Board of Selectmen Meeting Notice, April 24, 2019

The Board of Selectmen will hold a Meeting on Wednesday, April 24, 2019, at the Chebeague Island Hall at 6:00PM

I. Call Public Meeting to Order

II. Public Comments for items not on the agenda

III. Regular Business

19-033 **Special Amusement Permits**
To review and approve Special Amusement Permits for the Chebeague Island Inn, Chebeague Island Hall, Chebeague Island Boat Yard and the Slow Bell Café.

19-034 **Review Tie Up Fees** (see minutes April 26, 2017)

19-035 **Review Property Tax Relief Program**

19-036 **Final Budget Presented**
To review and approve the final budget for the fiscal year 2020.

19-037 **Approve Annual Town Meeting Warrant**

19-038 **Report of the Selectmen on the Concept Plans for transportation facilities at the Stone Wharf and Sunset Landing**

IV. Communications

V. Review and approve prior meeting minutes of April 10, 2019 and April 15, 2019

VI. Approval of Expense Warrant(s)

VII. Other Business

VIII. Adjourn Meeting
MEMO

To: Board of Selectmen
From: Marjorie E. Stratton, Town Administrator
Date: April 24, 2019
Re: Tie-Up Fees

During April of 2017, the Coastal Waters Commission recommended increasing the Non-Resident Tie-Up Fees to three times the Resident Rate. On April 26, 2017, the Board of Selectmen voted to approve that recommendation. The current rates are:

12' to 17' Boat: Resident - $125   Non-Resident - $375
Less than 12': Resident - $50   Non-Resident - $150

This is the rate for a Tie-Up sticker whether you are tying up at Stone Wharf or at Chandler’s Wharf, per recent amendments to the Rules and Regulations.

There was some question as to whether or not the Board of Selectmen had approved the Tie-Up fees. You could vote to confirm the fees and applicable locations.

Thank you,

Marjorie
By December 1st, shall remove seasonal boats from the water approximately 3 months prior to December.

The Harbor Master and the Public Works Department, as per the Stone Wharf Seasonal Float Policy Section 4:

Please list the following information:

Registration Number:

Motor (Type and H.P.):

Boat Information (required):

Phone:

Emergency Contact:

E-mail:

Cell:

Phone (Island):

Mailing Address:

Island Address:

Boat Owner's Name:

Fee:

Town of Chebeague Island
192 North Road, Chebeague Island, ME 04017

2019

The up Permit Application

2017-233-1495
Harbor Master
Chebeague Island

Less than 17', Resident $55.00 Non-Resident $125.00

17' to 19', Resident $65.00 Non-Resident $137.00

Harbor Master Approval:

Owner Signature:

Date:

By signing this application, I have read the above and agree to abide by the Chebeague Island Coastal Waters Ordinance.

There may be times when space is limited on the main boats.

Please list your contact information visible on the boat so the Harbor Master can make contact if necessary.

The up sticker is to be placed on the boat where visible.

I understand that if a boat is leaving on water, all life jackets on board the vessel.

I am responsible for the registration and excise tax of the vessel.

This permit is non-transferable, assigned to the boat owner.

2017-233-1495

2019
## EXPENSE

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### Expense Totals:

| 3,358,043 | 3,766,801 | 12.2 | 408,758 |

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### Revenue Totals:

| 3,358,043 | 3,766,801 | 12.2 | 408,758 |
# Pre Commitment - ESTIMATE
## Town of Chebeague Island
### FY 2020 MUNICIPAL TAX RATE CALCULATION FORM

1. Local Taxable Real Estate Valuation.............................. $178,152,200.00
2. Local Taxable Personal Property Valuation........................... $0.00
3. Total Taxable Valuation (Line 1 plus line 2).......................... $178,152,200.00
4. Total of Homestead Exemption Valuation.............................. $2,820,000.00
5. Total Valuation Base (Line 3 plus 50% of line 4)...................... $179,562,200.00

6. Municipal Fiscal Year = 07/01/2019 to 06/30/2020

**APPROPRIATIONS**

7. County Tax........................................................................ $149,526.00 3.97%
8. Municipal Appropriation......................................................... $2,301,210.00 61.09%
9. TIF Financing Plan Amounts.................................................... $0.00 0.00%
10. **School/Educational Appropriations**................................. $1,316,065.00 34.94%

(Adjusted to Municipal Fiscal Year)

11. Total Appropriations (Add lines 7 through 10)............................ $3,766,801.00

**ALLOWABLE DEDUCTIONS**

12. State Municipal Revenue Sharing........................................ $33,095.00
13. Other Revenues: (Revenues not accounted for in Municipal Appropriation which are to be used to reduce the commitment such as Tree Growth and Veterans reimbursement, trust fund income, etc.) $444,465.00

14. Total Deductions (Line 12 plus line 13).................................... $477,560.00

15. Net to be raised by local property tax rate (Line 11 minus line 14) $3,289,241.00

16. \[ \frac{3,289,241.00}{\text{Amount from line 15}} \times 1.05 = 3,453,703.05 \] Maximum Allowable Tax

17. \[ \frac{3,289,241.00}{\text{Amount from line 15}} + \frac{179,562,200}{\text{Amount from line 5}} = 0.01832 \] Minimum Tax Rate

18. \[ \frac{3,453,703.05}{\text{Amount from line 16}} + \frac{179,562,200}{\text{Amount from line 5}} = 0.01923 \] Maximum Tax Rate

**MILL RATE**

19. \[ \frac{178,152,200}{\text{Amount from line 5}} \times 18.50 = 3,295,815.70 \] TO BE DETERMINED

20. \[ \frac{3,289,241.00}{\text{Amount from line 15}} \times 0.05 = 164,462.05 \] Maximum Overlay

21. \[ \frac{2,820,000}{\text{Amount from line 4}} \times 0.01850 = 32,606.25 \] Homestead Reimbursement

(Enter on line 8, Assessment Warrant)

22. \[ \frac{3,328,421.95}{\text{Line 19 plus line 21}} - \frac{3,289,241.00}{\text{Amount from line 15}} = 39,180.95 \] Overlay = (1%)

(Enter on line 5, Assessment Warrant)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.
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BUDGETED DEPARTMENTAL EXPENDITURES AS A PERCENTAGE OF THE FY 2019-2020 TOTAL

- Genl Assistance: 500
- Health Services: 2,000
- Planning: 6,000
- Elections/Bd Regis.: 2,500
- Animal Control: 5,250
- Cemetery: 13,325
- Street Lights: 20,191
- Legal Services: 7,000
- Assessor: 13,450
- Misc-Mainland: 20,427
- Code Enforcement: 26,460
- Contingency: 14,000
- Harbormaster & Shellfish: 29,755
- Law Enforcement Services: 42,756
- Tax paid to Cumberland: 45,500
- Fire & Rescue Services: 104,650
- Contributions: 134,500
- County Tax: 149,526
- Benefits & Insurance: 181,960
- Solid Waste: 165,315
- Public Services: 229,479
- Admin & Board of Selectmen: 247,118
- Debt Service: 390,074
- Capital Improvements: 599,000
- Education: 1,316,065

Total: 1,400,000
Report of the Selectmen

Report on the Concept Plans for transportation facilities at the Stone Wharf and Sunset Landing

DRAFT

April 18, 2019
Contents

Introduction .................................................................................................................. 2
Process ......................................................................................................................... 2
Criteria and Priorities ................................................................................................. 2
Uses to Support ............................................................................................................ 3
Stone Wharf Review .................................................................................................. 4
Sunset Landing Plan Review ....................................................................................... 4
Three Options for voting ............................................................................................ 10
  Stone Wharf ............................................................................................................. Error! Bookmark not defined.
  Sunset Landing ........................................................................................................ Error! Bookmark not defined.
  Use Both Sites ......................................................................................................... Error! Bookmark not defined.
Final Option for Voter Approval and inclusion in Capital Plan ................................. 10

List of Tables

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List of Figures

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Introduction

In 2017 and 2019 concept plans were submitted to the Town Chebeague Island by Collins Engineering, Inc of Portsmouth, NH for the Stone Wharf and Sunset Landing, respectively. The goal of the Stone Wharf plan was to explore options for upgrades to the facility that would improve safety, continue to support the current uses, within a given target cost and looking out about 50 years. The goal of the Sunset report was to explore the development of the site to afford similar capabilities to one benchmark option in the Stone Wharf plan. The idea behind doing both plans is to provide the Chebeague community with enough information to compare the sites and decide which direction to go with future transportation plans.

This report documents the process, findings and decisions of Board and the community as whole in determining how to proceed with needed upgrades to our transportation infrastructure. The hope is to incorporate this report in the capital plan and bring to Town Meeting June of 2019 with a clear path forward for voter approval.

Process

The process adopted closely follows recommendations from former selectmen Donna Damon offered to the Board at a Selectmen’s meeting (see appendix A).

1. Establish a steps goal, steps that includes the public, general priorities and criteria. Document the process and findings.
2. Review the Stone Wharf Plan and refine a concept design.
3. Review the Sunset Landing Plan and refine a single concept design.
4. Consider the risk/benefits of a hybrid approach (i.e. developing/supporting different functions at both sites). Develop options for public consideration.
5. Choose a method to present and get community wide support for a single approach.
6. Refine the selected option Contract with an engineering firm to develop an engineering plan for Town Meeting approval.
7. Seek Grants.

Criteria and Priorities

The following list is a prioritized set of criteria used to evaluate, edit and compare final concept plans for Both Sites.

1. Safety – traffic flow, handicap, lighting, gangways, protection from weather
2. Cost – Long Term (impact on indebtedness), Short Term (tax rate).
3. Capacity – Meets capacity needs for a fifty-year life expectancy
4. User Experience – convenience, dunnage, elderly, infirm
5. Environmental Impact
Uses to Support

The following is a list of uses and features both plans envision:

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Notes:

Other uses may include: emergency utility access (phone, power), non-barged freight, recreational or commuter bicycling, recreational fishing.

Parking may include commercial vehicles, trailers, ATV’s, motorcycles and cars.
Stone Wharf Review

Public Meeting: 3/23/2019
A public meeting held on 3/23/2019 had approximately 36 members of the public representing fisherman, CTC and the general public. The goal of the meeting was to review the Stone Wharf Master Plan, December 2018, Collins Engineers, Inc. and to refine a single selected plan option. Page references in this section are to that document. The figure used for the basis of the discuss was S-03 East Cove and West Build out.

This section presents the results of the meeting. At the conclusion of the meeting it was determined that two topics need more discussion: 1) Barging and 2) Fisherman. The Board came to a consensus that Herb Maine would discuss barging with boat captain Matt Ridgeway and that Mark Dyer would approach members of the fishing community for input.

1. Sea Level Rise

After discussion regarding Collins’ recommendation for a 3 ft increase (P 18) in the Wharf height based on a projected 2-foot increase in the 50-year time window, there appeared to be consensus that we should make sea level rise a prominent requirement in any design.

The impacts of an increased height on the current plan include:

- Probably makes the current boat ramp unusable without alteration
- The widened surface in the plan is elevated by 3’ but the extension is not on p 37 a ramp is proposed (not show on the plan) to get down to the existing extension surface
- A rise of 3 ft in elevation exacerbates the gangway angle that the proposed longer gangway attempts to mitigate
- A rise of 3 ft makes the Westerly face of the wharf unusable by fisherman in the manner they currently use it

2. East Cove Build-out

A discussion focused on the proposed East Cove Build out led to the following requirements for a design:

- circular traffic flow is a priority and will require an enlarged footprint
- The extent (and cost) of enlarging the footprint may be mitigated by using the, so-called ‘golf course parcel’ to provide some parking
- The current plan doesn’t adequately address pedestrian safety – reference was made to other plans that provide pathways around the outer edge of the build-out
3. Ferry Berth and Access

There was consensus in the room that the plan adequately addressed the ferry berth, gangway, shelter and vehicle access. Notwithstanding the discussion under sea level rise.

4. Barging

The consensus was that the plan, as presented in the Collins document, exacerbates the problems already present and provides no design components to improve barging.

The impacts to barging operations in the plan include:

- the proposed 3’ elevation (see sea level rise above) could make the ramp unusable without significant alterations
- there is less room for maneuvering large vehicles at the head of the ramp. Particularly for turning required when backing on or off the barge
- staging of vehicles would be similar except that anticipates no parking along wharf road to allow large vehicles and vehicles with trailers

While many ideas were discussed, including relocating the ramp on this site, moving commercial barging elsewhere on the island and using the additional parking that may be afforded by the so-called ‘golf course parcel’ to provide more room for barging, there was no clear consensus on any of these options.
5. Commercial Fisherman

The plan envisions moving all commercial fishing operations to the wharf extension. The only clear consensus that emerged from the discussion was that we needed more input from the fishing community regarding how the plan, as presented, impacts the fisherman.

There did appear to be broad support for the idea that the Town should support the commercial fishing community and either improve upon or have as little impact on the fisherman as possible.

One topic of discussion that seemed to be appealing to the group left in the room at the time of the discussion was to propose a float system in the location pictured above that would be dedicated to fisherman access, gear storage and other commercial fishing activities.

The loss of access by commercial fisherman to the westerly of face due to accessible parking, pedestrian walkway and a 3’ increase in elevation may not be acceptable but no consensus was reached.

6. Recreational boating

The discussion about recreational boating use of the facility included a discussion of improved protection of the tie-up area. Areas of consensus were:

- Supporting recreational boating at the facility is important.
- Protection of the boats from weather hasn’t been adequate and improving that should be a requirement in a design.
- Use fees make sense at this facility.
Public Meeting: 4/14/2019

At the conclusion of the public held on 3/29/2019 it was determined that Barging and Commercial fishing may not be adequately address in the Collins concept study and that a second meeting was required to discuss further.

After a summary presentation of the results of the 3/29/2019 the following topics were discussed.

1. Commercial Fisherman

   **Report:** Selectmen Mark Dyer was tasked to contact members of the fishing community. He reported talking to Jeff Putnam and Hank Whetham as well as less in-depth conversations with Steven Johnson and Andrew Todd. Consistent with past efforts made by the Board he found that there was no consensus for how to best support commercial fishing at the Stone Wharf and that, at least, at this point in the process there isn’t a strong desire to participate in the process.

   **Discussion:** The Board will continue to solicit input from the commercial fishing community as we move forward but at this point we have little basis for modifying the concepts presented in the Collins plan.

2. Barging

   **Report:** Selectmen Herb Maine was tasked with contacting captain Matt Ridgeway who has attended meetings (but was not present at the 3/29 meeting) and is one of the Barge operators for the Chebeague Transportation Company. In a single interview Matt agreed with the finding of the 3/29/2019 meeting regarding the concepts set out by Collins for barging.

   From this conversation it appears that the concept that would have the most positive impact at the Stone Wharf would be to provide a better staging area. A simple approach might be to use the parking spaces along the South face.

   **Discussion:** There were three formal presentation of ideas and many less formal ideas. The consensus of those present was that the following concepts to be applied.

   - Barging at this location is a requirement. There was no consensus that barging should be discontinued at this site. Considerations include the maintenance dredging agreement we are entering with the Army Corp of Engineers at this location and access to Cousins island.
   - A staging area is important but should probably be done off-site. A location could be designated on South Road, at another location or a better communication system could allow vehicles to wait wherever they are until given a signal by the barge operator.
- The current Collins plan, compared to existing conditions, reduces the maneuverability of vehicles needing to turn to back onto or off of the barge. Any design should at least maintain the existing level of maneuverability.

- While cost isn’t the primary focus in concept plans it will be a large factor in any engineered solution. All of the concepts discussed require some level of buildout or increased footprint which is likely to be one of most costly aspects of any solution. Consideration should be given to minimize buildout and explore an incremental or phased approach to the overall solution.

3. Other Presentations

- Herb Maine, based on discussions with Matt Ridgeway, brought forward a modification to the Collins plan that envisioned a designated staging area for barging traffic and increase parking.

The presenter used paper cutouts to overlay on the Collins drawing. The figure at the right was created for this document based on the presentation.

Key Features include:

- (A) Remove spaces from the South face and use for staging for the barge which could extend up the road. Reorient the barge ramp and lengthen some in each end to mitigate elevation rise.

- (B) Reorient the parking from the Collins plan parallel to the existing traffic flow and build out to include one or two more rows. Two rows would provide 100 parking spaces in the new build out but almost doubles the buildout area. This assumes use of a portion of the golf course parcel.

- (C) Another 24 spaces could be placed out of the property at a later date.
- Jay Corson, based on information from the proposed parking designed by Sevee & Maher Engineers and the Collins study presented an incremental solution.

Key elements of the plan are:
- Provide improved traffic flow
- Reduce costs by minimizing the buildout utilizing Golf course property for additional parking,
- Using a shorter gangway and different placement,
- Raising the elevation in phases, as needed, perhaps a foot at a time using fill (if the wharf supports it)
- Using costs from previous reports the cost could be $1,250,000 or less
- The development of off-site parking

- Donna Damon, based on the idea that there was little will in the community to spend money on this project and that safety was primary objective, presented an incremental solution. The figure at the right was not presented by Donna but developed for this document based the presentation. Key features are:
- A traffic circle to improve traffic flow and safety. If space allows it could be two-lanes providing more cueing space. The circle would be designated using painted lines and other means that didn’t preclude access to the extension and ramp as they are currently used.
- (A) in the figure indicates handicapped parking that would remain,
- (B) in the figure represents parking that would eliminated to provide for the traffic flow,
- Uses the Golf course parcel to re-locate and increase parking as per the Sevee & Maher Plan,
- (C) some minimal buildout or stabilization might be required to improve pedestrian safety from the Golf course property.

Sunset Landing Plan Review

Planned public meetings

Determine a plan for improving mainland access infrastructure

Planned public meetings will determine how Sunset might fit into a plan to upgrade the mainland access facility.

Final Option for Voter Approval and inclusion in Capital Plan

A planned public meeting will complete this document with a recommendation for the Town Meeting. The intent of the current Board of Selectmen is to bring a final version of this document to a future Town meeting for approval.
Meetings Agenda

3/6/2019 — Define the Goals and Process

Process

Goal — Determine if we want to invest our resources in Sunset or Stone Wharf for transportation access to the mainland and other water access services.

Review Donna Damon’s suggestions regarding the decision-making process

Set Criteria for assessing the merits of design features.

Schedule the next meeting


1. Review Process and Criteria
   1.1. Agree on a next meeting discuss one or more facilitated meetings
   1.2. East Cove Build-out option from the Concept Plan
2. Discuss risk/benefit of components
   2.1. Sea Level Rise (Page 18: 3 ft elevation change recommended)
   2.2. East Cove Build-out (circular traffic flow, parking, pedestrian)
   2.3. Ferry Berth and access: gangway, shelter
   2.4. Barging: location, staging
   2.5. Commercial Fisherman: Elevation, dredging, gear staging
   2.6. Recreational boating: tie-ups and access
3. Next Meeting

4/17/2019 — Develop a set of requirements for a potential design phase at Stone Wharf

1. Barging
2. Commercial Fisherman
3. Ferry Service
4. Recreation