

**Board of Selectmen Meeting Notice,  
March 28, 2018**

**The Board of Selectmen will hold a Meeting on Wednesday,  
March 28, 2018 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. Regular Business**

**18-082** Liquor License Application

To consider approval of a State Liquor License Application for the Chebeague Island Inn.

**18-083** Certify Ordinances for Special Town Meeting

- Building Codes; Adoption Enforcement Ordinance
- Shoreland Zoning Ordinance
- Zoning Ordinance
- Zoning Map

**18-084** Approve Town Meeting Warrant for Special Town Meeting

**18-085** Public Works Truck #10

To discuss the disposal of public works truck #10.

**18-086** Undesignated Fund Balance Policy Statement

To review and approve the Undesignated Fund Policy Statement

**IV. Budget Workshop**

- Capital Planning
- Capps Road drainage
- Any other budget items

**V. Communications**

**VI. Review and approve prior meeting minutes of March 14, 2018**

**VII. Approval of Expense Warrant(s)**

**VIII. Other Business**

**IX. Executive Session- Full Time Public Works**

The Board of Selectmen will hold an Executive Session pursuant to 1 M.R.S. § (6) (A) to discuss a personnel matter.

**X. Adjourn Meeting**

## SPECIAL TOWN MEETING WARRANT

**TO: Christine Auffant, a resident of the Town of Chebeague Island, in the County of Cumberland and State of Maine,**

### GREETING:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Chebeague Island in the County of Cumberland, State of Maine, qualified by law to vote in town affairs, to meet at the Chebeague Island Community Center, 247 South Road, Chebeague Island, Maine on Saturday, the 7th day of April, 2018 at One (1) o'clock in the afternoon, then and there to act upon the following Articles, numbered 1 through 5:

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

Article 2: Shall an Ordinance entitled "2018 Amendments to repeal and replace the Zoning Ordinance of the Town of Chebeague Island, Maine" be enacted? (A copy of the proposed Ordinance is available for review and inspection at the Town Office; it will also be available at Town Meeting).

Article 3: Shall an Ordinance entitled "Shoreland Zoning Ordinance of the Town of Chebeague Island, Maine" be enacted? (A copy of the proposed Ordinance is available for review and inspection at the Town Office; it will also be available at Town Meeting).

Article 4: Shall the Town enact a map entitled "2018 amended Zoning Map of the Town of Chebeague Island, Maine.

*Explanation:* As we have updated our Zoning Ordinance to use "highest astronomical tide" instead of "mean high water" we are amending the Zoning Map.

Article 5: Shall the Ordinance entitled "Building Codes; Adoption and Enforcement Ordinance of the Town of Chebeague Island, Maine" be amended as shown in Exhibit A.

Article 6: To adjourn this Special Town Meeting.

Given onto to our hands, this 28th day of March, 2018 at Chebeague Island, Maine.

Chebeague Island Board of Selectmen

\_\_\_\_\_  
John Corson, Chair

\_\_\_\_\_  
David Hill

\_\_\_\_\_  
Jean-Louis Beaupre

\_\_\_\_\_  
Herbert Maine

\_\_\_\_\_  
Mark Dyer

A True Copy

Attest:

\_\_\_\_\_  
Town Clerk  
Town of Chebeague Island

\_\_\_\_\_  
Date

## RETURN ON THE WARRANT

Chebeague Island, Maine

March \_\_\_\_, 2018

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of said Town, qualified as herein expressed, to meet at said time and place, and for the purposes therein named, by posting an attested copy of said warrant at: Chebeague Island Town Office, Chebeague Island Hall Community Center, Chebeague Island Library, Chebeague Island Recreation Center, Island Market, Chandlers Cove Landing, and the Chebeague Transportation Company vessel "Islander", being public and conspicuous places in said Town, on the \_\_\_\_\_ day of March, 2018, being at least seven days before the meeting.

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Resident of Chebeague Island

March 28, 2018

To: Board of Selectmen

From: Chuck Elder

Re: Problems with Old Truck #10

- All lights on back of truck not working
- One of the two fuel tanks does not work
- Front fender in wheel well falling off
- Front bumper falling off
- Electrical problems, half of the gages on dash not working
- No gas gage
- One of the two batteries don't work
- Power drain on batteries are dead every 3 days
- Transmission leaks
- Inside tire on rear right leaks air
- Brakes leak, we have replaced some of the brake lines
- Oil leak in cab form pressure gage
- Plow frame broken and pins won't go all the way in so plow is unsafe until fixed.
- Shifter spring is broken in handle
- Tail board is broken so unable to unlock- rusted solid
- Front light mount broken so light falls out

### Undesignated Fund Balance Policy Statement

#### 1. Purpose

The Town of Chebeague Island recognizes the importance of maintaining an appropriate Undesignated Fund Balance to assure financial stability. This policy assures the citizens of the Town of Chebeague Island that a prudent level of reserve funds is available to the town to protect tax payers from current and future risks. The purpose of this policy is to guide the management of those funds.

#### 2. Definitions

Operating Budget – The operating budget is that part of the total budget that includes normal operating costs but excludes contingency, reserve accounts, long-term assets or liabilities, one-time extraordinary or emergency costs that may be part of an approved budget.

Undesignated Fund Balance – As a fiscal year closes the difference between the actual revenues and actual expenditures is applied to the general fund and so becomes “undesignated” or not part of a budget or reserve. Several years of surplus can accrue and become a significant amount of money to manage.

Budget Contingency – A budget contingency account is a specific amount of money raised by the Town to assure against unforeseen costs. It is not considered part of the operating budget for the purpose of calculating the level of the undesignated fund balance.

Budget Reserve Accounts – Reserve accounts in the Town’s annual budget are monies raised for a specific use as part of a long range financial plan. They are considered to be “designated” funds and therefore are not part of the undesignated fund balance. They are also not considered part of the operating budget.

#### 3. Enactment

This policy is enacted upon a majority vote of the Board of Selectmen and may be amended or repealed from time to time by the Selectmen or by Town Meeting.

#### 4. Decision Factors

The factors in this section should be used in the annual review of the current Undesignated Fund Balance with respect to the town’s current and expected economic conditions.

Town of Chebeague Island – Board of Selectmen Policy Statements

Risk Factors	Security Factors
<p><b>Natural Disasters</b> – Exposure or likelihood of a natural disaster that would require immediate availability of local funds.</p>	<p><b>Balances in other reserves</b> – balances in other reserves that could be re-applied to emergency needs</p>
<p><b>Revenue Stability</b> – The Town has historically had a consistently very good return (average %97 for the period 2013-2017).</p>	<p><b>Borrowing capability</b> – The Town has never required a tax anticipation note.</p>
<p><b>State Aid</b> – The Town is a minimum receiver of state aid, therefore we are not particularly dependent on it.</p>	

This policy bases the computation on budgeted values rather than on expenditures or revenues because the development of the budget is typically conservative in our process and takes into account several years of activity.

5. Policy

The Undesignated Fund Balance will be greater than 16% but less than 25% of the *operating budget* (as defined in this policy). The Undesignated Fund Balance will be estimated and reported to Selectmen in accordance with this policy by the Treasurer during the budget process. It will be reviewed again by the Selectmen when the Town Financial Audit is completed. The Selectmen will take timely and appropriate action if the estimated balance falls outside the limits set in this policy using any and all authority granted by Town Meeting or seeking appropriate authority.

6. References

“Fund Balance Guidelines for the General Fund”, [www.gfoa.org](http://www.gfoa.org). Government Finance Officers Association (GFOA), September 2015, 5 March 2018

7. Adoption and Revision History

Adopted on: 1/13/2010 YES 5 NO 0

Revised on: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Attested: \_\_\_\_\_.