Board of Selectmen Meeting Notice

The Board of Selectmen will hold a Meeting on Wednesday, July 22, 2015
at the Island Hall at 6:00 PM

**First Order of Business:** Call meeting to order

**Second Order of Business:** Public Comment **10 minutes**

**Third Order of Business:** Workshop **20 minutes**
To hear a presentation by Assessor Bob Konczal regarding the revaluation and implementation

**Fourth Order of Business:** Regular Business **90 minutes**
To Have the Board of Selectmen:

16-012: Town Administrator’s and Treasurer’s Reports

16-013: Make the following committee appointments:
  i. Board of Adjustment and Appeals: One, three year term expiring in 2018: ______
  ii. Coastal Waters Commission: One, three year term expiring in 2018: ______
  iii. Shellfish Conservation Committee: One, two year term expiring in 2018: _____; and one, three year term expiring in 2018: ________
  iv. Planning Board: One, three year terms expiring in 2018: ______
  v. Cemetery Committee: One, three year term expiring in 2018 ______ and one, one year term expiring in 2016 ______
  vi. Road Plan Committee: One, three year term expiring in 2018: ______

16-014: Consider a proposal to contribute $750 to eradicate invasive Phragmites from the gutter and ditch by the Historical Society Museum. The Museum would also contribute $750.

16-015: Consider disposition of tax-acquired property I07-037

16-016: Consider approval of a Memorandum of Understanding between the Town and Chebeague Recreation Center

16-017: Approve and sign the certification form from ME DOT for Local Road Assistance Program

16-018: Consider SHP Grant Application for the barge ramp at Stone Wharf

16-019: Consider a revised draft job description for cemetery superintendent

16-020: Consider revised Cemetery Rules and Regulations

16-021: Consider a proposal from Public Works regarding a truck to replace the 1-ton, to be paid from the Public Works Equipment Reserve

16-022: Consider a proposal from the Town Administrator regarding a vehicle to replace the green pickup truck, to be paid from the Vehicle Reserve

**Fifth Order of Business:** Communications **10 minutes**

**Sixth Order of Business:** Review and approve prior meeting minutes **5 minutes**
June 19 and July 8

**Seventh Order of Business:** Approval of Expense Warrant(s) **5 minutes**

**Eighth Order of Business:** Other Business **5 minutes**

**Ninth Order of Business:** Adjourn Meeting
TOWN OF CHEBEAGUE ISLAND  
192 North Road  
Chebeague Island, ME 04017  
(207) 846-3148  
BOARD AND COMMITTEE APPLICATION & RE-APPLICATION

Applicant Information

Full Name: Sandra McLean  Date: 6/30/15  
First Last M.I.

Address: 112 Cottage Rd  
Mailing Address

Phone: 846-0510  Cell Phone:

Email: samhidyval@gmail.com

Board and Committee Interested in serving on

Re-Application YES □ NO □

New Application YES □ NO □  
** Letters of interest may accompany this application.

☐ Coastal Waters
☐ Shellfish Committee
☐ Capital Planning & Finance Committee
☐ Road Planning Committee
☐ Comprehensive Plan Recommendation Review Committee
☐ Board of Adjustments & Appeals
☐ Planning Board
☐ Cemetery Committee

Signature: Sandra McLean  Date: 6/30/15
TOWN OF CHEBEAGUE ISLAND
192 North Road
Chebeague Island, ME 04017
(207) 846-3148
BOARD AND COMMITTEE APPLICATION & RE-APPLICATION

Applicant Information

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Mabel K. Dougherty</th>
<th>Date:</th>
<th>7-16-2015</th>
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<tbody>
<tr>
<td>First</td>
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<td>M.I.</td>
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Address: Bennett's Cove Road

Phone: 207 846-4071

Board and Committee Interested in serving on

<table>
<thead>
<tr>
<th>Re-Application</th>
<th>YES</th>
<th>NO</th>
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<table>
<thead>
<tr>
<th>New Application</th>
<th>YES</th>
<th>NO</th>
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☐ Board of Adjustments & Appeals
☐ Capital Planning & Finance Committee
☐ Cemetery Committee
☐ Coastal Waters Commission
☐ Planning Board
☐ Road Planning Committee
☐ Shellfish Conservation Committee
☐ Solid Waste and Recycling Committee
☐ Zoning and Comprehensive Plan Review Committee

Briefly explain your interest in serving on the selected Committee(s): I am interested and care a lot for the future of the Town of Chebeague Island. We need to be thoughtful and fair. I think I can contribute something of value as a member of the...

* Letters of interest may accompany this application, but a statement of interest is required.

Planning Board and ask to be considered.

Signature: Respectfully, Mabel Dougherty

Date
TOWN OF CHEBEAGUE ISLAND
192 North Road
Chebeague Island, ME 04017
(207) 846-3148
BOARD AND COMMITTEE APPLICATION & RE-APPLICATION

Applicant Information

Full Name: Jean Louis Beaupre', L
First
Last
M.I.
Date: 07/10/15

Address: 326 North Rd., Chebeague Island, ME, 04017
Mailing Address

Phone: 207-846-0766
Cell Phone: 207-870-8042

Email: Jackylof1@hotmail.com

Board and Committee Interested in serving on

Re-Application YES ☐ NO ☐

New Application YES ☑ NO ☐

** Letters of interest may accompany this application.

☐ Coastal Waters
☐ Shellfish Committee
☐ Capital Planning & Finance Committee
☐ Road Planning Committee
☐ Comprehensive Plan Recommendation Review Committee
☐ Board of Adjustments & Appeals
☐ Planning Board
☐ Cemetery Committee

Signature: 
Date: 07/10/15
TOWN OF CHEBEAGUE ISLAND
192 North Road
Chebeague Island, ME 04017
(207) 846-3148
BOARD AND COMMITTEE APPLICATION & RE-APPLICATION

Applicant Information

Full Name: Donn, Damien M
Date: June 29, 2015

Address: 13 Fenderson Rd Chebeague Island ME 04017

Phone: 546-5140
Cell Phone: 632-1367

Email: public servantone@gmail.com

Board and Committee Interested in serving on

Re-Application □ YES □ NO □

New Application □ YES □ NO □
**Letters of interest may accompany this application.

□ Coastal Waters
□ Shellfish Committee
□ Capital Planning & Finance Committee
□ Road Planning Committee
□ Comprehensive Plan Recommendation Review Committee
□ Board of Adjustments & Appeals
□ Planning Board
✓ Cemetery Committee

Signature: Donn
Date: June 29, 2015
TOWN OF CHEBEAGUE ISLAND
192 North Road
Chebeague Island, ME 04017
(207) 846-3148
BOARD AND COMMITTEE APPLICATION & RE-APPLICATION

Applicant Information

Full Name: CAIDOR Thomas L

Date:

Address: 281 South Road Chebeague

Mailing Address:

Phone: 841-4176

Cell Phone: 272-2488

Email: JS1SANOM07Q@go1.com

Board and Committee Interested in serving on

Re-Application YES ☐ NO ☐

New Application YES ☐ NO ☐

** Letters of interest may accompany this application.

☐ Coastal Waters

☐ Shellfish Committee

☐ Capital Planning & Finance Committee

☐ Road Planning Committee

☐ Comprehensive Plan Recommendation Review Committee

☐ Board of Adjustments & Appeals

☐ Planning Board

☐ Cemetery Committee

Signature: ___________________________ Date: 6/25/2015
TOWN OF CHEBEAGUE ISLAND
192 North Road
Chebeague Island, ME 04017
(207) 846-3148
BOARD AND COMMITTEE APPLICATION & RE-APPLICATION

Applicant Information

Full Name: Cyrus McLean JE
First Last M.I. Date: 6/3/15

Address: 112 Cottage Rd
Mailing Address

Phone: 846-0510
Cell Phone: 717 350 2261a

Email: cyrusmclean@gmail.com

Board and Committee Interested in serving on

Re-Application YES ☐ NO ☐

New Application YES ☐ NO ☐
** Letters of interest may accompany this application.

☐ Coastal Waters
☐ Shellfish Committee
☐ Capital Planning & Finance Committee
☐ Road Planning Committee
☐ Comprehensive Plan Recommendation Review Committee
☐ Board of Adjustments & Appeals
☐ Planning Board
☐ Cemetery Committee

Signature: ____________________________ Date: 7/6/15

C:\Users\Town Clerk\Documents\Town Clerk\FORMS\committeeapplicationv2.docx
July 2, 2015

Attention: Donna Damon
Chebeague Island Historical Society
137 South Road
Chebeague Island, Maine 04017

Reference: Proposal for Herbicide Application to Control Phragmites australis, South Road, Chebeague Island, Maine

Dear Donna,

Thank you for the opportunity to present this proposal. This letter outlines the invasive species control services that Stantec Consulting Services Inc. (Stantec) will perform on an approximately 1,000-square-foot patch of common reed (Phragmites australis) located on the Chebeague Island Historical Society property and along North Road on Chebeague Island, Maine. Stantec is licensed as a Spray Contracting Firm by the State of Maine Board of Pesticides Control (BPC) and employs a sufficient number of Master and Operator applicators to actively supervise and conduct an herbicide application program in accordance with applicable state and federal laws and regulations. Bryan Emerson of our office visited your property on June 18, 2015, and our understanding of the project and described tasks are based on that site visit. If this approach does not meet your project needs, or if we have misunderstood your requirements, please contact Bryan.

SCOPE OF SERVICES

Task 1 – Herbicide Application

Stantec will provide a BPC-licensed applicator and 1 other staff member to perform the herbicide application to control the approximately 1,000 square feet of common reed on your property (Figure 1). The individual common reed stalks will be cut at approximately waist height, and herbicide will be applied to the cut stalks (the “clip-and-drip” method). The cut stalks and flower heads will be placed in trash bags so they can be hauled off-site for disposal. We assume that you will dispose of the bags of cut stalks and that Stantec is not responsible for disposal. The common reed will be treated with a solution of Rodeo® (active ingredient: glyphosate) and water. Glyphosate is a non-selective, systemic herbicide that is readily absorbed to soil particles, which prevents it from excessive leaching or from being taken up from the soil by non-target species. Rodeo is approved by the State of Maine and the U.S. Environmental Protection Agency (USEPA) for use in aquatic environments and has been found to be effective in the treatment of common reed. The cost for Stantec to provide the Rodeo for the project is included in this proposal. To provide optimal control of the common reed, the herbicide application should be performed in late August or early September when the plants have reached near maximum height but prior to the production of seeds.
July 2, 2015
Donna Damon
Page 2 of 3

Reference: Proposal for Herbicide Application to Control Phragmites australis, South Road, Chebeague Island, Maine

Stantec will post notification signs before application activities commence. These signs will describe the date and time of application, re-entry precautions, and the name and phone number of the proper contact person. These signs will remain in place for at least 2 days following the completion of the application. Herbicide applications will be performed according to applicable laws and regulations put forth by the BPC, the Maine Department of Environmental Protection, and the USEPA. As part of this task, Stantec will apply for a variance from the BPC to perform an herbicide application on greater than 100 contiguous square feet of wetland, as required by BPC regulations. This proposal assumes that the variance will be granted by the BPC to allow the herbicide application.

To prepare this proposal, Stantec assumes that we will provide 2 employees (at least 1 licensed applicator) for 1 day. This proposal does not include costs for Stantec to haul the bags of common reed away from the site and dispose of them at a proper facility.

SCHEDULE

Upon receipt of a signed contract, Stantec anticipates that Task 1 will be completed in late August or early September, 2015.

TERMS AND CONDITIONS

Stantec will perform the work described in this proposal on a time-and-expense basis in accordance with our Professional Services Terms and Conditions, which are attached to this proposal. We anticipate that Task 1 can be completed for a cost of $1,445. This cost estimate is valid for 30 days. We will not perform any work that would result in exceeding the estimated cost without your prior authorization.

Invoices and correspondence will be directed to:

Donna Damon
Chebeague Island Historical Society
137 South Road
Chebeague Island, Maine 04017
Ph: 207-846-3257
Email: chebeaguehistory@gmail.com

If you wish to proceed with this effort, please sign and return this proposal at your earliest convenience. Please call with any questions. We look forward to working with you on this project.
July 2, 2015
Donna Damon
Page 3 of 3

Reference: Proposal for Herbicide Application to Control *Phragmites australis*, South Road, Chebeague Island, Maine

Regards,

**STANTEC CONSULTING SERVICES INC.**

Bryan Emerson  
Wetland Scientist  
Phone: (207) 406-5462  
bryan.emerson@stantec.com

Brooke Barnes  
Senior Associate, Environmental Services  
Phone: (207) 406-5461  
brooke.barnes@stantec.com

Attachment: Figure 1 – Approximate Phragmites Treatment Area  
Professional Services Terms and Conditions

**PROPOSAL ACCEPTED:**

Printed Name

Authorized Representative Signature

Date

Design with community in mind
The following Terms and Conditions are attached to and form part of the Proposal for Professional Services tasks associated with the Chebeague Island Phragmites Control to be performed by STANTEC and together, when the CLIENT authorizes STANTEC to proceed with the services, constitute the AGREEMENT.

DESCRIPTION OF WORK: STANTEC shall render the services described in the Proposal (hereinafter called the “SERVICES”) to the CLIENT.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the CLIENT and STANTEC. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This AGREEMENT supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the PROJECT. All alterations, additions, or deletions to STANTEC’S SERVICES or materials to be furnished by STANTEC shall be set forth in a written change order signed by STANTEC. The Change Order shall clearly set forth the adjustment being made to the Contract Price resulting from the change order. In the event that CLIENT orders additional work to be performed and a change order is not executed by the parties, the CLIENT shall be responsible for all costs including without limitation, labor, material, and equipment (collectively the “total costs”).

COMPENSATION: Payment is due to STANTEC upon receipt of invoice. Failure to make any payment when due is a material breach of this AGREEMENT and will entitle STANTEC, at its option, to suspend or terminate this AGREEMENT and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

CLIENT’S RESPONSIBILITIES: The CLIENT shall make available to STANTEC all relevant information or data pertinent to the PROJECT, including PROJECT budget and time constraints, which is required by STANTEC to perform the SERVICES. STANTEC shall be entitled to rely upon the accuracy and completeness of all information and data furnished by the CLIENT, including information and data originating with other consultants employed by the CLIENT whether such consultants are engaged at the request of STANTEC or otherwise. Where such information or data originates either with the CLIENT or its consultants then STANTEC shall not be responsible to the CLIENT for the consequences of any error or omission contained therein. The CLIENT shall give prompt consideration to all documentation related to the PROJECT prepared by STANTEC and whenever prompt action is necessary shall inform STANTEC of CLIENT’s decisions in such reasonable time as not to delay the schedule for providing the SERVICES. When applicable, the CLIENT shall arrange and make provision for STANTEC’s safe and secure entry to the PROJECT site as well as other public and private property as necessary for STANTEC to perform the SERVICES.

STANTEC’s RESPONSIBILITIES: In performing the SERVICES, STANTEC will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the SERVICES at the time and the location in which the SERVICES were performed. This standard of care is the sole and exclusive standard of care that will be applied to measure STANTEC’s performance. There are no other representations or warranties expressed or implied made by STANTEC. STANTEC does not warrant the SERVICES to any third party and the CLIENT shall indemnify and hold harmless STANTEC from any demands, claims, suits or actions of third parties arising out of STANTEC’S performance of the SERVICES. In performing the SERVICES under this AGREEMENT, STANTEC shall operate as and have the status of an independent contractor and shall not act as, or be an employee of the CLIENT. The SERVICES performed by STANTEC shall be subject to the inspection and the review of the CLIENT at all times but such inspection and review shall not relieve STANTEC from its responsibility for the proper performance of the SERVICES.

NO PERFORMANCE GUARANTEES: If the SERVICES include the installation of any equipment, product, materials, or goods of any sort, including plants and vegetation, STANTEC makes no representation or warranty regarding the performance thereof, including any warranty of fitness for a particular purpose or of merchantability.

CONFIDENTIALITY: Confidential information shall mean all information disclosed to STANTEC, which relates to the CLIENT’s past, present and future business activities. STANTEC shall hold all such confidential information in trust and confidence for CLIENT, and agrees that it will not, during or after the termination of the Agreement, disclose to any person, firm, corporation or entity, nor use for its own business or benefits, any information obtained by it while in the execution of the terms and conditions of this Agreement without the express permission of the CLIENT, except as required by law, ordinance, regulation or governmental order. This provision does not apply to information that is presently a matter of public knowledge or that becomes known to public in the future via publication or becomes otherwise obtainable from any source available to the public. This confidentiality provision supercedes and supplants any other confidentiality agreement or non-disclosure agreement between CLIENT and STANTEC that pertains to the Project and/or SERVICES.

TERMINATION: Either party may terminate the AGREEMENT without cause upon thirty (30) days notice in writing. If either party breaches the AGREEMENT and fails to remedy such breach within seven (7) days of notice to do so by the non-
defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the CLIENT of STANTEC’s invoices within 30 days of STANTEC rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of STANTEC are terminated. On termination by either party, the CLIENT shall forthwith pay STANTEC all fees and charges for the SERVICES provided to the effective date of termination.

SUSPENSION OF SERVICES: If the project is suspended for more than thirty (30) calendar days in the aggregate, Stantec shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and re-mobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the PROJECT is suspended for more than ninety (90) days, Stantec may, at its option, terminate this agreement upon giving notice in writing to the CLIENT.

BUILDING CODES, BYLAWS AND OTHER PUBLIC REGULATIONS: Stantec shall, to the best of its ability, interpret building codes, by-laws and other public regulations as they apply to the PROJECT and as they are published at the time SERVICES commence. Furthermore, Stantec shall observe and comply with all applicable laws, ordinances, codes and regulations of government agencies, including federal, state, provincial, municipal and local governing bodies having jurisdiction over the conduct of the SERVICES (“LAWS”). However, it is expressly acknowledged and agreed by the CLIENT that as the PROJECT progresses such building codes, by-laws, other public regulations and LAWS may change or the interpretation of any public authority may differ from the interpretation of Stantec, through no fault of Stantec, and any extra costs necessary to conform to such changes or interpretations during or after execution of the SERVICES will be paid by the CLIENT.

COST AND SCHEDULE OF CONSTRUCTION WORK: In providing opinions of probable cost and project schedule, it is recognized that neither the CLIENT nor Stantec has control over the costs of labor, equipment or materials, or over the Contractor’s methods of determining prices or time. The opinions of probable cost or project duration are based on Stantec’s reasonable professional judgment and experience and do not constitute a warranty, express or implied, that the Contractors’ bids, project schedules, or the negotiated price of the Work or schedule will not vary from the CLIENT’s budget or schedule or from any opinion of probable cost or project schedule prepared by Stantec. Exact costs and times will be determined only when bids have been received for the PROJECT and when the construction work has been performed and payments finalized.

ADMINISTRATION OF CONSTRUCTION CONTRACTS: When applicable, Stantec shall provide field services during the construction of the PROJECT only to the extent that such SERVICES are included and defined in this AGREEMENT. The performance of the construction contract is not Stantec’s responsibility nor are Stantec’s field services rendered for the construction contractor’s benefit.

It is understood and agreed by the CLIENT and Stantec that only work which has been seen during an examination by Stantec can be said to have been appraised and comments on the balance of any construction work are assumptions only.

When field services are provided by Stantec, the authority for general administration of the PROJECT shall reside with Stantec only to the extent defined in this AGREEMENT. In such case, Stantec shall coordinate the activities of other consultants employed by the CLIENT, only to the extent that Stantec is empowered to do so by such other consultants’ contracts with the CLIENT.

Stantec shall not be responsible for any contractor’s failure to carry out the work in accordance with the contract documents nor for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. When field services are provided, no acceptance by Stantec of the work or services of a construction contractor or other consultants, whether express or implied, shall relieve such construction contractor or other consultants from their responsibilities to the CLIENT for the proper performance of such work or services and further, Stantec shall not be responsible to the CLIENT or to the construction contractor or to the other consultants for the means, methods, techniques, sequences, procedures and use of equipment of any nature whatsoever, whether reviewed by Stantec or not, which are employed by the construction contractor or the other consultants in executing, designing, or administering any phases of the PROJECT, or for placing into operation any plant or equipment or for safety precautions and programs incidental thereto.

When field services are provided, Stantec will not be designated as the party responsible for the compliance by others on the construction work site with the purposes or requirements of applicable environmental, occupational health and safety, or similar legislation. The CLIENT shall designate a responsible party, other than Stantec, for the coordination and performance of environmental, occupational health and safety activities on the construction work site as required by applicable legislation and associated regulations.

JOBSITE SAFETY: Neither the professional activities of Stantec, nor the presence of Stantec or its employees and subconsultants at a construction site, shall relieve the CLIENT and any other entity of their obligations, duties and responsibilities with respect to job site safety. Subject only to applicable legislation, Stantec and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.
ENVIRONMENTAL: Except as specifically described in this AGREEMENT, STANTEC's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

Where the SERVICES include storm water pollution prevention (SWPP), sedimentation or erosion control plans, specifications, procedures or related construction observation or administrative field functions, CLIENT acknowledges that such SERVICES proposed or performed by STANTEC are not guaranteed to provide complete SWPP, sedimentation or erosion control, capture all run off or siltation, that any physical works are to be constructed and maintained by the CLIENT's contractor or others and that STANTEC has no control over the ultimate effectiveness of any such works or procedures. Except to the extent that there were errors or omissions in the SERVICES provided by STANTEC, CLIENT agrees to indemnify and hold STANTEC harmless from and against all claims, costs, liabilities or damages whatsoever arising from any storm water pollution, erosion, sedimentation, or discharge of silt or other deleterious substances into any waterway, wetland or woodland and any resulting charges, fines, legal action, cleanup or related costs.

LIMITATION OF LIABILITY: The CLIENT releases STANTEC from any liability and agrees to defend, indemnify and hold STANTEC harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the sole negligence of STANTEC.

It is further agreed that the total amount of all claims the CLIENT may have against STANTEC under these Terms and Conditions or arising from the performance or non-performance of the SERVICES under any theory of law, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to STANTEC for the SERVICES or $500,000. No claim may be brought against STANTEC more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under these Terms and Conditions any claim, demand or suit shall be directed and/or asserted only against STANTEC and not against any of STANTEC's employees, officers or directors.

STANTEC's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and STANTEC shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

DOCUMENTS: All of the deliverables, reports, field data, maps and other documents prepared by or on behalf of STANTEC in connection with the PROJECT are instruments of service for the execution of the PROJECT. STANTEC retains the property and copyright in these documents, whether the PROJECT is executed or not. These documents may not be relied upon by any party other than the CLIENT nor be used for any other purpose without the prior written consent of STANTEC. In the event STANTEC's documents are subsequently reused or modified in any material respect without the prior consent of STANTEC, the CLIENT agrees to defend, hold harmless and indemnify STANTEC from any claims advanced on account of said reuse or modification.

STANTEC cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold STANTEC, its officers, employees, consultants and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of STANTEC, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without STANTEC's written consent.

INTELLECTUAL PROPERTY: Any work product, inventions, ideas or other original work made, conceived or authored by STANTEC and/or STANTEC's employees, agents or subcontractors, including all input materials and output materials, the media upon which they are located (including cards, tapes, disks and other storage facilities), and all software programs or packages (together with any related documentation, source code or codes, object codes, upgrades, revisions, modifications, and any related materials) which are utilized or developed solely by STANTEC and/or STANTEC's employees, agents or subcontractors, or in cooperation with CLIENT, and which may or may not be either confidential or proprietary, in the course of performance of the SERVICES hereunder, regardless of the stage of completion, shall remain the exclusive property of STANTEC.

FORCE MAJEURE: Any default in the performance of the SERVICES caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract: labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

FIELD SERVICES: STANTEC shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the PROJECT, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. STANTEC shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT.

USE OF CLIENT'S EQUIPMENT: If CLIENT provides equipment for STANTEC's use in the performance of the SERVICES, STANTEC shall not be liable for the inaccuracy or incompleteness of any data or results or for delay that is caused by or is the result of
the breakage or unavailability of the equipment or as result of CLIENT’s failure to calibrate, maintain, operate or schedule said equipment.

GOVERNING LAW/COMPLIANCE WITH LAWS: The AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed. STANTEC shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the CLIENT or STANTEC, the CLIENT and STANTEC shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

ATTORNEYS FEES: In the event of a dispute hereunder, the prevailing party is entitled to recover from the other party all costs incurred by the prevailing party in enforcing this AGREEMENT and prosecuting the dispute, including reasonable attorney’s and expert’s fees, whether incurred through formal legal proceedings or otherwise.

ASSIGNMENT: The CLIENT and STANTEC shall not, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the AGREEMENT shall be binding on the CLIENT and STANTEC.
Tax Acquired Property Policy Statement

1. Rationale
   The Town of Chebeague Island expects all taxpayers to pay their property taxes when they are due, however the Town realizes that from time to time property owners may not be willing or able to make their payments. The Town also recognizes that the State of Maine determines the lien/foreclosure process for all towns in the State. The Town of Chebeague Island must issue tax liens and foreclose on properties pursuant to 36 M.R.S.A., § 941-948.

   Once a property is in foreclosure the Town of Chebeague Island can determine how to deal with the foreclosed property. The options include allowing the owner to reclaim his/her property; selling the property; conveying the property to a non-profit; or keeping the property for public purposes such as but not limited to: recreation, conservation, affordable housing, education, or town infrastructure.

2. Policy
   The Selectmen of the Town of Chebeague Island are authorized to administer the policy as follows:

   1. Convey property to the owner
      Any property owner of foreclosed property will be given the opportunity to regain ownership of said property by adhering to the following process

         A. Contact the Town of Chebeague Island Tax Collector in writing within the first ninety days after property owner has been notified of foreclosure and express an interest in regaining title to the foreclosed property.

         B. Meet with the selectmen within six months after foreclosure notification to develop a repayment plan for all costs including but not limited to principal, interest, legal fees, registry fees and administrative fees. The duration of the payment plan will be determined by the Board of Selectmen based on individual circumstances. This plan must be in writing.

         C. All payments and property taxes assessed during the payment period must be made on or before the date due or the agreement to return the foreclosed property to the property owner will be nullified and the selectmen will follow the procedures herein outlined for disposal or use of Town owned property.

         D. Should the property include the primary residence of the property owner,

         E. and the property owner is unable to pay the taxes owed to the Town, the
F. Town may allow the resident to live in the property and when the person leaves the domicile, the Town has the option of selling the property at or near market value by sealed bid.

2. **Process to Evaluate Use/Disposal of Town Owned Property**

Foreclosed property that is not reclaimed by its original owner can be an asset to the Town. If the owner does not seek retention of the property and the process set forth in Section (1) above is not followed the property can be retained for town purposes, transferred to a non-profit for public purposes or sold to generate funds and keep it on the tax roles.

A committee appointed by the Board of Selectmen and consisting of selectmen and appointed citizens will meet prior to the next annual Town Meeting and review the possible uses of the property. The committee will rate the uses and make recommendations to the selectmen for use of the property. The Selectmen shall consider the committees recommendation and develop a warrant to be presented no later than the next annual Town Meeting for the legislative body to vote upon.

A. Retain for Town purposes

   a. The property will be evaluated for suitability of uses including, but not limited to, the following: coastal access, conservation, aquifer protection, habitat protection, trails, open space, recreation, marine uses, municipal infrastructure, affordable housing, and historic preservation.

   b. Recommendations to retain or dispose of Town land will be made to the committee to the selectmen, who will consider the recommendation and present a plan to retain said land to Town Meeting for its approval.

B. Convey to Non Profits Organizations.

   c. The Town may also consider transferring title of a foreclosed property to a registered non-profit organization.

   The Town would issue a quitclaim deed with a reversion clause ensuring that the property would be returned to the Town if the non-profit were no longer able to carry out its obligations.

C. Sell Tax Acquired Property

Should the Town Meeting vote to sell the property, said sale shall take place as follows:

   i. Tax acquired property will be advertised for sale in the Chebeague Island Calendar, all places where Town public notices are posted, and in various publications as seem appropriate.
ii. The Selectmen will set a minimum bid, which is not less than the assessed value of the property.

iii. The Selectmen will develop the bid process.

iv. The Selectmen reserve the right to accept or reject any and all bids.

v. The Buyer will pay all legal and administrative costs associated with the purchase including back taxes.

vi. The Selectmen will issue a quitclaim deed without covenant to the successful bidder upon payment in full for the property and associated costs. Said payment must be received within thirty days from the time the bid is awarded or the Selectmen have the authority if desired to terminate the transaction and reconsider previous bids and/or re-advertise.

3. Adoption and Revision History

Adopted unanimously by Town Meeting on: 4/12/2010  Attested:  

[Signature]
MEMORANDUM OF UNDERSTANDING
For Financial Support Between
The Board of Selectmen
192 North Road
Chebeague Island, ME 04017
And
The Chebeague Recreation Center (CRC)
382 North Road
Chebeague Island, ME 04017

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

CRC occupies facilities located on town parcel 106-31A. CRC is organized as a not for profit corporation under 501(c)(3). CRC operates under a contract zone.

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

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

3. Part 3: The CRC agrees to provide the Town a copy of its By-Laws and Articles of incorporation and to provide updated documents as necessary.

4. Part 4: The CRC agrees to operate in accordance with its By-laws and other stated policies.

5. Part 5: The CRC agrees to provide the Town with a written annual report on or before March 1 each year. The report will contain at a minimum the following:
   a. Rationale: How the contribution is used to provide services that would otherwise be provided by the town thereby reducing the burden to the municipal government.
   b. Audit: Discuss any financial audits or reviews undertaken for a recent fiscal year.
   c. Profit and Loss Statement: Provide a copy.
   d. Capital Plan: The town has a special interest in the buildings owned and operated by the CRC that are on Town Property (Lot: 106-31A) based on a reversion clause in the By-laws.
Revocation:
The terms of this memorandum are unilaterally revocable by either party in 30 days after written notice of such intent to revoke has been delivered to an appropriate representative of each other party.

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

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

<table>
<thead>
<tr>
<th>Board of Selectmen</th>
<th>Chebeague Recreation Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Loder (Chair)</td>
<td>Date</td>
</tr>
<tr>
<td>Susan Campbell</td>
<td>Date</td>
</tr>
<tr>
<td>David Hill</td>
<td>Date</td>
</tr>
<tr>
<td>William Calthorpe</td>
<td>Date</td>
</tr>
<tr>
<td>Peter Pellerin</td>
<td>Date</td>
</tr>
</tbody>
</table>
To be eligible to receive FY-16 LRAP funds, each Municipality must certify that the funds will be used in a manner consistent with Chapter 19 of Title 23. Effective July 1, 2013, as defined by Title 23, §1803-B.1.A, funds must be used for capital improvements ... or for capital improvements to state aid minor collector highways and state aid major collector highways as described in section 1803-C.” Effective July 1, 2008 municipalities must provide information on what capital improvements were done with the FY-15 (July 1, 2014 to June 30, 2015) LRAP funds received by the municipality. See back side of form.

It is estimated that the municipality of, Chisago Island, will receive one (1) payment of $14,970 for the fiscal year beginning July 1, 2015 by December 1, 2015.

Notification will be made in the event of any change.

Beginning in 2014, municipalities receive 9% of MaineDOT’s portion of the Highway Fund. This means that the disbursements to municipalities rise and fall with MaineDOT’s budget.

We, the undersigned municipal officers or designee (i.e. Town Manager) of the municipality of Chisago Island, do hereby certify that funds received from the Local Roads Assistance Program for the fiscal year 2015-2016 will be used only for uses as stated above. We also certify that the previous year’s funds were spent on the projects listed on the back of this form.

Signed ___________________________ Date __/__/____ Signed ___________________________ Date __/__/____
Signed ___________________________ Date __/__/____ Signed ___________________________ Date __/__/____

Municipality E-mail Address

Please print below the name, title, and phone of the person to contact for the information on this form.
Name: Marjorie E. Stratton Title: Town Administrator Tel: 846-3148

If your address has changed in the last 3 months (and you have NOT signed up for electronic fund transfer (EFT), we must have the new address for you to receive your funds.

Address: ________________________________

Town: ____________________________ State: ________ Zip Code: ____________

Prior to August 1, 2015, (see cover letter) please return this completed form (BOTH SIDES) by US mail or scanned PDF/email to:
Sandra J. Noonan
MaineDOT- Community Services Division
16 State House Station
Augusta, Maine 04333-0016
Tel. (207) 624-3265, or sandra.noonan@maine.gov

NO LRAP payment can be made until a completed form (BOTH SIDES) is received by MaineDOT- Community Services Division.

Please make a copy for your records.
As a result of 2007 Legislative inquiries and discussions centered around LRAP, MaineDOT needs to collect additional information on the uses of LRAP funding by 500 Maine municipalities, counties, and Indian reservations. This is intended to be simple and provide an easy method to collect information on the use of over $20 million per year by local agencies.

As noted on the front side, LRAP funding can only be spent on capital improvements in non-compact towns.

A capital improvement is defined as “any work on a road or bridge which has a life expectancy of at least ten years and restores the load-carrying capacity”. Examples of eligible “capital” activities are defined as follows:

1. Medium to heavy overlays which improve the strength and ride quality (minimum 1 inch lift on a shimmmed surface), pavement and/or base recycling, pavement cold planing and resurfacing
2. Road reconstruction or rehabilitation
3. Gravel road grade-raising or paving
4. Single culvert replacements or a series of drainage improvements
5. * Traffic signal or sign installation and/or replacements
6. * Sidewalk construction or reconstruction
7. * Heavy ditching, under drain and catch basin installation or total system replacement, permanent erosion control
8. * Wetland mitigation
9. * Guardrail installation
10. Bridge or minor span replacement and rehabilitation
11. Any bridge repair activities with a ten year life
12. Local share of a Municipal Partnership Initiative (MPI) project on a state road
13. Debt financing/bond repayment for past capital improvements to public roads
14. The urban match component of any federal-aid project
15. “Banking it” to save up for a future project

* Some of the categories of work (# 5, 6, 7, 8 & 9) qualify as capital improvements, but must be done in conjunction with roadway reconstruction/rehabilitation.

The “funds spent” below must add up to at least the amount of your FY-15 LRAP payments (shown above) from 7/1/14 to 6/30/15.

1. Road Name: ______________ Funds spent on Capital Improvements: $ ____________
   Type of Capital Improvement: see above, list all numbers that apply:
   Length of Capital improvement (miles or feet): ____________ miles or ____________ feet

2. Road Name: ______________ Funds spent on Capital Improvements: $ ____________
   Type of Capital Improvement: see above, list all numbers that apply:
   Length of Capital improvement (miles or feet): ____________ miles or ____________ feet

3. Road Name: ______________ Funds spent on Capital Improvements: $ ____________
   Type of Capital Improvement: see above, list all numbers that apply:
   Length of Capital improvement (miles or feet): ____________ miles or ____________ feet

OPTIONAL: In addition to the information above, what was your municipality’s TOTAL SUMMER CAPITAL IMPROVEMENT EXPENSES (including FY-15 LRAP payments) $ ____________

* Culverts/

We need the original, please make a copy for your records.
Small Harbor Improvement Program

Application

Section 1: General Information

Applicant Name(s): Town of Chebeague Island
Contact Person: Marjorie E. Stratton, Town Administrator
Mailing Address: 192 North Road
City: Chebeague Island State: ME Zip: 04017
Daytime Phone No.: 207-846-3148 Email: townadmin@chebeague.net

NOTE: The following sections of this application request specific project-related information. If warranted, pictures, maps, exhibits, diagrams, survey summaries, etc., should be included with the application. Please be concise. If additional space is required, please attach supplemental sheets.

Section 2: Project Information

Note: Separate complete application(s) are required for each different project proposal.

Location of Project: The Barge Ramp is at the Westerly end of Wharf Road at the Stone Wharf on Chebeague Island.

Project Summary (Outline proposed improvements in 40 words or less): At the west side of the concrete boat ramp there is a concrete bulkhead on the left hand side that is heavily deteriorated. The cause appears to be poor quality concrete and/or concrete that was not properly cured. This has resulted in heavy spalling and loss of concrete. This can be repaired by chipping down the concrete to solid base, installing dowels and a face of reinforcing bar, and repouring the wall face and top.

Provide a bulleted list of proposed specific improvements (for instance...widen existing concrete ramp, create 8 new floats, replace gangway, create 4 new pilings, etc., etc.):

• Repair concrete boat ramp

Describe concisely why the project is needed and associated benefits:

• The Stone Wharf facility is owned by the Town of Chebeague.
• The boat ramp is open to everyone and includes Chebeague Transportation Company that provides barging services for everyone on Chebeague Island, commercial fishermen, and recreational boaters.
• We want to keep the boat ramp in good repair so everyone can have safe access.

Describe which groups (fisherman, recreational boaters, business, etc.) will benefit from the proposed project:

All of the above as previously listed.
Describe any discussions with environmental permitting agencies and/or approved permits for the proposed project. This project would be less than 50% of the structure and as such is exempt from DEP permitting.

Describe environmental permits needed (in bullet form), and from which agency, necessary for the project. As described above, this project would be exempt from DEP permitting.

Describe (if applicable) design efforts that have been completed to date on the proposed project and attach any completed design information. N/A.

Describe the proposed timeline for design and/or construction of the proposed project (For example, if eligible for construction in 2015, estimated timeline should begin with municipal/state agreement signed by February 2015):

- February 2016 – Municipal/State Agreement signed
- April 2016 – Bid Documents and RFP prepared and advertised
- May 2016 – Bid Awarded
- June 2016 – Construction Completed

Please list all applicable public meeting dates including town council/selectboard meetings for the project, for submitting this application, and for any budgetary approvals of local match. (To be eligible to receive funding for the next budget, the project and local match should be approved before submittal of this application by June 30th, of any given year)

Selectmen approve Letter of Intent to Apply – June 24, 2015
Selectmen approve SHIP Grant Application – July 22, 2015

As of the June 30, 2014 Audit Report, there is $122,424.23 available in the Stone Wharf Reserve Fund. Nothing was expended during the 14/15 fiscal year. We also have a generic Town Match for Grants Reserve Fund with $24,066.00 and a separate Boat Ramp Reserve Fund with $10,080.00 available. So, the Town of Chebeague is more than prepared to match the SHIP Grant funding.

If the community has not made the final decision(s) or approved the local match, please describe the timeline for approvals for the project and local match. (The project will not be placed into a future budget until all local approvals including local match are finalized).
N/A
Section 3: Project Budget

Section 3.1 - Estimated Cost of Infrastructure Project
(Each item needs an estimate, no zeroes or blanks!)

Preliminary/Final Design Engineering/Environmental Permitting: 1. $ 7,000

Construction: 2. $ 26,608

Construction Oversight: 3. $ 5,000
(7-10% of construction)

Total Value of Project (add lines 1 through 3): 4. $ 38,608

Local Match/Voluntary Contributions (Note: All match/voluntary contributions must be detailed. Bonus consideration may be given to applications that offer additional match/voluntary contributions beyond any applicable required local match.)

- Cash (in most instances, cash is the only allowed match): 5. $ 19,304
- Potential quantifiable labor and/or materials contributions: 6. $ 0

Total Local Match Contributions (minimum 50% of total project required): 7. $ 19,304

Funds Requested from MaineDOT: 8. $ 19,304

Note: The sum of Lines 7 and 8 should equal Line 4 above.

Section 3.2 - Detailed Description of Infrastructure Project and Cost (if applicable)

Provide or attach a detailed description of project work items and/or construction costs from Section 3.1.

See Attached
Section 5: Authorized Signatures

These signatures indicate that if the municipality is approved for funding, that the municipality will enter into a municipal/state agreement with MaineDOT requiring the municipality/applicant/sponsor to administer the development, design, and construction of the project abiding to federal, state, and local requirements. The signature also indicates that the community understands that it will be entirely responsible for maintenance of the finished project, and that the public will have access to the project for the life of the project.

Note: Information on Locally Administered Project (LAP) requirements can be found at:

An authorized representative of the city/town

Municipal Official:
Name(s): Marjorie E. Stratton
Phone #: 846-3148
Title: Town Administrator
Email: townadmin@chebeague.net

Signature(s) _____________________________ Date ________________

Local Project Municipal Contact (likely to be the Local Project Administrator)

Name: Marjorie E. Stratton
Phone #: 846-3148
Title: Town Administrator
Email: townadmin@chebeague.net

If by email, send all information to dan.stewart@maine.gov. When we receive email, you will receive a response of receipt within one week. If you do not receive a response, call Dan Stewart at 624-3252 as soon as possible.

If hardcopies are mailed, please send two completed application packages (including all attachments and all required documents) to:

MaineDOT
Attn: Dan Stewart
Bureau of Planning
16 State House Station
Child Street
Augusta, ME 04333-0016
### Construction Estimate from Above

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garage footing</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Concrete: 3,500 cu ft</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Metal fencing: 500 ft</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Concrete: 2,000 cu ft</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Metal fencing: 250 ft</td>
<td>$525.00</td>
</tr>
<tr>
<td>Metal fencing: 100 ft</td>
<td>$310.00</td>
</tr>
<tr>
<td>Metal fencing: 50 ft</td>
<td>$160.00</td>
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<tr>
<td>Metal fencing: 25 ft</td>
<td>$62.00</td>
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<tr>
<td>Metal fencing: 10 ft</td>
<td>$23.00</td>
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<tr>
<td>Metal fencing: 5 ft</td>
<td>$9.50</td>
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<tr>
<td>Total</td>
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</table>

### Design/Engineering/Permitting

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Architecture, landscape</td>
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</tr>
<tr>
<td>Engineering, site plan</td>
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<tr>
<td>Site survey, construction plan</td>
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<tr>
<td>Total</td>
<td>$10,000.00</td>
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</table>

### General Contractor

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<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Labor</td>
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<tr>
<td>Subcontractors</td>
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<tr>
<td>Tools</td>
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<tr>
<td>Total</td>
<td>$6,500.00</td>
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</table>

### Materials

<table>
<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Concrete</td>
<td>$3,500.00</td>
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<tr>
<td>Metal fencing</td>
<td>$1,000.00</td>
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<tr>
<td>Metal fencing</td>
<td>$500.00</td>
</tr>
<tr>
<td>Metal fencing</td>
<td>$100.00</td>
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<tr>
<td>Total</td>
<td>$5,000.00</td>
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</tbody>
</table>

### Total

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$38,607.55</td>
</tr>
</tbody>
</table>

**Notes:**

- $38,607.55 is the total estimated cost.
- $35,000.00 is greater than 6% during construction.
- Cost of project inspection and oversight.
- Estimated project.
Town of Chebeague Island Job Description –

Cemetery Superintendent

<table>
<thead>
<tr>
<th>Primary Job Title:</th>
<th>Cemetery Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Titles:</td>
<td>N/A</td>
</tr>
<tr>
<td>Department:</td>
<td>Cemetery</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Stipend Employee or Temporary/Seasonal Employee</td>
</tr>
<tr>
<td>Supervision Received:</td>
<td>Town Administrator</td>
</tr>
<tr>
<td>Supervision Exercised:</td>
<td>Contractors, burial workers</td>
</tr>
<tr>
<td>Pay Type:</td>
<td>Stipend or Hourly</td>
</tr>
<tr>
<td>Pay Range &amp; Rate:</td>
<td>DOQE</td>
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<tr>
<td>Expected Work Hours:</td>
<td>Variable as needed</td>
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<tr>
<td>Benefits:</td>
<td>N/A</td>
</tr>
<tr>
<td>Purchasing:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Nature of Work

This is administrative work in the care and maintenance of Chebeague Island Cemetery. The Cemetery Superintendent is responsible for scheduling and coordinating the work of crews engaged in funeral burials (i.e., digging graves, set up, filling graves, clean up, etc.). The Superintendent assists with budget preparation and administration and is responsible for dealing with families and funeral parlors on burials and the public relations related to lot sales. Work is performed under the general supervision of the Town Administrator and subject to review through observation and results.

Job Responsibilities

The Position is responsible for the following:

- Assists in the preparation and administers the departmental operating and capital budgets including revenue generation (sale of lots, administrative fees) and internal auditing.
- Supervises maintenance of all records related to the operation of the cemetery and all cemetery transactions.
- Assists customers with the purchase of cemetery lots and details related to burials. Oversees crews engaged in burial preparations. The Superintendent will also help to arrange the setting of monuments.
- Arranges for flags to decorate the graves of veterans for Memorial Day.
- Is responsible for operating the cemetery in an efficient, proper and professional manner.
- Is a non-voting ex official member of the Cemetery Committee.
- Additional duties as requested by the Supervisor.

Requirements of Work

- Knowledge of burial procedures, customs and traditions.
- Ability to deal with the public in a courteous and professional manner.
• Knowledge of grounds maintenance procedures, methods, materials and equipment.

• Knowledge of basic mechanical functions applicable to grounds maintenance equipment, including the hazards and applicable safety precautions.

• Ability to organize, direct and supervise the work of skilled equipment operators and crews performing semi-skilled and unskilled activities to obtain efficient results.

• Ability to understand and follow complex oral and written directions and make decisions relating to them.

**Required Skills**

• Use of Excel

**Desirable Skills**

• Ability to use GIS