

**Board of Selectmen Meeting Notice,
November 08, 2017**

**The Board of Selectmen will hold a Meeting on Wednesday,
November 8, 2017 at the Chebeague Island Hall at 6:00 PM**

- I. Call Public Meeting to Order**
- II. Public Comment for items not on the agenda**
- III. Reports**
- IV. Regular Business**
 - 18-050 Coastal Waters Rules and Regulations
To review and approve amendments to add storm float
 - 18-051 Road Safety Committee
To hear a report from the Road Safety Committee
 - 18-052 FY18 Shore and Harbor Grant-Sunset Landing
To discuss how to proceed with selecting an engineer for this project
 - 18-053 Code Enforcement Officer Job Description
To review and approve the job description for the Code Enforcement Officer.
 - 18-054 Capital Planning
To review and approve the Stone Wharf Master Plan Design Criteria Directives.
 - 18-055 Appointments
To approve the appointment of Peter Rice to the Road Safety Committee.
- V. Communications**
- VI. Review and approve prior meeting minutes of October 25, 2017**
- VII. Approval of Expense Warrant(s)**
- VIII. Other Business**
- IX. Executive Session**

The Board of Selectman will hold an Executive Session pursuant to 1 M.R.S.A § (6) (A) to discuss a personnel matter. To review the job applications that have been received for the various town job openings.
- X. Adjourn Meeting**

To: Chebeague Board of Selectmen
From: Donna Miller Damon
13 Fenderson Rd.
Chebeague Island ME 04017
Re: Agenda Request Concerning Broadcasting Selectmen's Meetings
Date: November 1, 2017

1. Public Benefit: Community would be informed about issues relating to the Town and would be better able to understand issues relating to the Town budget and Town Meeting warrant articles. If they felt informed they might be more apt to attend meetings or volunteer for committees.
2. I am sure that there are specific items that need clarification but I am not aware of them at the present.
3. The first step would be to invite interested parties (the public, Broadband Committee, the Hall, Recompense and various committees) to hold a workshop to determine interest in going to the next step which would be researching equipment pricing etc.
4. Too early for a cost analysis
5. The schedule would include holding a workshop ASAP and if the decision is to move forward with gathering more information – determine who will gather it. Those charged with gathering the information not limited to: equipment, necessary agreements, partnerships, and funding possibilities - would present a proposal to the Selectmen during the Budget Process (FY 2018-19). A final proposal could be voted on at Town Meeting in June 2018.

I have discussed this issue with a Hall Co-President and she was supportive of this process. She indicated that the Hall would like to be informed and involved as far as issues relating to the facility.

I would hope that the workshop could be held in early December. I am not sure if you need to have an agenda item to discuss this proposal before deciding if you want to hold the workshop.

Thanks for considering the possibility of broadcasting Selectmen's and other Town meetings.

To: Chebeague Board of Selectmen

From: Donna Miller Damon

13 Fenderson Rd.

Chebeague Island ME 04017

Re: Agenda Request to ask the town to facilitate a meeting of various island resources as well as members of the public to discuss creating a process to evaluate the islanders needs and potential existing resources to deal with future emergencies caused by storms.

Date: November 8, 2017

1. Public Benefit: Interested parties will meet and discuss the needs of the community during extended power outages and significant storms. As a result, should a future event occur, islanders will know which resources can best meet their needs.
2. I am sure that there are specific items that need clarification but I am not aware of them at the present.
3. The first step would be to invite interested parties (the public, representatives of Public Safety, Town officials, various island organizations) to discuss and determine the needs of the community during a situation and identify currently available resources. Possibly conduct a gap analysis to determine what needs are not currently met and how they might be met in the future. Communication would also be a topic of discussion. How does the public know what is available? How do they make their needs known? Should the community be surveyed?
4. The Town would invite stakeholders to a meeting in January to gather information; at that point those present could identify issues and decide to continue meeting to complete some of the tasks listed above or suggest to the Selectmen that a formal committee be formed to guide the process. If it was determined that resources were needed a presentation would be made to the Selectmen during the budget process. would present a proposal to the Selectmen during the Budget Process (FY 2018-19). A final proposal could be voted on at Town Meeting in June 2018.

This request was initiated because there seemed to be some confusion on which resources were available within the community during an extended power outage. Fortunately, the most recent event occurred during a mild fall. The next could be in a frigid winter. Everyone needs to know what is available, how to access it, and who to contact. We also need to determine if we need additional resources on the island and how to volunteer if you want to help.

This request is made in hopes that we can come together as a community and be prepared if the need arises.

Thanks for considering this request to bring folks together in a proactive, collaborative manner to prepare for future emergencies.

From: **Eldon Mayer** vixenskipper@gmail.com
Subject: **RSC Plan per Jay's suggestion**
Date: **October 20, 2017 at 1:10 PM**
To: drhill@chebeague.net, herb@chebeague.net, jaycorson@live.com, bo.chebeague@outlook.com, markdyer@chebeague.net
Cc: **Marjorie Stratton** TownAdmin@chebeague.net



THE RSC PLAN

As presented to the BOS at the September 27th meeting, the plan at that time was:

- 1. An October Workshop**
- 2. Meetings in November and January**
- 3. A report to the BOS by January 31st, 2018**

At the Workshop there was broad sentiment expressed that education should be the RSC's primary emphasis. Education was also one of the top three actions suggested in the Survey Monkey's 140 responses as of the Workshop.

The RSC is aware that the school is planning a road safety event. We are assisting them. The Rec has had road safety events in the past. We are in touch with them and will assist them if asked.

The Workshop, the school event, and a possible Rec event will probably reach a total of fewer than 100 Chebeaguers. Members of the community will also be "educated" by bumper stickers which recommend "SLOWLY FOR SAFETY" as well as by information that will be in Chebeague.org and the monthly Calendar. The committee is brainstorming other ways to educate Chebeague residents. One thought is local newspaper articles.

The problem with just educating Chebeaguers is that the majority of the offenders are renters, relatives from away and other houseguests, and Inn guests. If educational roadside signage is approved by the BOS and if CTC will help the committee reach out to transient visitors these things will help us reach a broad audience. We hope the BOS will approve our having conversations with the CTC. We are thinking about asking them if they will have their busdrivers hand out road safety cards to people who park at the Rte 1 Lot, perhaps allow a poster on the Islander, and also have the captains say something about road safety. Even if CTC approves all of these things, we realize that there will undoubtedly be some bikers, pedestrians and motor vehicle drivers who will break the relevant laws. We may be suggesting enhanced enforcement of state bicycle and motor vehicle statutes, and expect if this happens it will improve safety on our roads.

At the Workshop it was suggested that we reach out to the Island Institute. We have done that, and they have put us in touch with the Town Administrators on Islesboro, North Haven and Vinalhaven. We will also be contacting Peaks Island. We have already spoken to our governmental contact on Long Island.

We would like to speak to the County Sheriff if the BOS will approve that. Also the DOT and possibly the MANP.

Now that it is becoming clear that there is a probable benefit to reaching out to seasonal visitors, since the RSC's business will be completed with its presentation to the BOS in February it is not clear how this will be accomplished.

The Road Safety Committee

Contacts the RSC would like approval to make:

CTC – To discuss their handing out road safety cards on the bus.

Other island Town Managers – To learn what they are doing about road safety.

County Sheriff – To learn how he feels about better traffic law enforcement on Chebeague.

DOT – To discuss speed limits and signage.

Maine Municipal Association – To discuss things such as can a municipality legislate such things as a law requiring that helmets must be worn by all bikers.

Chebeague.org – To place small notices re road safety.

Town of Chebeague Island – Board of Selectmen Policy Statements
Coastal Water Rules and Regulations

1. Purpose and Authority

The Board of Selectmen (Board) is granted authority under Ch. 18, Art. I, Sec. 110 of the Town of Chebeague Island Code of Ordinances, referred in this document as the Coastal Waters Ordinance, to create and maintain rules and regulations for specific purposes. This document constitutes the sole body of rules and regulations authorized under the Coastal Waters Ordinance.

2. Procedure

Section 110 of the Coastal Waters Ordinance allows the Board to modify this document at any properly notice meeting of the Board but requires the Board to hold a public hearing prior to adopting any changes.

3. Policy

It is the policy of the Board that the following body of rules and regulations will encourage the safe and fair use of public marine facilities maintained by the Town.

4. Fines and Penalties

Fines and penalties for violations of these rules are set in Sections 111 and 114 of the Coastal Waters Ordinance and cannot be set in these rules and regulations.

5. Permits and Fees

Permits and fees are enabled by the controlling ordinance and set by the Board of Selectmen in accordance with Ch. 11, Art. I, Sec. 109(S) of the Town of Chebeague Island Code of Ordinances.

6. Stone Wharf (excluding the float system)

- a) No vessel shall be berthed, tied up, or otherwise secured to the Stone Wharf except for loading and unloading, except that vessels may be left to ground out for repair or painting with the permission of the Harbormaster.
- b) No vessel may be left unattended while berthed at the Stone Wharf except with the permission of the Harbormaster
- c) Wharf Surface

Except for the purposes of loading or unloading, it shall be unlawful for any person to place or cause to be placed any vessel, lobster trap, or any gear or object on the Stone Wharf, for storage, drying, repair, or any other purpose for longer than 48 hours.

- d) Haul-offs

No haul-offs or pulley lines shall be permitted at the Stone Wharf Except as shown below.

7. Stone Wharf Float System

Town of Chebeague Island – Board of Selectmen Policy Statements
Coastal Water Rules and Regulations

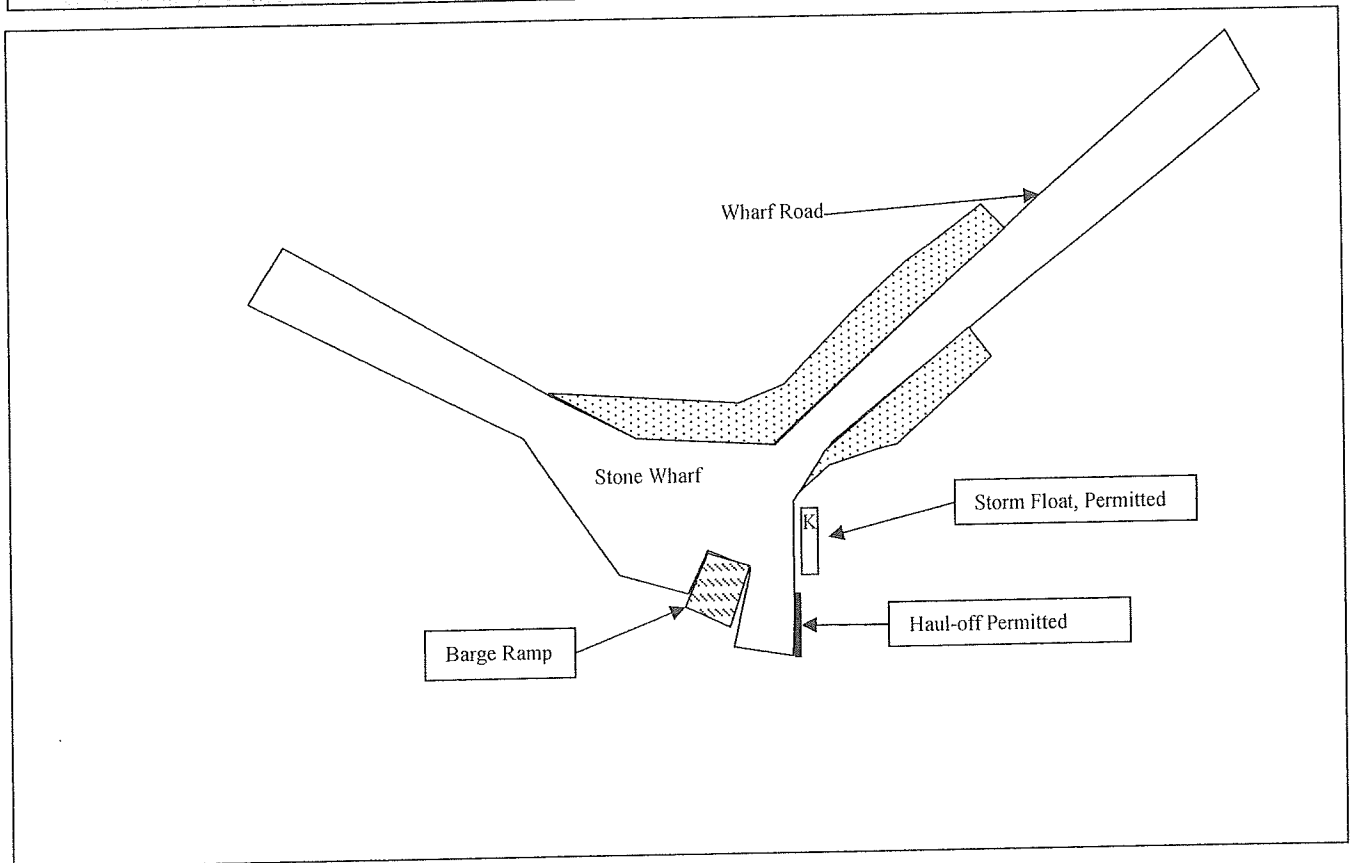
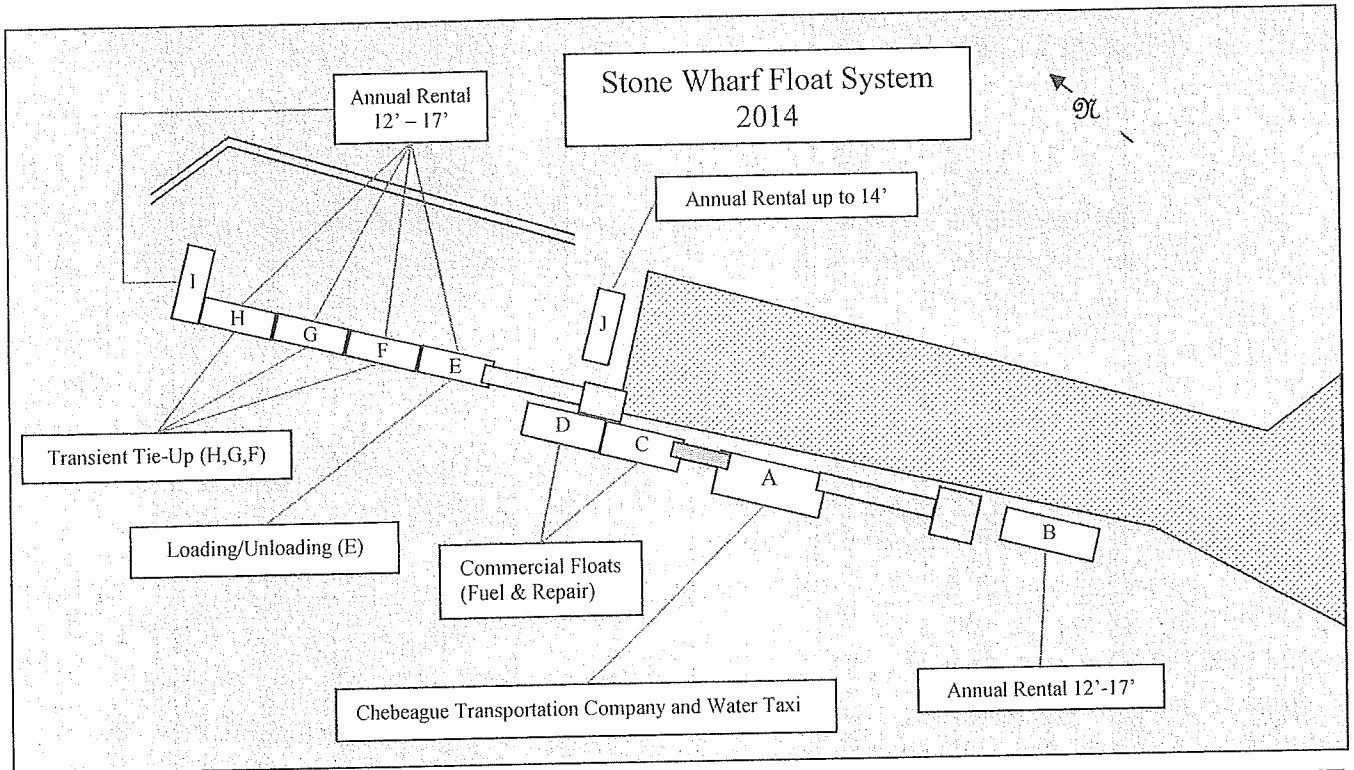
No vessel regardless of size shall be berthed, tied up or otherwise secured to any Town float at the Stone Wharf except as allowed in these rules and regulations.

a) Float Surface

No person shall place or cause to be placed any vessel on the deck or surface of any float. Except for the purposes of loading or unloading, it shall be unlawful for any person to place or cause to be placed any vessel, lobster trap, or any gear or object on the deck or surface of any float.

Float	Length Restrictions	Fee applies	Time Restriction	
A	None	No	None	Float A of the Stone Wharf shall be used for berthing only the vessels of the Primary Ferry Service Provider, which is that organization providing the majority of passenger, personal freight and school transportation, law enforcement and fire/rescue services between Chebeague Island and Cousins Island. Water taxis may use Float A provided they do so without interfering with the safe operation of the Primary Ferry Service Provider. Other vessels may use Float A for the immediate loading and unloading of passengers and/or cargo when this may be accomplished without interfering with the previously named vessels.
B	12' – 17'	Yes	Annual Permit	Bow line tie up only.
C	None: Commercial	No	None	Floats C & D are considered commercial floats and may be used for fueling and repair by commercial vessels only. Other one-time uses (including other vessels) may be allowed by special permission from the Harbormaster. Vessels may not be left unattended at these floats.
D	None: Commercial	No	None	
E-East	12' to 17'	Yes	Annual permit	Bow line tie up only.
E-West	None: Loading/Unloading	No	15 min/4 hr	
F-East	12' to 17'	Yes	Annual Permit	Bow line tie up only.
F-West	None: Transient	Yes	one	Transient Punt tie-up Space, when available, shall be designated by the Harbormaster.
G-East	12' to 17'	Yes	Annual Permit	Bow line tie up only.
G-West	None: Transient	Yes	None	Transient Punt tie-up Space, when available, shall be designated by the Harbormaster.
H-East	12' to 17'	Yes	Annual Permit	Bow line tie up only.
H-West	None: Transient	Yes	None	Transient Punt tie-up Space, when available, shall be designated by the Harbormaster
I	12' to 17' (Is intended for inflatable)	Yes	Annual Permit	Bow line tie up only.
J	12' to 14'	Yes	Annual Permit	Bow line tie up only.
K	12' to 14'	Yes	Annual Permit	Bow line tie up only.

Town of Chebeague Island – Board of Selectmen Policy Statements
 Coastal Water Rules and Regulations



Town of Chebeague Island – Board of Selectmen Policy Statements
Coastal Water Rules and Regulations

8. Chandler’s Cove Wharf Float System

The wharf structure at Chandler’s Cove is controlled by the State of Maine Department of Transportation. The Town of Chebeague Island is authorized to maintain a series of floats off the North side of the wharf.

a) Exceptions

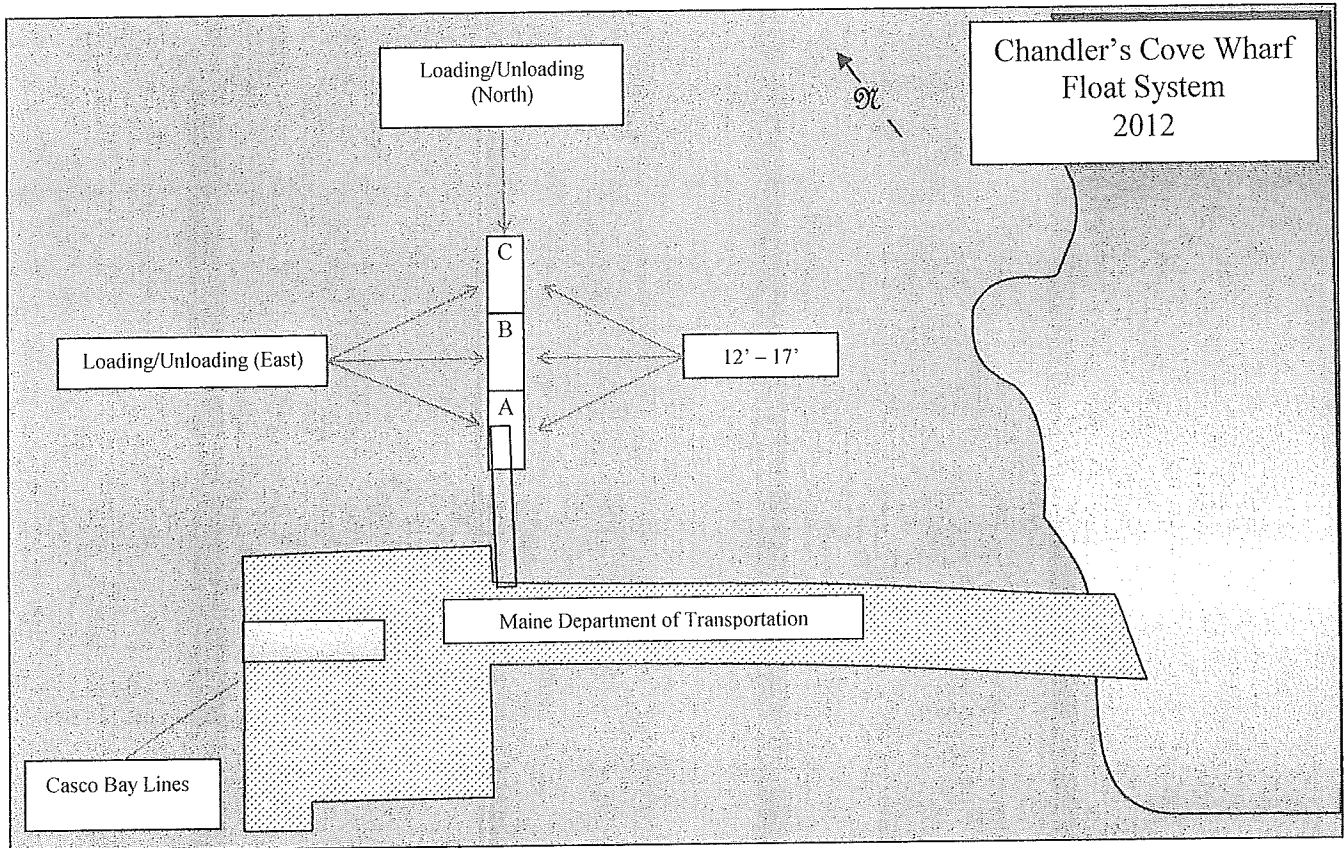
Vessels used by public utilities or emergency response shall be exempt from restrictions in this section for the Town float system at Chandler’s Cove Wharf.

b) Float Surface

Except for Loading and Unloading, it shall be unlawful for any person to place, or cause to be placed, any vessel, lobster trap, or any other gear or object on the deck or surface of any float or parking area for storage, drying, repair, or any other purpose.

Float	Length Restrictions	Fee applies	Time Restriction	
A-East	up to 17'	No	None	Bow line tie up only.
A-West	None: Loading/Unloading	No	fifteen (15) minutes during any continuous four hour period	
B-East	up to 17'	No	None	Bow line tie up only.
B-West	None: Transient	No	fifteen (15) minutes during any continuous four hour period	
C-East	up to 17'	No	None	Bow line tie up only.
C-West	None: Transient	No	fifteen (15) minutes during any continuous four hour period	
C-North	up to 17'	No		

Town of Chebeague Island – Board of Selectmen Policy Statements
Coastal Water Rules and Regulations



We the undersigned Selectmen have reviewed this document and voted to approve the rules and regulations contained herein under the authority granted in the Town of Chebeague Island Code of Ordinances Chapter 18, Article I, Section 110:

Adopted on: _____ YES ___ NO ___ Attested: _____.

Town of Chebeague Island Job Description –
Code Enforcement Officer / Local Plumbing Inspector

Primary Job Title:	Code Enforcement Officer
Additional Titles:	Local Plumbing Inspector
Department:	Code Enforcement
Employment Type:	Part-Time
Supervision Received:	Town Administrator
Supervision Exercised:	N/A
Pay Type:	Hourly
Pay Range & Rate:	\$20 - \$30.00 hourly, DOQE
Expected Work Hours:	One day per week in office and other hours as needed.
Benefits:	N/A or as described in the Employee Handbook
Purchasing:	As directed by the Town Administrator

Nature of Work

This is responsible professional administrative and technical work in carrying out the building, plumbing and electrical inspection program of the Town and in securing compliance with Town Land Use and zoning ordinances.

The Code Enforcement Officer is responsible for issuing building, plumbing and electrical permits; conducting inspections to ensure compliance; enforcing the state and municipal zoning ordinances; maintaining liaison with appropriate state and local agencies; and maintaining departmental records and reports. Work is performed under the general supervision of the Town Administrator with considerable independent judgment and discretion in accordance with applicable laws and ordinances. Work is reviewed through reports, discussions, and results achieved.

Job Responsibilities

The Position is responsible for the following:

- Inspects buildings which are under construction, alteration or repair for compliance with building, electrical, plumbing, or zoning requirements.
- Inspects old and dangerous buildings for fire and other dangers; confers with other Town officials as appropriate.
- Attends Planning Board Meetings as needed.
- Attends and assists in the hearings of the Board of Adjustments and Appeals as needed.
- Provides code information as requested by banks, lawyers, realtors, developers, and individuals.
- Reviews building and plumbing plans for compliance before issuing permits; makes recommendations to ensure compliance with codes.

Town of Chebeague Island Job Description –
Code Enforcement Officer / Local Plumbing Inspector

- Investigates complaints of possible code violations, including building, electrical, plumbing, sanitation, and zoning, initiating appropriate actions to ensure compliance as necessary.
- Interviews applicants and reviews applications for building, demolition or plumbing permits; calculates fees and issues same.
- Prepares and maintains records and reports.
- Performs related work as required.

Requirements of Work

- Considerable knowledge of approved methods and materials used in building construction and plumbing repair and installations.
- Considerable knowledge of local, state, and federal enactments governing plumbing construction, use, and occupancy, and ability to interpret same.
- Considerable knowledge of state and town zoning ordinance provisions and ability to interpret same.
- Ability to analyze and interpret complex construction plans and specifications.
- Ability to deal with the public firmly and courteously under adverse or strained conditions.
- Ability to maintain records and prepare reports.
- Ability to recognize code violations and to take appropriate enforcement action.
- Ability to communicate well both orally and in writing.

Desirable Skills

- Considerable experience in the construction industry or as a journeyman electrician or plumber, graduation from high school supplemented with two-year vocational program in building construction, structural design, supplemented by a college degree in a related field; or any equivalent combination of training and experience.

Necessary Special Requirements

- Must possess a valid State of Maine driver's license
- Must possess or be able to obtain by time of hire certifications for shoreland zoning, land use, building inspection, plumbing inspection and electrical inspection and Rule 80k.

Town of Chebeague Island Job Description –
Code Enforcement Officer / Local Plumbing Inspector

Employee Acknowledgement

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

Employee Name: _____

Employee Signature: _____

Date: _____

To: Collins Engineering
From: Board of Selectmen
Date: November 8, 2017
Re: Stone Wharf Master Plan Design Criteria Directives

The following are intended to be guidance and directives to assist Collins Engineering in compiling a final report with, what the Board of Selectmen feel, are relevant recommendations and design features.

Fiscal Capacity

To complete the wharf study and related conceptual design the Board recommends a project target cost of no more than \$4,500,000 (probably funding using a 20-year bond).

Annual maintenance costs should increase by no more than \$5,000 from current costs. Annual costs include, snow removal, float setting and repair, lighting & electricity, lining, small surface repairs.

Project Schedule

The Town is undertaking this study to evaluate the existing facility and determine what improvements can be made. A companion study will be undertaken to evaluate the property at Sunset Landing. The Board plans to begin construction as early as 2020.

Conceptual Starting Point

The task is to incorporate the design criteria directives enumerated below to the extent possible within the cost constraints identified above taking into consideration public input received by Collins Engineering at public meetings, private meeting, and other communications.

Report Recommendations

To the extent possible the Board requests that Collins incorporate its recommendations on the following topics:

- Coordination with Army Corps of Engineers related to the projects impact on current dredging plans.
- Would incorporating the adjacent property currently owned by golf course benefit the project.
- Should consider off-site parking as a necessary feature to support parking projections.

Design Criteria Directives

The Board appears to have consensus that Public Safety should be the top design criteria. Beyond that, the Board agreed that the other design criteria should be applied but chose not to prioritize them.

Public Safety

Public safety considerations include pedestrian and automobile interactions, emergency vehicle access, lighting, dunnage handling and pick-up/drop-off solutions.

Parking Capacity

Current parking capacity of 98 cars, including 5 handicap accessible spaces and 7 spaces seasonally restricted for commercial fishing access, should be maintained or possibly increased based on projections. Long Term and large vehicle parking options should be addressed.

Traffic Flow

In addition to traffic flow patterns to improve public safety and parking, traffic flows should reduce congestion and confusion. Queuing for barge and boat ramp should be addressed. Consider the impact of changing the access point to the CTC float to a point more South-East so that ferry traffic doesn't have to go on the wharf head at all.

Commercial Fishing

Maintaining current levels of support for commercial fisherman is the goal. The important considerations are gear load outs access to vehicles by land-based services such as mechanics, welders, divers, electrical (110 Volt) power access and tender (punt) tie-up services.

Ferry and Water Taxi

The Chebeague Transportation Company facilities should be enhanced to the extent possible to facilitate passenger embarking and disembarking and dunnage handling. Other considerations are secure foul weather tie-up and electrical (110 Volt) power access.

Small Boat Usage

The number of boats currently supported as transient and seasonal tie-ups should be maintained. Alternatives should be sought for the existing wave-break.

Heavy Freight Transportation

Accommodating the transport (usually by barge) of heavy freight (anything that cannot be transported as dunnage on the ferry).

Sea-Level rise mitigation

Sea-level mitigation should be addressed and incorporated into the plan.