

**Board of Selectmen Meeting Notice,
April 25, 2018**

**The Board of Selectmen will hold a Meeting on Wednesday,
April 25, 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

18-090 Broadband Committee

To further discuss any items from the April 18, 2018 Broadband Workshop

18-091 Town Meeting Warrant for June 9, 2018 Annual Town Meeting

To review and approve the Town Meeting Warrant for the Annual Town Meeting on June 9, 2018.

18-092 Public Works Truck #10 Plow and Sander

To discuss the disposition of the plow and sander from Public Works Truck #10.

IV. Communications

V. Review and approve prior meeting minutes of April 11, 2018

VI. Approval of Expense Warrant(s)

VII. Other Business

VIII. Adjourn Meeting

**TOWN OF CHEBEAGUE ISLAND, MAINE
ANNUAL 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 Hall Community Center, 247 South Road, Chebeague Island, Maine on **Saturday, the 9th day of June, 2018 at 9 o'clock in the morning, then and there to act upon Articles 1 and 3 through 60;**

And, to notify and warn said inhabitants to meet at the Chebeague Island Hall Community Center in said town on Tuesday, the 12th of June, 2018 at 8 o'clock in the morning, then and there to act on Article 2 as set out below, the polling hours are from 8:00 o'clock in the morning until 8 o'clock in the evening.

OPEN TOWN MEETING – JUNE 9, 2018 – 9:00 a.m.

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

ELECTION AND REFERENDUM VOTING ARTICLE: 2

VOTING – JUNE 12, 2018 - 8:00 a.m. to 8:00 p.m.

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

Article 3: To see if the Town will approve opening the floor of' this Town Meeting to all non-registered persons for the purpose of discussion only on each of the following articles of this Fiscal Year 2018-2019 Warrant.

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

EDUCATION BUDGET ARTICLES

ARTICLE 4: THROUGH ARTICLE 14: AUTHORIZE EXPENDITURES IN EDUCATION COST CENTER CATEGORIES

Article 4: Shall the Town Authorize the School Committee to expend **\$623,904** for Regular Instruction?

Article 5: Shall the Town Authorize the School Committee to expend **\$82,206** for Special Education?

Article 6: Shall the Town Authorize the School Committee to expend **\$0** for Career and Technical Ed?

Article 7: Shall the Town Authorize the School Committee to expend **\$0** for Other Instruction?

Article 8: Shall the Town Authorize the School Committee to expend **\$25,096** for Student and Staff Support?

Article 9: Shall the Town Authorize the School Committee to expend **\$68,366** for System Administration?

Article 10: Shall the Town Authorize the School Committee to expend **\$50,266** for School Administration?

Article 11: Shall the Town Authorize the School Committee to expend **\$101,651** for Transportation and Buses?

Article 12: Shall the Town Authorize the School Committee to expend **\$60,601** for Facilities Maintenance?

Article 13: Shall the Town Authorize the School Committee to expend **\$135,128** for Debt Service and Other Commitments?

Article 14: Shall the Town Authorize the School Committee to expend **\$46,063** for All Other Expenditures, Including School Lunch?

Article 15: THROUGH Article 16: RAISE FUNDS FOR THE PROPOSED SCHOOL BUDGET

Article 15: Shall the Town appropriate \$717,599.27 for the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and shall the Town raise \$637,343.70 as the Town's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with Maine Revised Statutes, Title 20-A, section 15688?

Explanation: The Town's contribution to the total cost of funding public education from Pre-Kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

Article 16: Shall the Town raise and appropriate \$475,681.73 in additional local funds, which exceeds the State's Essential Programs and Services funding model by \$475,681.73 as required to fund the budget recommended by the School Committee?

Article 16 is required to be voted by written ballot.

The School Committee recommends \$475,681.73 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$475,681.73. EPS does not fully support all the necessary costs of a Pre-kindergarten to grade 12 educational program, such as:

(1) Special Education costs; (2) ferry transportation and bus costs; (3) staff benefits, including health insurance, FICA, Medicare, unemployment benefits, and workers compensation.

Explanation: The additional local funds are those locally raised funds over and above the Town's local contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Town budget for educational programs.

Article 17: SUMMARIZES THE PROPOSED SCHOOL BUDGET

Article 17: Shall the Town authorize the School Committee to expend **\$1,193,281** for the fiscal year beginning July 1, 2017 and ending June 30, 2018 from the Town’s contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy, and other receipts for the support of schools?

*Explanation: This is a summary article and approves expenditures of the proposed budget of **\$1,193,281**. This article authorizes the School Committee to spend the money appropriated in the previous articles, plus other revenues. This article does not raise any additional money.*

ADDITIONAL SCHOOL RELATED ARTICLES

Article 18: Shall the School Committee be authorized to spend through the Chebeague Island School private enterprise checking account unanticipated gifts or donations of money in accordance with their policies in the best interests of the school system?

Article 19: Shall the Town authorize the School Committee to expend any state, federal and other grants, aid and receipts during the fiscal year beginning July 1, 2018 and ending June 30, 2019 for school purposes provided that such grants, aid, and receipts do not require expenditure of local funds not previously appropriated?

Explanation: This article has no relation to previously voted articles pertaining to the general operating budget’s expenditures and revenues. The question authorizes the School Board to expend any other related receipts such as state and federal grants to assist in the operation of Chebeague Island School. Example would be Special Education services (Local Entitlement).

Article 20: Shall the Town vote to appropriate the following Revenues, Balances Carried and Fund Transfers, to cover the expenditures appropriated in the previous articles with the remaining funding required to be raised by taxation.

School Undesignated Fund Balance	\$ 0
General Purpose Aid	\$ 80,256
School Lunch Sales	\$ 0

Explanation: This article identifies and summarizes the various revenue sources to be appropriated for school purposes.

(1) The School Unassigned Fund Balance is \$55,205 at June 30, 2017.

(2) General Purpose Aid is received from the State of Maine to be used for school purposes.

(3) School Lunch Sales is just that, revenue from the sale of lunches. As the school building will be closed for renovations, no hot lunch will be served.

MUNICIPAL BUDGET ARTICLES

Article 21: To see what sum the Town will vote to raise and appropriate for Administration and Board of Selectmen Accounts (1300).

The Board recommends: \$ 241,953.00

Explanation: 1.73% (\$4,248) decrease from FY18 budget. The decrease is due to reductions on several line items.

Article 22: To see what sum the Town will vote to raise and appropriate for the Assessor (1400).

The Board recommends: \$ 13,250

Explanation: .0% (\$0) increase from FY18 budget.

Article 23: To see what sum the Town will vote to raise and appropriate for Elections (1650).

The Board recommends: \$ 3,000

Explanation: 11.52% (\$310) increase from FY18 budget. Anticipated increase in wages due to an increase in the minimum wage.

Article 24: To see what sum the Town will vote to raise and appropriate for Planning. (1700).

The Board recommends: \$ 12,350

Explanation: 0% increase from FY18 budget. The Planning Board has requested \$5,000 for outside consulting services, \$5,000 for legal review and \$2,000 for GIS contracting for maps and any necessary GIS updates. Another \$350 was added for miscellaneous costs.

Article 25: To see what sum the Town will vote to raise and appropriate for Legal Services (1900).

The Board recommends: \$ 10,000

Explanation: 33.33% (\$5,000) decrease from FY18 budget. This estimate is based on actual costs for the past three years.

Article 26: To see what sum the Town will vote to raise and appropriate for Law Enforcement Services (2100).

The Board recommends: \$ 42,042

Explanation: 1.47% (\$611) increase from FY18 budget.

Article 27: To see what sum the Town will vote to raise and appropriate for the Fire and Rescue Department (2200).

The Board recommends: \$ 103,825

Explanation: 5.95% (\$5,834) increase from FY18 budget is primarily due an increase in the wage line for on-call stipends.

Article 28: To see what sum the Town will vote to raise and appropriate for Code Enforcement (2400).

The Board recommends: \$ 26,550

Explanation: 26.94% (\$5,635) increase from FY18 budget is due to an increase in wages.

Article 29: To see what sum the Town will vote to raise and appropriate for the Harbormaster and Shellfish Warden account (2500).

The Board recommends: \$30,550

Explanation: 0% increase from FY18 budget.

Article 30: To see what sum the Town will vote to raise and appropriate for Animal Control (2600).

The Board recommends: \$ 5,150

Explanation: 8.42% (\$400) increase from FY18 budget for wages.

Article 31: To see what sum the Town will vote to raise and appropriate for Public Services (3100).

The Board recommends: \$ 221,623

Explanation: 3.23% (\$7,387) decrease from FY18 budget due to various increases and decreases in several line items.

Article 32: To see what sum the Town will vote to raise and appropriate for Solid Waste (3200).

The Board recommends: \$ 155,914

Explanation: 1.36% (\$2,143) decrease from FY18 budget. We don't need the funds for chipping brush this year, but we have to fund the biennial water testing required by DEP.

Article 33: To see what sum the Town will vote to raise and appropriate for Cousins Island Blanchard Lot Reserve Fund (4400).

The Board recommends: \$19,642

Explanation: 4% (\$755) increase from FY18 budget per agreement with the Town of Yarmouth.

Article 34: To see what sum the Town will raise and appropriate for Contributions (4600) and to authorize the Board of Selectmen to disburse the full amount.

Board of Selectmen recommends raising **\$124,500** and authorizing the Board of Selectmen to disburse the full amount according to this table:

Contribution Disbursement	Proposed 18-19 To be Raised	Notes
3150 Chebeague Island Library	25,000	Same as last year
3151 Chebeague Community Ctr.	34,500	Same as last year
3166 Island Council	7,000	Same as last year
3167 Chebeague Recreation Center	56,500	Same as last year
3169 Island Commons Res. Center	1,500	Same as last year
TOTAL	124,500	

Explanation: 0% (0) increase from FY18 budget. If approved the Selectmen will disburse the appropriated funds to the appropriate entities.

Article 35: To see what sum the Town will vote to raise and appropriate for Chebeague Recreation Center – Kids Place (4600-3168), and authorize the Board of Selectmen to disburse the full amount upon execution of a Memorandum of Understanding to be drafted.

The Board recommends: \$20,000

Explanation: This is a new contribution and the Board of Selectmen wanted the Town to vote on this request separately from the other Chebeague Recreation Center contribution.

Article 36: To see what sum the Town will vote to raise and appropriate for General Assistance (5810).

The Board recommends: \$500

Explanation: No change from FY 18 budget.

Article 37: To see what sum the Town will vote to raise and appropriate for Health Services (5910).

The Board recommends: \$ 2,000

Explanation: 4.76% (\$100) decrease from FY18 budget. This is to pay the duly appointed Health Officer.

Article 38: To see what sum the Town will vote to raise and appropriate for the Cemetery (6200).

The Board recommends: \$ 13,225

Explanation: 2.12% (\$275) increase from FY18 budget primarily for supplies and training.

Article 39: To see what sum the Town will vote to raise and appropriate for Debt Service (6900).

The Board recommends: \$ 267,974

Explanation: 1.22% (3,304) decrease from FY18 budget. \$219,149 for the Maine Bond Bank debt from the secession payout to Town of Cumberland and \$48,825 for the Fire Truck note.

Article 40: To see what sum the Town will vote to raise and appropriate for Benefits & Insurance (7500).

The Board recommends: \$ 175,882

Explanation: 13.3% (\$20,642) increase from FY18 budget due primarily to an increase in health insurance costs.

Article 41: To see what sum the Town will vote to raise and appropriate for Street Lights (8100).

The Board recommends: \$ 10,800

Explanation: 1.41% (\$150) increase from FY18 budget based on actual expenditures from the previous year.

Article 42: To see what sum the Town will vote to raise, appropriate and authorize the Board of Selectmen to spend for unexpected expenses as they deem necessary for Contingency (8300).

The Board recommends: \$ 16,000

Explanation: No change from previous year.

Article 43: To see what sum the Town will vote to raise and appropriate for Tax paid to Cumberland, 50% of Outer Islands Tax (8800).

The Board recommends: \$ 44,500

Explanation: No change from previous year. As required in the law allowing Chebeague to secede from the Town of Cumberland, this article appropriates 50% of the property taxes committed by the Town of Chebeague Island from the Outer Islands.

Article 44: To see what sum the Town will vote to raise and appropriate for County Tax (8900).

The Board recommends: \$ 133,532

Explanation: 6.55% (\$8,206) increase from FY18 budget. Assessed to the municipality by Cumberland County.

Article 45: To see if the Town will authorize the Board of Selectmen, upon a majority vote of the Board of Selectmen, to exceed by no more than 10% annually, the amount authorized for each account approved in Article 21: through Article 44: above, so long as the overall amount spent for the sum total of those articles does not exceed the total appropriation approved for those articles.

Article 46: To see what sum the Town will raise and appropriate for Capital Improvements (9000).

Board of Selectmen recommends raising **\$370,000**.

Explanation: The table below shows the sum recommended by the Board of Selectmen for each capital account. 2.78% increase (\$10,000) from FY18 budget. The purpose of the capital account appropriations is to set aside funds for future infrastructure investment as well as vehicle and equipment expenditures. This reduces and avoids a large, one time, appropriation for major expenses in the future.

Capital Account	Approximate Current Balance	Proposed FY19 to be Raised	Estimated Balance
9010 Dredging	105,698	10,000	115,698
9012 Fire Ponds	4,743	0	4,743
9015 Stone Wharf Reserve	199,833	100,000	299,833
9016 Barge Ramps	10,180	0	10,180
9020 Floats & Gangways	17,146	15,000	32,146
9025 Fire Truck Reserve	43,966	10,000	53,966
9030 Facilities	68	5,000	5,068
9031 New Town Office	15,046	10,000	25,046
9032 Land Acquisition & Development – Stone Wharf Parking	5,415	0	5,415
9035 Vehicle Reserve	0	2,000	2,000
9040 Grant Matching Funds	31,212	5,000	36,212
9042 Paper Streets	15,253	0	15,253
9045 Revaluation Reserve	9,324	0	9,324
9050 Paving	88,777	175,000	263,777
9055 Public Works Equipment	68,134	8,000	76,134
9057 Recycling Compactors	48	15,000	15,048
9058 Easements & Drainage	15,741	0	15,741
9059 Cemetery Capital Reserve	6,137	0	6,137
9060 Harbormaster Vessel	10,228	0	10,228
9070 Coastal Access Fund	9,949	0	9,949
9192 Rescue Vehicles & Equipment	106,064	15,000	121,064
TOTAL	762,962	370,000	1,132,962

The total current balance of reserve accounts is available to the Board of Selectmen for the purpose defined for each account. This balance reflects the current balances at February 28, 2018.

Article 47: To see if the Town will vote to rename the Stone Wharf Parking Lot (9032) Reserve as Land Acquisition and Development.

Article 48: To see if the Town will vote to transfer the balance of the Paper Streets Reserve (9042) fund plus any accumulated interest to the Easements & Drainage Reserve (9058). The balance is estimated at \$15,260.

MUNICIPAL REVENUE BUDGET

Article 49: To see if the Town will authorize the Board of Selectmen to appropriate all funds raised for the overlay to fund any tax abatements and interest for fiscal year 2018-2019.

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

Article 50: To see what sum the Town will authorize the Board of Selectmen to appropriate from the undesignated surplus funds to reduce the tax burden for fiscal year 2018-2019.

Board of Selectmen recommends: **\$ 50,000**

Explanation: A transfer from Undesignated Fund Balance is made to help lower the tax rate. According to the audited Financial Report at June 30, 2017, our undesignated fund balance was \$692,862. This is approximately 27% of the current FY18 operating budget and is higher than the allowable limits (16%-25%) based on the Board of Selectmen Undesignated Fund Balance Policy. We are using \$50,000 toward the FY19 budget in an effort to reduce taxation.

Article 51: To see what sum the Town will vote to take from receipts, sources and designations, to apply against fiscal year 2018-2019 appropriations, and to accept any such funds from the State of Maine and the US Government as provided by the State Legislature or Federal Government for the fiscal year 2018-2019.

Board of Selectmen recommend: **\$ 308,796.**

Explanation: The total revenues from receipts, sources and designations includes: \$80,256 (from Article 20) plus \$50,000 (from Article 50) and \$178,540 from the following table:

Revenue Account	Proposed Budget
302 AGENT FEE	3,000
303 EXCISE TAX	95,000
304 BOAT EXCISE TAX	7,500
305 INTEREST & PENALTIES	5,000
316 SHELLFISH LICENSES	2,500
328 VETERANS EXEMPTION REIMB	300
351 POLICE ISSUED FINES	2,500
366 BUILDING PERMITS	9,500
367 ELECTRICAL PERMITS	1,000
368 PLUMBING PERMITS	2,300
369 OTHER PERMITS	500
403 MOORING FEES	7,000
411 URBAN RURAL INIT PROGRAM	14,940
418 CHEB. ISLAND SOLID WASTE	20,000
501 STONE WHARF PERMITS	5,500
502 TRANSIENT TIE-UP FEES	2,000
TOTAL	\$178,540

OTHER MUNICIPAL ARTICLES

Article 52: To see if the Town will authorize the Board of Selectmen to accept gifts under the following conditions: That the Board place unanticipated gifts or donations of money in the Town of Chebeague Island checking account and respect the wishes of the donor regarding use of donated funds or assets.

Article 53: To see if the Town will authorize the Board of Selectmen to submit grant proposals to other governmental entities or private, non-profit foundations for funding for general administration or project-specific expenditures.

Article 54: To see if the Town will vote to authorize the municipal officers to make final determinations regarding the closing or opening of roads to winter maintenance pursuant to 23 M.R.S.A § 2953.

Article 55: To see if the Town will vote to set the date(s) that fiscal year 2018-2019 Real and Personal Taxes are due as September 28, 2018 and March 29, 2019 and to charge interest at the rate of 8.0% per annum for fiscal year 2018-2019 Real Estate Property taxes paid after those dates.

Article 56: To see if the Town will vote to set the interest rates to be paid by the town on abated and overpaid taxes pursuant to 36 M.R.S.A. § 506-A at 3.0%.

Explanation: This rate must be equal to or no more than 4 percentage points lower than the rate set in the previous article.

Article 57: To see if the Town will vote to authorize the tax collector or treasurer to accept, without interest, prepayments of taxes not yet committed pursuant to 36 M.R.S.A § 506.

Explanation: This article is necessary to ensure that the bonds covering the treasurer and tax collector will apply to any property tax accepted by them which has not yet been legally committed by the assessors to the collector.

Article 58: To see if the town will vote to authorize the Board of Selectmen to dispose of town-owned assets (excluding land) with a value of \$10,000 or less, under such terms and conditions as they deem advisable.

Explanation: This article avoids the necessity of calling a special town meeting every time the town has personal property of little value that the Board of Selectmen wish to sell or otherwise dispose of.

Article 59: To see if the Town will conduct a candidates forum here and now to allow the voters to hear statements from candidates (if they wish to make a statement) for the office of selectmen and school committee (both candidates whose names appear on the ballot as well as those interested in being write-in candidates). Each statement is limited to 3 minutes.

Explanation: The Town adopted the secret ballot election and voting method on November 19, 2011. This means that the election of both selectmen and school committee members, shall be conducted by secret ballot at the voting polls on June 12, 2018, rather than during the open town meeting. Although any party interested in being elected may speak, no nominations are accepted as part of this forum. In order for a candidate's name to appear on the ballot he or she must have filed nomination papers in accordance with 30-A M.R.S.A. § 2528.

Article 60: To adjourn the Annual Town Meeting until June 12, 2018 8:00 AM so that secret ballot votes for local and state elections and issues (Article 2) may be held at the Chebeague Island Hall Community Center, 247 South Road, and then after the closing of the poll at 8:00 PM and the announcement of the results by the moderator, to adjourn the Town Meeting.

Given unto our hands this 25th day of April, 2018, at Chebeague Island, Maine

John Corson, Jr., Chair

David Hill

Herbert Maine

Mark Dyer

Jean-Louis Beaupré

Chebeague Island Board of Selectmen