

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

**The Board of Selectmen will hold a Meeting and Public Workshop for  
Fireworks Ordinance on Wednesday,  
July 25, 2018 at the Chebeague Island Hall at 6:00 PM**

**I. Call Public Meeting to Order**

**II. Workshop-Public Workshop for Firework Ordinance**

**III. Public Comment for items not on the agenda**

**IV. Regular Business**

18-112 Broadband Committee Update

To hear an update on the Broadband Committee.

18-113 Fireworks Ordinance

To take any action from the Fireworks Ordinance Workshop.

18-114 Sunset Landing

To hear an update from the meeting with Collins Engineering on July 19, 2018.

18-115 2018 Paving Project

To discuss new estimates from All States and status of Firehouse Road.

18-116 Coastal Waters Rules and Regulations

To sign Coastal Waters Rules and Regulations Policy as approved November 8, 2017.

18-117 Policy Statement

To consider a new policy statement titled: "Town Committee and Civic Organization Reporting Policy Statement".

18-118 CRC MOU

To consider a draft MOU between the Chebeague Recreation Center and the Town regarding the contribution voted at Town Meeting for Kid's Place.

18-119 Selection of Tax Rate

To review the 2018 Tax Rate Calculation.

18-120 Capital Planning

To consider a draft for the section of the Capital Plan titled "Annual Capital Planning Process".

**V. Communications**

**VI. Review and approve prior meeting minutes of July 11, 2018**

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

**VIII. Other Business**

**IX. Adjourn Meeting**

**From:** Herb Maine [mailto:herb@chebeague.net]

**Sent:** Wednesday, July 11, 2018 11:45 AM

**To:** 'jhcorsor@outlook.com' <jhcorsor@outlook.com>; drhill@chebeague.net; markdyer@chebeague.net; Jean-Louis Beaupre (bo.chebeague@outlook.com) <bo.chebeague@outlook.com>

**Cc:** Marjorie Stratton <TownAdmin@Chebeague.net>; Chip Emery (westwinds5@mac.com) <westwinds5@mac.com>; 'Ron McKinnon' <ronmck102@gmail.com>

**Subject:** Broadband Committee

I met briefly with Ron and Chip last night and came away with a lot of new information. There are a number of topics to update the Board on and I will set aside time at a future meeting for this.

However, I wanted to forward this piece to you right away because the committee would like to start using it. They are asking the Board if we are ok with the content.

Please review it and I will place it on the agenda for the next meeting.

Note that the Board of selectmen is referenced at these points:

5:48 min

6:02 min

6:46 min

Here's the link to the video

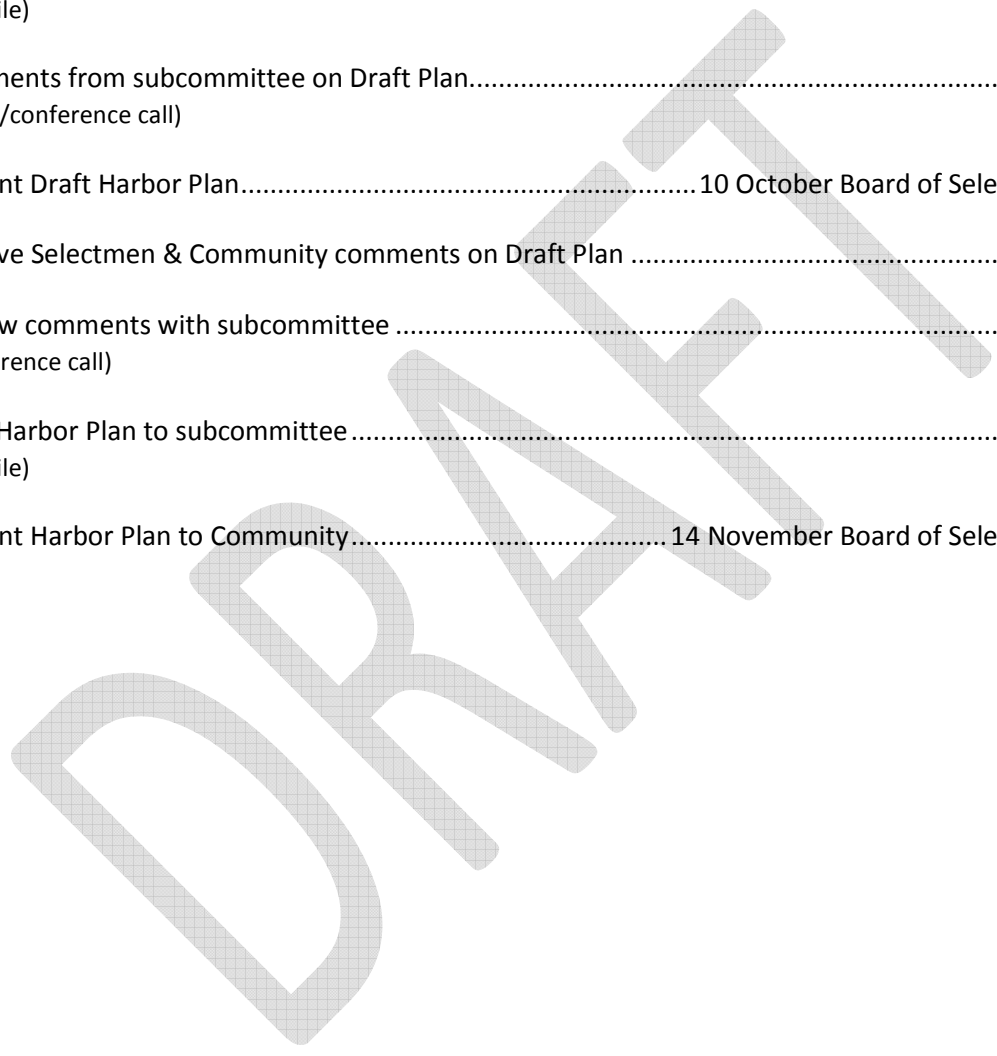
<https://www.dropbox.com/s/x3hg0ud4su1c1p1/180630%20Internet%20FutureC.m4v?dl=0>

and some explanation from the committee:

- **Educational Video** -After hearing people's consistent confusion about the current system, we decided to assemble an informational video
  - Although it is 18 minutes, we wanted to pack in as much information as possible.
  - The goal is to give everyone the same information through a variety of channels, as quick as possible.
  - We can post on our Blog and Bev's Page
  - It can be played at public meeting
  - It can be installed on iPads for volunteers to have small meetings with groups of friends. Hoping this gives an opportunity to people who want to help, but don't feel competent. They can just play the video and take questions.
  - Or even one on one sessions if that helps.
  - We reviewed with a small group of diverse islanders for initial feedback and made edits.
  - We would like the Board to review before publication.
    - Since we have a small Summer window and limited time to *create new content*, we are asking guidance more along the lines of - is there anything that should not be said. Removing portions is easy.

**SUNSET LANDING PROJECT MEETING AND DELIVERABLES SCHEDULE**

Subcommittee/harbormaster meeting for pier and ferry landing float siting .....	19 July
CTC meeting for pier and ferry landing float siting & navigation .....	23 July – 3 August
Stakeholder meeting for pier and ferry landing float siting & local site knowledge .....	23 July – 3 August
Draft Plan to subcommittee..... (PDF file)	26 September
Comments from subcommittee on Draft Plan..... (email/conference call)	3 October
Present Draft Harbor Plan.....	10 October Board of Selectmen Meeting
Receive Selectmen & Community comments on Draft Plan .....	19 October
Review comments with subcommittee .....	23 October (conference call)
Final Harbor Plan to subcommittee .....	2 November (PDF file)
Present Harbor Plan to Community.....	14 November Board of Selectmen Meeting





# All States Asphalt, Inc.

PO Box 91, Sunderland, MA 01375 • 413.665.7021

## PROPOSAL-CONTRACT

<b>Buyer</b>	Company	<b>Town of Chebeague Island</b>	Contact	<b>Marjorie Stratton</b>
	Address	<b>192 North Road</b>	Telephone	<b>207-846-3148</b>
	City	<b>Chebeague Is</b> State <b>Me</b> Zip <b>04017</b>	Facsimile	<b>207-846-3413</b>
			Email	

<b>Project</b>	Description	<b>Cold Mix Paving</b>	Proposal No	Contract No
	Location	<b>Various</b>	Date	<b>7/23/2018</b> May be withdrawn after <b>30</b> Days

We are pleased to propose the following:

Description/Materials	Estimated Quantity	Unit	Price	Estimated Total
<b>South Rd. 2,030' X 20', 4,511 SY, Inn to E. Shore Rd. 2.5" Cold Mix Asphalt Structural Shim.</b>	<b>620</b>	<b>Ton</b>	<b>\$143.80</b>	<b>\$89,156.00</b>
<b>Division Point Rd. 1,880' X 20', 4,178 SY. 2.5" Cold Mix Asphalt Structural Shim.</b>	<b>575</b>	<b>Ton</b>	<b>\$143.80</b>	<b>\$82,685.00</b>
<b>Barr Point Rd. 800' X 20' 1,778 SY, 2.5" Cold Mix Asphalt Structural Shim.</b>	<b>245</b>	<b>Ton</b>	<b>\$143.80</b>	<b>\$35,231.00</b>
<b>Firehouse Road. 2175' X 21' 4,833 SY. 2.5" Cold Mix Asphalt Structural Shim.</b>	<b>675</b>	<b>Ton</b>	<b>\$143.80</b>	<b>\$97,065.00</b>
<b>South Road, 9.5mm Hot Mix Asphalt Spot Shims</b>	<b>72</b>	<b>Ton</b>	<b>\$163.12</b>	<b>\$11,744.64</b>

**Note** - Prices are based upon current liquid asphalt costs, which are not guaranteed by suppliers and, therefore, subject to sudden adjustment during the term of this agreement. The base cost (index) of asphalt for this quote is **\$540.00** per ton.

**MOBILIZATIONS:** Prices are based on 1 Mobilization. Additional mobilizations which become necessary will be subject to a charge of \$1,500.00 each.

**BUYER-PROVIDED SERVICES:** The services marked below are to be provided by Buyer:

Dig Safe Permit	Remove Excess Material	Trucking	Covers/Masking	Addition of Material	Sweeping	Dust Control	Traffic Control	Fine Grading	Engineering	Grades/Layouts	Adjust Structures	Sawcutting	Roll/Compact
					X		X						

**STANDARD CONDITIONS:**

- All fees, permits, and engineering will be the responsibility of the Buyer unless otherwise noted above. No bonds will be supplied.
- Above quantities are estimates only and are subject to adjustment determined by Field Measure unless otherwise noted above.
- Contractor will commence and complete its work within a mutually agreed schedule, and will not be responsible for delays caused by weather, or by *force majeure*, work strikes or stoppages, or other causes beyond its direct control. Buyer will pay for work completed based upon Field Measure at the above prices.
- Buyer agrees to indemnify and hold harmless Contractor from and against any claims, demands, actions or suits arising out of Buyer's handling, use, or misuse of goods purchased under this Contract, or any third party claims arising from this sale of goods. Buyer shall not be entitled to recover incidental, special, punitive, or consequential damages arising out of Contractor's performance under this Contract.
- Waiver of, or failure to enforce, any rights under this Contract by Contractor or Buyer shall not be considered a continuing waiver or a waiver of other rights. If any portion of this Contract is determined to be unenforceable, the remainder of the Contract shall remain in full force and effect.
- Payment terms are net 30 days, without retainage permitted, unless otherwise stated above, and subject to Contractor's credit approval. Contractor may set off past due balances against any amount due or which becomes due to the Buyer by Contractor or any of its affiliates or subsidiaries. Balances not paid within terms are subject to default interest at 1.5% monthly percentage rate. In the event the account is overdue or Buyer is otherwise in breach, placed for collection, Buyer agrees to reimburse Contractor all collection costs including reasonable attorney's fees, disbursements, default interest and court costs. Contractor reserves all rights to file lawfully permitted liens and other remedies.
- To the extent allowed by law, title to goods sold and all risks pass to the Buyer when goods are tendered to it. Contractor warrants good title prior to the sale and that its goods and services conform to industry standards, but **expressly disclaims all implied warranties of merchantability or fitness for a particular use.**

This Contract constitutes the entire agreement between the Contractor and Buyer and may only be modified by a written amendment executed by both parties. This Proposal may be becomes a binding Contract only upon signing by both parties, and Contractor's credit approval of Buyer. **ALL PARTIES WAIVE TRIAL BY JURY.** Massachusetts laws shall apply and Massachusetts courts shall have exclusive jurisdiction over any disputes.



# All States Asphalt, Inc.

PO Box 91, Sunderland, MA 01375 • 413.665.7021

## PROPOSAL-CONTRACT

**BUYER**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**CONTRACTOR**

Signature Shawn Bennett  
Name Shawn Bennett  
Title Marketing and Sales Representative  
Date 7/26/2018

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.

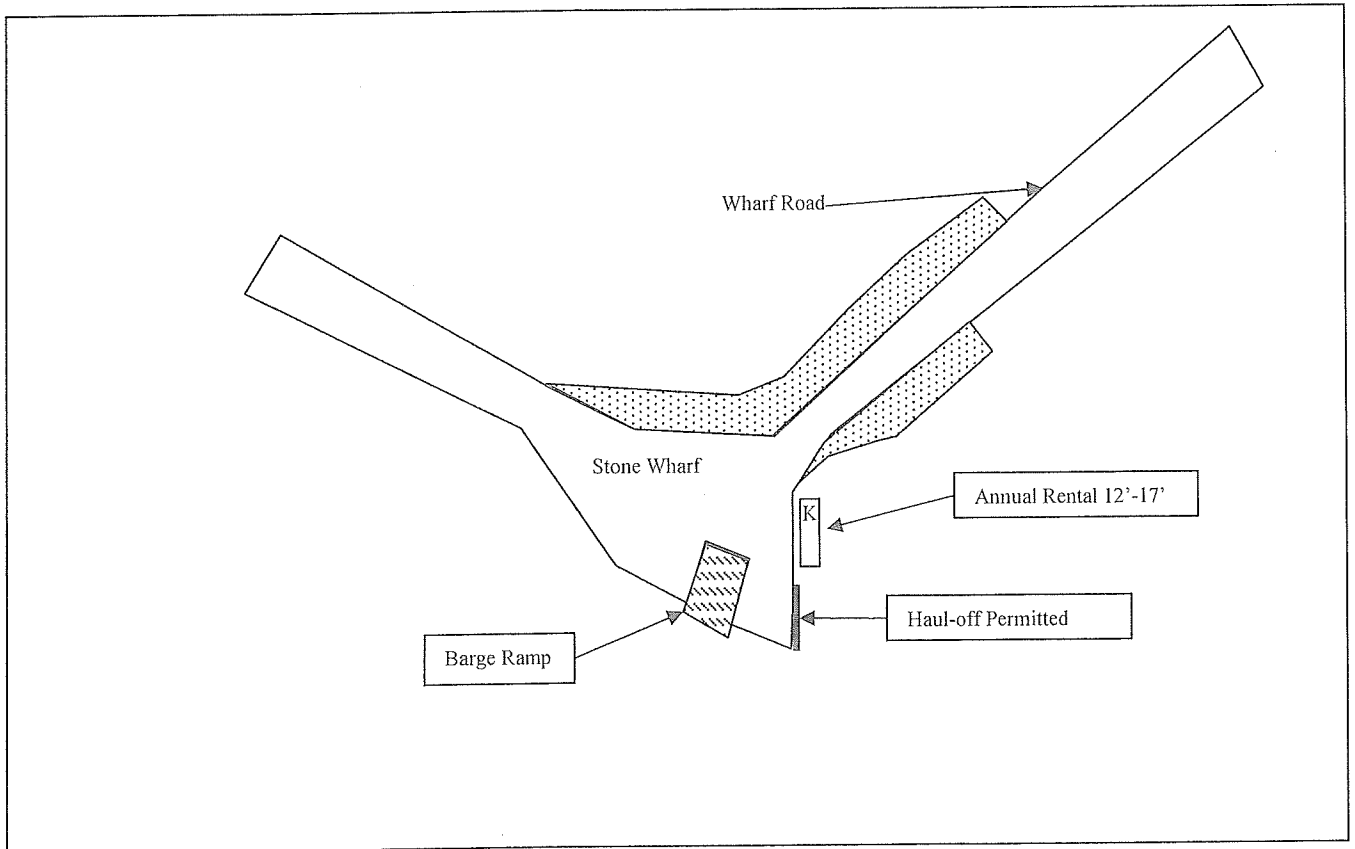
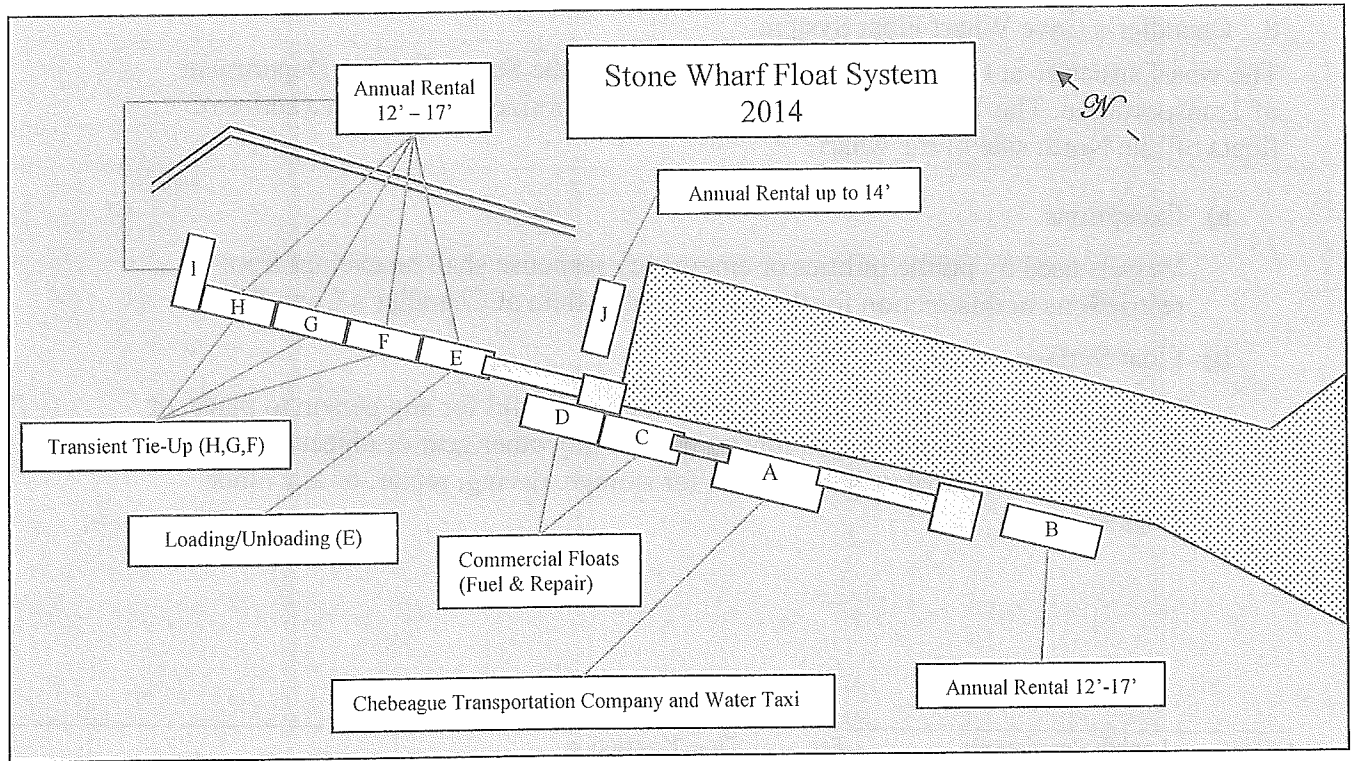
a) Float Surface

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 17'	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

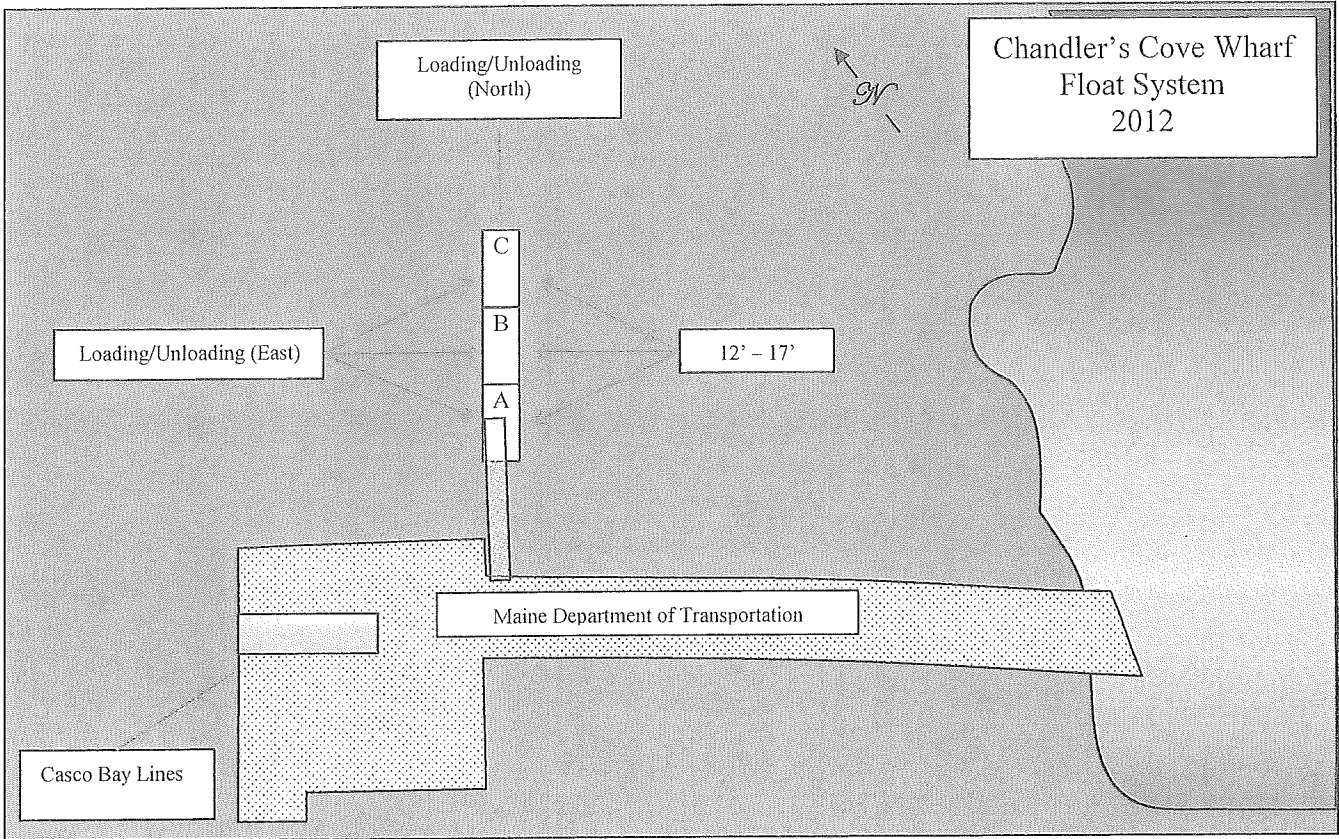
Vessels used by public utilities or emergency response shall be exempt from restrictions in this section for the Town float system at Chandler’s Cove Wharf.

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: \_\_\_\_\_.

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Town Committee and Civic Organization Reporting Policy Statement

I. Purpose

The Town of Chebeague Island maintains several committees, both standing and *ad hoc*, many with operating budgets to support their respective charges. The Town also supports several non-profit civic organizations and recognizes the contributions from other, non-Town funded, civic organizations. It is necessary to document the activities of these committees and civic organizations, past and future, and to receive any requests for funding as a part of the annual budgeting process.

2. Definitions

Town Committee – Any committee created by the Town, either as a standing committee or as an *ad hoc* committee, with a particular purpose or assignment. Examples include, but are not limited to, Shellfish Conservation, Cemetery, Broadband, Coastal Waters, and Tick-borne Disease.

Civic Organizations – Any non-profit civic organization including, but not limited to, Recompense Fund, Chebeague and Cumberland Land Trust, Chebeague Island Community Association, Maine Islands Coalition, Chebeague Island Council, Historical Society, Ladies Club, Library, Recreation Center, Transportation Company, United Methodist Church, Golf Club, Tennis Club, and Island Commons Resource Center.

Town Funded – Committees or civic organizations receiving financial support from the Town as a part of the established Town budgeting process.

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. Policy

By March 1<sup>st</sup> of each year, Town committees and civic organizations seeking funding from the Town must:

- a. Submit a report detailing the current fiscal year's activities suitable for inclusion in the Town of Chebeague Island's Annual Report
- b. Submit anticipated plans for the upcoming year which, at the committee's or organization's option, may or may not be included in the Town's Annual Report
- c. Submit a budget request detailing on-going and new projects and activities.
- d. Town committees should refer to the Committee Guidelines Policy Statement for guidance related to requests for spending town funds. Funding raised for civic

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organizations is typically disbursed semi-annually unless a memorandum of understanding documents a different arrangement.

By March 1<sup>st</sup> of each year, Town committees not seeking funding from the Town must submit a report detailing the current fiscal year's activities suitable for inclusion in the Town of Chebeague Island's Annual Report. The inclusion of anticipated plans is optional.

By March 1<sup>st</sup> of each year, civic organizations not seeking funding from the Town are encouraged to submit a report detailing the current fiscal year's activities suitable for inclusion in the Town of Chebeague Island's Annual Report. The inclusion of anticipated plans is optional.

5. Adoption and Revision History

Adopted on \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Attested: \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING  
For Financial Support of Kid's Place 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 clarify the intent of The Town of Chebeague Island and the Chebeague Island Recreation Center (CRC) with respect to funding raised for Kid's Place at the June 2018 annual town meeting.

CRC occupies facilities located on town parcel I06-31A. CRC is organized as a not for profit corporation under 501(c)(3). CRC operates under a contract zone.

In a letter dated \_\_\_\_\_, the CRC requested additional funds to help keep Kid's Place operating. The Board of Selectmen responded by placing the following article on the 2018 annual town meeting warrant:

*"Article 38: 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 town meeting approved \$20,000.

Part 1: The \$20,000 raised in this article is to be use by CRC to offset operating costs of Kid's Place for FY2018 and will be accounted for under the CRC's Kid's Place cost center and will be provided to Board as specified in a separate MOU.

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.

Part 3: The CRC agrees to enter into discussion with the Board of Selectmen in FY2018 to review Kid's Place governing structure in an effort to assure the sustainability of this important service.

Part 4: The disbursement of the funds will be combined with the contribution already made to CRC in two installments of \$10,000.

**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.

Board of Selectmen

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Chebeague Recreation Center

---

Herb Maine (chair)	Date
Jay Corson	Date
David Hill	Date
Jean-Louis Beaupre	Date
Mark Dyer	Date

(president)	Date
	Date
	Date
	Date
	Date

## Chebeague Island Capital Planning Process

Identifying Projects and needs come by way of public requests, the Board of Selectmen, and the Town Office.

Project Choice and prioritization. First, the project-acquisition-must reflect the TOCI Comprehensive Plan Goals. Secondly it must meet the Capital Plan Goals: Projects that benefit the public good, keep the budget stable year to year, manage the town's debt, protect the town's capital investments, and support the sustainability of the Island.

Financial Evaluation. First, establish a debt limit based on the town's assessed value (7% might be a starting point) and how much of that debt limit should be held in reserve (not used). Projects should be reviewed as to how they would be financed-debt or current allocation. Part of that evaluation should include outside grants etc. that might be available. The form of financing needs to be reviewed as to the annual budget impact.

Annually, we should develop a list of existing (ongoing) projects and known future projects. Currently known projects most likely funded by annual allocation include paving, drainage (Capps Road and Firehouse Road), dredging, Solar arrays, and a Town Office. Projects requiring bonded funding include the school improvements and Broad Band plans. Water access projects include the Stone Wharf/Sunset evaluation, barging facilities, ADA compliant ramps, the Yarmouth Landing, and off-site parking. We should develop a list of existing project annual costs and their expected duration enabling us to project future budget needs.

The evaluation of these projects should be driven by their compliance with the Capital Plan Goals and our ability to finance them measured by debt and budget limitations. The role of the BOS is to make the choices and prioritize how TOCI utilizes its assets.