MEMO

To: Board of Selectmen  
From: Marjorie E. Stratton, Town Administrator  
Date: July 29, 2020  
Re: Town Administrator’s Report

New Ambulance – The proposal this evening is whether or not the Town wants to purchase a new ambulance as soon as possible. I would only ask that you keep an open mind.

Our existing ambulance is a 2003 Ford and there was a serious problem with the brakes recently. It is 17 years old. I will leave it to others to decide how many more years of life we have with this ambulance. I am not a mechanic. We all know that we need a new ambulance and it is in our Capital Plan as a 2022 purchase. The question is, how long can we limp along with the existing ambulance?

The proposal is to purchase a new 2016 Ford E-450 ambulance for $134,090 and powerload system for an additional $22,600 for a total of $156,690. This is a demonstration model with 3,550 miles. We have $122,582 in our Ambulance Reserve Fund leaving a balance of $34,100. We could possibly use the Fire Department Reserve which has a balance of $54,632. The purpose of the Fire Department Reserve is stated as Capital Maintenance and replacement of fire trucks, associated firefighting/rescue equipment, and communication equipment and structures. I believe the ambulance would qualify as rescue equipment.

There is also a balance of approximately $6,151 in the Fire Department checking account and $5,637 in the Rescue Checking Account. These funds could possibly be used to fund peripheral items that might be needed for the new ambulance. I haven’t discussed this with Chief Munroe, but it is a possibility.

No matter what you decide, we will be purchasing a new ambulance soon. The estimated cost in 2022 is likely to be in the $220,000 range. I really have no way to predict what we might be able to find in two years, but we all know that the price will go up.

Do we need the Stryker Powerload System? As I understand it, this eliminates the need for lifting the stretcher. None of us are getting any younger and our population is getting wider and heavier. It seems to me that this is a necessary cost. We need to provide our EMS staff with appropriate and safe equipment.

Why should we purchase this ambulance from Greenwood? Like the relationship this Town has developed with All States Materials for our paving needs, the Fire/Rescue Department has developed a relationship with Greenwood for the purchase and maintenance of our Fire Trucks and Ambulance. When we call Greenwood for maintenance needs, they come immediately. I would recommend that we stick with this company. You may find an ambulance that is less expensive, but you may jeopardize the excellent relationship we have with this company. They won't hold this ambulance for long. I believe this is a good opportunity.
There are other questions to answer, such as, where would the older ambulance be stored? Would we have more supply and maintenance costs with two ambulances? Chief Munroe can better answer these questions and he will be at the meeting.

**New Recycling Compactor** – This will take some planning. I had Woodard & Curran come out last September and Brent Bridges did some initial drawings to show what it might look like, but we need a more definite plan. At that time, we were talking about a full analysis of the space for safety and flow. Nothing ever materialized. I still have those drawings.

I guess the point I am trying to make is that you can’t just order the compactor and throw it into the enclosure without doing more planning. My contact is Jim O’Regan from Atlantic Recycling Equipment, 603-817-0127. I don’t know if you want to work with Woodard & Curran or you just want to do it on your own. We have $17,878.26 available in that reserve fund.

**Dredging Project** – I sent a packet of materials to Pam Trinward at Chellie Pingree’s office in Waterville on July 14th. I haven’t heard anything from her yet.

**Wm. Brad Mead, Rental for Deputy** – I received a call from Brad Mead, the owner of the rental property for Deputy Mailman. He was upset about some bills he received from Jon Rich for plumbing expenses. I guess they went back three or four years. Beyond calling Jon to turn the water on and off, I really didn’t pay much attention. My assumption was that Jon was billing the owner all along. Mr. Mead says that he will have to increase the rent next summer. He didn’t have a figure for me, but I did tell him that we are close to voting on next year’s budget and I would appreciate a number soon. We pay $6,200 for Memorial Day to Labor Day. (telephone 908-285-1092) **Mr.Mead is going to charge $7,000 next year for the Deputy rental. That is about $3,300 per month. I don’t know what the rental situation is like, but there might be someone else out there that would like a fixed amount for the whole summer at less than that amount. It is essentially Memorial Day to Labor Day.**

**Budget Report** – I will prepare a budget report for the next meeting August 12th. Jackie Robbins, Assessor, will also be logging into our zoom meeting on that day.
Board of Selectmen
Town of Chebeague Island
192 North Road
Chebeague Island, ME
04017

14 July 2020

Dear Board,

Thank you for choosing me to serve as chair of the Board for these last two years. As both an outgoing chair and selectmen I wanted to compile a list of topics and issues that may be useful to the Board in future efforts. This is compiled from a list of things I regularly drew from to create agendas for board meetings. I also wanted to thank the Board for creating what I believe is one of most important tools of municipal leadership; the capital planning document.

I ran for selectman three years with one primary goal. That was to help the Board develop a capital planning document because I believed that of all the roles the Board plays, capital planning is one of the most important. It serves as the working tool for the Town’s vision, fiscal agency and major actions. In fact, I believe the only role that may be more important is the over-arching role of fiscal agent; the responsibility to manage taxpayers hard earned money in a responsible way.

We did develop a capital planning document in the last three years, and I appreciate the work of the Board in that effort. With Marjorie’s departure it will be an invaluable document for the next administrator and for future Board members. It is also an important communication tool with the public. I hope the Board continues to improve and use this document on an ongoing basis to develop and implement a vision for the Town.

The remainder of this letter are lists of topics from my notes while I was chair. Here is the list of outstanding topics, loosely organized by my perception of where the Board feels the topics fall on the priority list.

1. To hold a special Town meeting for non-budget articles
   a. North Road property land exchange
   b. Solid Waste ordinance,

2. Appoint a Municipal Health Officer,

3. To hire a Town Administrator,

4. To develop a vision and implementation plan for marine infrastructure (Wharf Road, Dredging, floats & ramps, barging etc.),

5. To provide adequate space for the Town Office,

6. To objectively assess broadband options and address initial public response,

7. To address drainage issues associated with the road system (may require developing some guidance, procedures or policy):
   a. Firehouse Road – North Road property acquisition, fire pond construction,
   b. Capps Road – cost sharing negotiations, construction,

8. To determine the response to a request by the Indian Point Corp.
9. Review of the Solid Waste facility, ordinance and rules and regulations,
10. Joining with Yarmouth to hire a consultant to help with the “over the hill rules”.

The following are items Board has had some interest in but not undertaken:
   1. Review of the employee handbook,
   2. Land acquisition policy or guidance and capital reserve review,
   3. Re-establish the relationship with CTC regarding emergency transportation,
   4. Aquaculture licensing in Chebeague waters,

The following list is my own list (in no particular order), not necessarily taken up by the Board:
   1. To continue to develop the capital planning document and use to the process to assess all newly proposed projects,
   2. To develop a plan to address fiber optic broadband infrastructure on the island,
   3. To complete the ten-year road plan (developed in 2010) and rewrite the plan for road maintenance,
   4. To determine is the Town can assess and plan for economic and social impacts of the global pandemic to the Town,
   5. To review and modify the Town’s administrative structure,
   6. To determine the Town’s interest in supporting a Health Center.

There are certainly other issues the Board has heard and discussed so I encourage the Board to review its own list but hope that this list is useful to the next Board chairman as they develop the long- and short-term agendas of the Board.

I wish the Board the best in moving the Town forward and thank you all for your service to the Town.

Respectfully,

Herb Maine

Cc: Town Administrator
From: Chip Corson <chipcorson@gmail.com>
Sent: Sunday, July 12, 2020 5:10 PM
To: Marjorie; Bob The Builder
Subject: Planning board

I would like to formally tender my resignation from the planning board. Keep up the good fight and thank you. Chip

Sent from my iPhone
TOWN OF CHEBEAGUE ISLAND
192 North Road
Chebeague Island, ME 04017
(207) 846-3148
BOARD AND COMMITTEE APPLICATION & RE-APPLICATION

Applicant Information

Full Name: Philip Merrill
First Name
Last Name
M.I.
Address: 142 North Rd, Chebeague ME 04017
Mailing Address
Phone: 617 - 935 - 5591
Cell Phone:
Email: phil.merrill@gmail.com

Board and Committee Interested in Serving On

Re-Application YES ☐ NO ☐
New Application YES ☑ NO ☐

* Letters of interest may accompany this application.

☐ Coastal Waters
☐ Shellfish Committee
☐ Healthcare Advisory Ad-Hoc Committee
☐ Road Planning Committee
☐ Board of Adjustments & Appeals
☒ Planning Board
☐ Tick-borne Diseases Ad-Hoc Committee
☐ Cemetery Committee
☐ Currit Property Research Ad-Hoc Committee
☐ Ad-Hoc Broadband Working Group

Signature: __________________________ Date: __________________________

[Signature]

[Name]
Dear Marjorie,

I was recently contacted by Bob Earnest regarding a position on the Chebeague Island Planning Board. After my discussion with Bob and careful consideration, I would like to let you know that I am interested in serving on the Planning Board if a position becomes available.

Professionally, I am an Environmental Engineer with a Masters Degree from the University of New Hampshire. I’ve been working as an engineer and consultant for over 35 years and I am a licensed Professional Engineer in Maine and 4 other states. I have prepared designs, permit applications and made presentations at many public meetings, planning board meetings and town council / selectmen meetings. I understand the process, procedures, purpose and responsibility of the Planning Board.

My wife, Leah, and I have owned property on the island since 2006 and in April of this year became full-time residents. We each believe that we should contribute to the community in a manner that would be helpful. I am willing to serve on the Planning Board if the Selectmen believe I would be an asset to the town. Should you need additional information, please let me know. I can be reached via email or my cell phone at (207) 712-9576.

Respectfully,

Marcel Guay, P.E.
To Ralph Munroe and the Chebeague Board of Selectmen,

CTC requests a meeting with the Chebeague Island Fire and Rescue, Town Administrator, and representatives from the Board of Selectmen to discuss three issues:

1. The protocol for informing the Rescue when the ferry is unavailable for rescue transport due to extreme low tides.
2. CTC's criteria for determining what rescue patients will be transported with or without passengers.
3. The protocol for communication between the Rescue and CTC boat crew when rescue patients are transported during scheduled ferry trips.

Starting in August, the ferry will be unavailable in extreme low tides, so we would like to meet as soon as possible.

Thank you.

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Matt Ridgway
Assistant General Manager
Chebeague Transportation Company
(207) 272 9282
ridgway.matthewd@gmail.com
www.chebeaguetrans.com
Dear Marjorie,

I appreciate the Selectmen offering me an opportunity to explain my interest in serving on the Chebeague Planning Board and detailing what I might bring to the task. At the outset, I would like to explain that if there is an interested citizen who has lived here for a longer period than I, then I do not wish to be considered. I believe it is very important that members of the planning board bring to the task an appreciation of the varied viewpoints that animate our neighbors' views on projects which might change the nature of their immediate community/neighborhood and the island as a whole. That's why careful listening is such an important part of the job.

My interest in the issues which surround planning dates back to when I served in the Maine Senate as a Senator from Cumberland County. My more immediate involvement with municipal planning boards comes from my work as an attorney. I served as legal counsel to Appleton, Maine and advised the Selectmen and the Planning Board on several difficult matters as part of that responsibility. I also have represented private citizens in matters before planning boards in other Maine municipalities.

It seems to me that on Chebeague the challenge is to help create conditions that will enable residents and would-be residents to make a living and to find affordable housing. Because this often requires change, it can be seen as a threat to neighbors. I have spent much of my life helping people resolve differences in a way that works for all parties and I would like to believe those skills might be useful here.

There's one thing I have learned from review of planning issues in several Maine towns: often local ordinances do not keep up with changing conditions, or in many cases were initially drafted in another town and adopted here because they seemed to fit the immediate needs. Keeping up with those issues and making certain that Chebeague ordinances work for our town might be an area that someone with my professional background could make a modest contribution.

If you or any of the selectmen have any further concerns, feel free to give me a call.

Yours Truly,

Philip L. Merrill
Chebeague Island Fire Department  
Attn: Chief Ralph Munroe  
258 N Road  
Chebeague Island, ME 04017

Chief Munroe,

Greenwood Emergency Vehicles is happy to announce we will be bidding our 2016 Leader Type III Ambulance Demo unit for your new ambulance bid.

This unit is a Ford E-450 Gas 6.8L Triton V10 demonstration vehicle we ordered in 2016. The unit is still in brand new condition. It has Whelen LED emergency and scene lighting as well as LED interior dome lights. It sports a Horton constructed patient module 169” L x 96” W x 72” H with Leader’s point to point electrical. The floor is prepped for a Stryker Power load System for quick install. This unit has 3,550 miles on it, all easy miles from driving to show. The color of this unit is white, which can be painted or wrapped to match your color scheme.

Greenwood Emergency Vehicle (GEV) has been in-service for over 40 years now, delivered over 3,000 apparatus in New England and offers service and warranty work in-house. We also have our own engineer which allows us to do a lot of work in house vs sending back to factories and also allows us to do refurbishments in house as well. GEV stocks over $1,000,000.00 in parts inventory to expedite down time of your apparatus. Knowing how busy everyone is, we offer free pick-up and drop off of your apparatus if under our service contract with GEV North. Being in this business, we understand that the least amount of down time to your emergency vehicle the better. We offer two sites for this work. Our main office out of Attleboro Falls, Massachusetts (GEV South) and our northern office in Brunswick, Maine (GEV North). We also have the ability with on the road service also with our service truck. This gives the ability to do small repairs and diagnostics at your station verses adding unneeded mileage to your apparatus. Our distances from you are as follows: Brunswick Location: 36 miles with an estimated travel time of 1-hour 16-minutes. North Attleboro Location: 162 miles with an estimated travel time of 3-hours 6-minutes (not including Ferry Transport).

We are a fully self-sufficient dealership, meaning that during the life of your vehicle, there should be no reason that your new Horton Ambulance would ever have to go back to the OEM. We have our own fabrication department on site. We have our own paint booth on site. We have 4 full time parts department employees. We have 20 full time EVT certified and factory trained technicians. We have over 70 employees at our 3 locations with over 600 years of combined experience in the emergency vehicle industry! We have our own graphics department in-house as well as our own New Truck shop with 6 service bays focusing only on new truck deliveries. When your new truck arrives from Horton, all tool layout, equipment mounting, fabrication, and lettering get handled in a clean and well-lit environment. We also have full refurbishing capabilities on site, so we could keep your truck in service for many more years beyond its expected service life. Our service and fabrication facilities offer an
additional 10 service bays with 3 sets of vehicle lifts, an overhead hoist, brakes, shears, and all the modern equipment necessary to minimize downtime of your vehicle.

Our Maine Service center is over 7,000 square feet and we offer full pump, mechanical and electrical work on ALL brands of emergency apparatus. We also offer on-site pump testing up to 3,000 GPM with our test pit. We are proud to be a factory authorized service center for both Hale and Waterous pumps. Our service center is staffed with a mix of full time and part time EVT certified and factory trained technicians. We also offer mobile service and pick-up and delivery for all of our Maine and New Hampshire customers. Like our North Attleboro location, you will only see emergency vehicles being work on. Our customers are our priority as are all of your citizens you protect. We strive to provide you with the best service to keep your vehicles on the road protecting those in your communities.

Leader Industries are based out of South El Monte, California. They have been in the ambulance business since 1975 primarily known for their high-end type II ambulances. They currently are partnered with Horton Emergency Vehicles who provide their modules for their Type I and Type III models. This providing an all-aluminum Horton constructed box with their 360-degree integrated roll cage design for the upmost safety. Leader then installs their point to point electrical system and interior construction.

The price of this unit as is: $134,090.00
(Included in the price is exhaust fan rewiring, prep, delivery, inspection and lettering)

**Option 1: Stryker Powerload System: $22,600.00**

Total price for this unit is: $156,690.00

Included is the spec/drawings and pictures of the unit.

Thank you for the opportunity to bid. Please feel free to contact me with any questions.

Sincerely,

[Signature]

Carl Van Nest
Regional Sales Manager
(207) 515-1657
cvannest@greenwood.com