding from the town.

Unanimous (David Hill absent)

Treasurer’s Report:
• Discussion about what the Board would like to see in the Treasurer’s Report. The Town
  Administrator will try different formats to answer Board concerns.
• Preparation of journal entries to transfer

Motion: Moved by Bill Calthorpe and seconded by Pete Pellerin to accept the Town Administrator’s
and Treasurer’s Reports.

Unanimous (David Hill absent)

Third Order of Business: Public Comment
Mark Dyer:
• replacement of culvert in front of library
• Stone Wharf missing J float and broken pilings: contact Falls Point Marine and/or Prock
  Marine for estimates
• barge ramp: patch to stop more damage; reference to an old estimate for June, 2013
Town of Chebeague Island  
192 North Road  
Chebeague Island, ME 04017

Phone: 207-846-3148  www.townofchebeagueisland.org  Fax: 207-846-6413

**Motion:** Moved by Chris Loder and seconded by Pete Pellerin to authorize the Town Administrator to get quotes to repair the barge ramp at the 7th tee and pilings in front of the Islander and the J float.

*Unanimous (David Hill absent)*

**Fourth Order of Business:** Regular Business  
To Have the Board of Selectmen:

15-153: Elect a chair and a vice chair of the Board of Selectmen

**Motion:** Moved by Bill Calthorpe and seconded by Pete Pellerin to nominate Christopher Loder to serve as the Chair of the Board. Chris accepts the nomination.

*Unanimous (David Hill absent)*

**Motion:** Moved by Bill Calthorpe and seconded by Pete Pellerin to nominate Susan Campbell to serve as Vice Chair of the Board. Susan accepts the nomination.

*Unanimous (David Hill absent)*

The Board took a moment to acknowledge new Selectman, Peter Pellerin, and the re-election of David Hill.

15-154: Make the following annual municipal appointments:
   i. Treasurer, Road Commissioner, FOAA Administrator
   ii. Clerk, Tax Collector, Registrar of Voters
   iii. General Assistance Administrator: Shannon Moxcey
   iv. A selectman to represent the Town with the Maine Island Coalition
   v. Two selectmen to represent the Town with the (Yarmouth) Joint Standing Committee
   vi. Animal Control Officer: Pam Pulsifer
   vii. Code Enforcement Officer, Addressing Officer, Building, Plumbing, and Electrical Inspector: Nick Adams
   viii. Fire Chief: Ralph Munroe
   ix. Harbor Master and Shellfish Warden: Genaro Balzano

**Motion:** Moved by Bill Calthorpe and seconded by Pete Pellerin to appoint Marjorie Stratton as Treasurer, Road Commissioner and FOAA Administrator.

*Unanimous (David Hill absent)*

**Motion:** Moved by Susan Campbell and seconded by Pete Pellerin to appoint Michelle Jackson as Clerk, Tax Collector and Registrar of Voters.

*Unanimous (David Hill absent)*

**Motion:** Moved by Bill Calthorpe and seconded by Susan Campbell to appoint Shannon Moxcey as General Assistance Administrator.

*Unanimous (David Hill absent)*

**Motion:** Moved by Bill Calthorpe and seconded by Susan Campbell to appoint Pete Pellerin represent the town with the Maine Island Coalition.

*Unanimous (David Hill absent)*
Motion: Moved by Pete Pellerin and seconded by Bill Calthorpe to appoint Susan Campbell to represent the town with the (Yarmouth) Joint Standing Committee.

Unanimous (David Hill absent)

Motion: Moved by Pete Pellerin and seconded by Susan Campbell to appoint Bill Calthorpe to represent the town with the (Yarmouth) Joint Standing Committee.

Unanimous (David Hill absent)

Motion: Moved by Bill Calthorpe and seconded by Pete Pellerin to appoint Pam Pulsifer as Animal Control Officer.

Unanimous (David Hill absent)

Motion: Moved by Bill Calthorpe and seconded by Pete Pellerin to appoint Nicholas Adams as Code Enforcement Officer, Addressing Officer, Building, Plumbing, and Electrical Inspector.

Unanimous (David Hill absent)

Motion: Moved by Bill Calthorpe and seconded by Pete Pellerin to appoint Ralph Munroe as Fire and Rescue Chief.

Unanimous (David Hill absent)

Motion: Moved by Bill Calthorpe and seconded by Pete Pellerin to appoint Genaro Balzano as Harbor Master and Shellfish Warden.

Unanimous (David Hill absent)

Note: The Town won the bid on the harbor master boat from Yarmouth. It will be launched at Cousins Island on Friday.

15-155: Approve the following municipal appointments
   i. Approve the Treasurer’s appointment of Michelle Jackson as Deputy Treasurer
   ii. Approve appointment of Gloria Brown as Deputy Clerk and Deputy Tax Collector

Motion: Moved by Bill Calthorpe and seconded by Pete Pellerin to approve the Treasurer’s appointment of Michelle Jackson as Deputy Treasurer.

Unanimous (David Hill absent)

Motion: Moved by Bill Calthorpe and seconded by Pete Pellerin to approve the appointment of Gloria Brown as Deputy Clerk and Deputy Tax Collector.

Unanimous (David Hill absent)

15-156: Make the following committee appointments:
   i. Board of Adjustment and Appeals: Two, three year terms expiring in 2018: Nelson D. Stevens and ______
   ii. Coastal Waters Commission: Two, three year terms expiring in 2018: Aaron Rugh and ______
   iii. Shellfish Conservation Committee: Two, three year terms expiring in 2018: Ernest Burgess and Chip Corson
   iv. Planning Board: Three, three year terms expiring in 2018: Chip Corson, Nancy Hill and ______
v. Cemetery Committee: One, three year terms expiring in 2018: Beth Howe, and one, two year term expiring in 2017: _______

vi. Road Plan Committee: Two, three year terms expiring in 2018: David Campbell and _______

**Motion:** Moved by Bill Calthorpe and seconded by Pete Pellerin to advertise to fill the committee vacancies.

*Unanimous (David Hill absent)*

**Motion:** Moved by Bill Calthorpe and seconded by Pete Pellerin to appoint Nelson D. Stevens to the Board of Adjustment and Appeals for a three-year term expiring in 2018 and to advertise to fill the remaining vacancy.

*Unanimous (David Hill absent)*

**Motion:** Moved by Bill Calthorpe and seconded by Pete Pellerin to appoint Aaron Rugh to the Coastal Waters Commission for a three-year term expiring in 2018 and to advertise to fill the remaining vacancy.

*Unanimous (David Hill absent)*

**Motion:** Moved by Bill Calthorpe and seconded by Pete Pellerin to appoint Ernest Burgess to the Shellfish Conservation Committee for a three-year term expiring in 2018 and Chip Corson to the Shellfish Conservation Committee for a three-year term expiring in 2018 and to advertise to fill additional vacancies created by the change in the Shellfish Conservation Ordinance.

*Unanimous (David Hill absent)*

**Motion:** Moved by Bill Calthorpe and seconded by Pete Pellerin to appoint Chip Corson to the Planning Board for a three-year term expiring in 2018 and Nancy Hill to the Planning Board for a three-year term expiring in 2018 and to advertise to fill the remaining vacancy.

*Unanimous (David Hill absent)*

**Motion:** Moved by Bill Calthorpe and seconded by Pete Pellerin to appoint Beth Howe to the Cemetery Committee for a three-year term expiring in 2018 and to advertise to fill the remaining vacancy.

*Unanimous (David Hill absent)*

**Motion:** Moved by Bill Calthorpe and seconded by Pete Pellerin to appoint David Campbell to the Road Plan Committee for three-year term expiring in 2018 and to advertise to fill the remaining vacancy.

*Vote 3-0; Motion Carried (Susan Campbell abstained; David Hill absent)*

**Motion:** Moved by Bill Calthorpe and seconded by Pete Pellerin to postpone until the June 24th meeting, appointment of a member of the Board ex officio to the Sunset Committee.

*Unanimous (David Hill absent)*

15-157: Consider approval and signatures for Coastal Waters Rules and Regulations

**Motion:** Moved by Bill Calthorpe and seconded by Susan Campbell to finalize the Coastal Waters Rules and Regulations document as amended and that we sign the document.

*Unanimous (David Hill absent)*
15-158: Discuss goals for FY2016

Chris: need for short-term and long-term goals. For long-term—facilitate public discussion and development of Capital Plan
Susan: need to discuss with Marjorie ways the Board might assist or get her some help. Board retreat in the fall.
Marjorie:  
  (1) Immediate review of FY2016 budget and the capital plan section of the budget  
  (2) Board’s priorities/goals for FY2016 fiscal year; guidelines for the Town Administrator  
  (3) Develop long-term Capital Plan

Motion: Moved by Bill Calthorpe and seconded by Pete Pellerin to postpone discussion of goals to a workshop on June 24th at which time the Board will first review changes both, operational and capital, in the FY2016 budget to comply with budget cuts made at Town Meeting and then discuss goals.
Unanimous (David Hill absent)

15-159: Review potential agenda items for future meetings
- Stone Wharf infrastructure and repairs, including potential parking lot
- Discussion about ways to support Marjorie
- Look at Bennett’s Cove re: barging year-round; installation of cement planking
- Update from Sunset Committee
- Re-establish authorized parties to call legal counsel

Fifth Order of Business: Communications
- Greater Portland Council of Governments seeking representatives for June 17th meeting; no action
- Maine Department of Agriculture, et als. re: Fairpoint Communications; no action
- Chebeague Sand & Gravel
Motion: Moved by Bill Calthorpe and seconded by Pete Pellerin to authorize the Town Administrator to acknowledge the letter; however, the Town does not wish to sell the screener
Vote 3-0; Motion Carried (Susan Campbell abstained; David Hill absent)
- Engagement letter from auditor, Berry Talbot Royer
Motion: Moved by Susan Campbell and seconded by Bill Calthorpe to authorize the Town Administrator and the Chair of the Board to sign the engagement letter for the next FY2015 audit.
Unanimous (David Hill absent)

Sixth Order of Business: Review and approve prior meeting minutes
Motion: Moved by Bill Calthorpe and seconded by Pete Pellerin to accept the minutes as drafted for the Board’s meetings of April 11, May 13 and May 20, 2015.
Unanimous (David Hill absent)

Seventh Order of Business: Approval of Expense Warrant(s)
Motion: Moved by Bill Calthorpe and seconded by Susan Campbell to approve the following expense warrants:
  Warrant # 117 dated 6/3/15 for $60,358.66
  Warrant # 118 dated 6/3/15 for $52,097.00
Warrant # 120 dated 6/3/15 for $54,082.50

Unanimous (David Hill absent)

Eighth Order of Business: Other Business
Marjorie asked about 5 books of old CTC children’s tickets found in the safe. Chris will talk with CTC Board Chair Susan Stranahan.

Ninth Order of Business: Adjourn Meeting
Motion: Moved by Bill Calthorpe and seconded by Pete Pellerin to adjourn at 8:05 PM.

Unanimous (David Hill absent)

Respectfully submitted,

Gloria J. Brown
Deputy Clerk
Government Meeting Management Software

For

Chebeague Island, ME

Submitted By:

Dave Ropiak
Business Development Executive
Accela
100 Comac Street
Ronkonkoma, NY 11779
(631) 389-3693

6/19/2015
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   4.2 **Payment Terms.** Subscription Services of USD $420 per month billing will commence on September 1, 2015. Each subsequent payment will occur on the 1st of each month. Payment Terms are NET 30 Days from the invoice date.

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   4.4 **Hardware.** Hardware, if any, is provided at no additional cost. Accela does not warrant any hardware. Should Accela furnish encoder hardware as part of the Civic Streaming (fka MediaTraq) video streaming service, hardware warranty is through manufacturer repair or replacement only. Any hardware issues requiring new equipment not covered by the warranty will be billed to the client at cost. Any upgrades, additional encoders, etc. will be billed to client. Any hardware furnished to client as part of Accela's services is to be returned to Accela upon termination of associated services.

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6. Optional Electronic Payment: Services can be electronically paid through credit card. By submitting your credit card information here you agree to allow Accela to charge your monthly SaaS fee in accordance with our regular payment terms.

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Billing Address: [Street, City, State, Zip]

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7. Pricing Structure:

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*This agreement is valid through June 30, 2015.*

Chebeague, ME

Signature

Printed Name, Title

Daryl Blowes, SVP Accela Leg Man
Printed Name, Title

Date: June 19, 2015

Billing Contact:

Billing Address: