



Town of Chebeague Island

MEMO

To: Board of Selectmen
Through: Viktoria Wood, Treasurer
Date: October 3, 2022
RE: Treasurer's Report for August 2022

Bank Account Reconciliations:

August bank reconciliation is done. Marjorie was here Friday and Saturday morning and helped Tim finish it. At the end of August, Machias Savings Bank checking account had \$1,249,320.26 in it. We also had \$1,111,394.24 in the Reserve account as of August 30th, 2022. \$80,000 was withdrawn from Dredging. The number on the Machias Savings Bank statement shows that this account is in the negative. This is not true. The money was available July 1st, but I waited until late September to have the bank transfer the money that was voted at town meeting to be placed to reserve accounts. Dredging account has \$38,712.99 in it. This will be reflected on the September reconciliation where you will see the transfers from checking into reserve which will also increase the total balance.

The Expense/Revenue Summary Report is for all departments through August 30th, 2022. Last week I moved the current budget into TRIO and experienced some issues and had to call for help. The budget transferred through at almost 12 million dollars, far from the \$3,782,333.00 it should have been. They are working to fix that, in the meantime you will notice that under Budgeted Expenses, there will not be a number and the current month tax commitment is wrong. Everything else under Revenue and Expenses is accurate. TRIO expects to have this fixed this week.

For Revenue, Excise Tax remains high bringing \$12,274.76. The Transfer Station collected \$3,125 in fees in the month of August. The town also took in \$2,933.05 in building related permits. As far as the Expenses, nothing out of the ordinary. The largest expenses this month were to Debt Services for secession and truck payment. The balance numbers will show a negative number and that is only because TRIO is working to fix the issue. Taxes were due September 30th, we have been taking in a lot of money and that will be reflected on the next reconciliation.

Exp / Rev Summary Report

ALL Departments

August

Account	Budget	Current Month	Year To Date	Balance	Percent
1300 Admn/Select					
REVENUES					
302 AGENT FEE	3,500.00	573.00	1,344.00	2,156.00	38.40
303 EXCISE TAX	110,000.00	12,274.76	25,382.09	84,617.91	23.07
304 BOAT EXCISE	7,500.00	305.00	1,561.90	5,938.10	20.83
305 INT & PEN	5,000.00	514.20	998.36	4,001.64	19.97
307 LIEN COST	0.00	0.00	0.00	0.00	0.00
308 ABATEMENTS	0.00	0.00	0.00	0.00	0.00
311 HUNT&FISH	0.00	5.00	8.00	-8.00	0.00
312 MARRIAGE LIC	0.00	72.00	108.00	-108.00	0.00
314 DEATH CERT	0.00	0.00	0.00	0.00	0.00
315 CLERK LIC	0.00	6.00	10.00	-10.00	0.00
316 SHELLFSH LIC	2,000.00	220.00	505.00	1,495.00	25.25
325 SUPP TAX	0.00	0.00	0.00	0.00	0.00
326 TAX COMMIT	3,156,623.00	3,156,623.41	3,156,623.41	-0.41	100.00
327 HOMEST REIMB	33,960.00	33,414.00	33,414.00	546.00	98.39
331 REV SHARING	38,802.00	3,077.34	8,365.67	30,436.33	21.56
351 POLICE FINES	0.00	289.40	498.80	-498.80	0.00
364 GROWTH PERM	0.00	100.00	100.00	-100.00	0.00
366 BLDG PERMITS	12,000.00	2,430.05	3,068.05	8,931.95	25.57
367 ELEC PERMITS	1,000.00	113.00	302.35	697.65	30.24
368 PLUMB PRMITS	2,300.00	40.00	227.50	2,072.50	9.89
369 OTHER PERMIT	0.00	250.00	250.00	-250.00	0.00
378 EDUC-AID	55,184.00	0.00	9,197.38	45,986.62	16.67
379 INT INCOME	0.00	0.00	201.06	-201.06	0.00
390 MISC REVENUE	0.00	4,144.47	4,720.67	-4,720.67	0.00
395 UF TRANSFER	175,000.00	0.00	0.00	175,000.00	0.00
403 MOORING FEES	5,000.00	0.00	825.00	4,175.00	16.50
411 DOT REV URIP	14,964.00	0.00	0.00	14,964.00	0.00
418 CI S/WASTE	25,000.00	3,125.50	9,708.50	15,291.50	38.83
500 RENT MOORING	0.00	50.00	75.00	-75.00	0.00
501 ST/WHF PMT	7,500.00	893.76	1,643.76	5,856.24	21.92
502 TRANS TIEFEE	2,000.00	359.00	1,492.00	508.00	74.60
512 Copy Fee Rev	0.00	90.00	165.20	-165.20	0.00
Revenue Total	3,657,333.00	3,218,969.89	3,260,795.70	396,537.30	89.16
EXPENSES					
1000 Wages - F/T	0.00	12,718.00	25,976.80	-25,976.80	0.00
1010 Wages - P/T	0.00	1,994.00	3,966.00	-3,966.00	0.00
1110 Elected Off.	0.00	0.00	0.00	0.00	0.00
2010 Gasoline	0.00	0.00	104.32	-104.32	0.00
2030 Telephone	0.00	367.52	873.80	-873.80	0.00
2041 Technology	0.00	523.41	13,270.10	-13,270.10	0.00
3140 Member Dues	0.00	0.00	891.00	-891.00	0.00
3160 Misc. Exp.	0.00	0.00	27.03	-27.03	0.00
3202 Janitorial	0.00	319.18	319.18	-319.18	0.00
3220 Printing	0.00	142.43	284.86	-284.86	0.00
3300 Office Supp.	0.00	751.89	1,195.05	-1,195.05	0.00
3335 Travel	0.00	298.83	406.83	-406.83	0.00
4010 Equip Rental	0.00	55.87	167.61	-167.61	0.00
5000 Contr. Svcs	0.00	187.02	397.91	-397.91	0.00
5240 Training	0.00	195.00	280.00	-280.00	0.00
Expense Total	0.00	17,553.15	48,160.49	-48,160.49	0.00
Net Profit / (Loss)	3,657,333.00	3,201,416.74	3,212,635.21	(444,697.79)	

Exp / Rev Summary Report

ALL Departments
August

Account	Budget	Current Month	Year To Date	Balance	Percent
1400 Assessor CONT'D					
EXPENSES					
3250 Reg of Deeds	0.00	2.00	5.00	-5.00	0.00
5000 Contr. Svcs	0.00	2,000.00	3,000.00	-3,000.00	0.00
Expense Total	0.00	2,002.00	3,005.00	-3,005.00	0.00
Net Profit / (Loss)	0.00	(2,002.00)	(3,005.00)	(3,005.00)	

1900 Legal Svcs					
EXPENSES					
5540 Gen. Admin.	0.00	1,793.75	2,152.50	-2,152.50	0.00
Expense Total	0.00	1,793.75	2,152.50	-2,152.50	0.00
Net Profit / (Loss)	0.00	(1,793.75)	(2,152.50)	(2,152.50)	

2100 Law Enf Svcs					
EXPENSES					
1010 Wages - P/T	0.00	560.00	1,120.00	-1,120.00	0.00
2010 Gasoline	0.00	0.00	539.60	-539.60	0.00
3335 Travel	0.00	0.00	12.75	-12.75	0.00
5000 Contr. Svcs	0.00	10.00	7,030.00	-7,030.00	0.00
Expense Total	0.00	570.00	8,702.35	-8,702.35	0.00
Net Profit / (Loss)	0.00	(570.00)	(8,702.35)	(8,702.35)	

2200 Fire Rescue					
EXPENSES					
1010 Wages - P/T	0.00	487.25	1,102.25	-1,102.25	0.00
2000 Electricity	0.00	40.32	40.32	-40.32	0.00
2010 Gasoline	0.00	0.00	285.31	-285.31	0.00
2030 Telephone	0.00	214.46	403.95	-403.95	0.00
3040 Equip Maint	0.00	7,046.61	11,275.36	-11,275.36	0.00
3140 Member Dues	0.00	0.00	0.00	0.00	0.00
3200 F/R Supplies	0.00	944.21	1,293.56	-1,293.56	0.00
3335 Travel	0.00	0.00	0.00	0.00	0.00
4000 Bldg Maint	0.00	230.00	345.00	-345.00	0.00
5000 Contr. Svcs	0.00	80.02	1,569.15	-1,569.15	0.00
6110 Radio/Tele	0.00	3,284.88	3,399.88	-3,399.88	0.00
6230 Apparel/Gear	0.00	0.00	0.00	0.00	0.00
Expense Total	0.00	12,327.75	19,714.78	-19,714.78	0.00
Net Profit / (Loss)	0.00	(12,327.75)	(19,714.78)	(19,714.78)	

2400 Code Enf.					
EXPENSES					
1010 Wages - P/T	0.00	2,160.00	4,320.00	-4,320.00	0.00
Expense Total	0.00	2,160.00	4,320.00	-4,320.00	0.00
Net Profit / (Loss)	0.00	(2,160.00)	(4,320.00)	(4,320.00)	

2500 Harbor Shell					
EXPENSES					
1010 Wages - P/T	0.00	2,940.96	6,082.44	-6,082.44	0.00
2010 Gasoline	0.00	0.00	86.32	-86.32	0.00

Exp / Rev Summary Report

ALL Departments

August

Account	Budget	Current Month	Year To Date	Balance	Percent
2500 Harbor Shell CONT'D					
2030 Telephone	0.00	50.00	75.00	-75.00	0.00
Expense Total	0.00	2,990.96	6,243.76	-6,243.76	0.00
Net Profit / (Loss)	0.00	(2,990.96)	(6,243.76)	(6,243.76)	
2600 Animal Cont.					
EXPENSES					
1010 Wages - P/T	0.00	0.00	800.00	-800.00	0.00
2030 Telephone	0.00	50.00	75.00	-75.00	0.00
3290 Shelter	0.00	0.00	141.57	-141.57	0.00
Expense Total	0.00	50.00	1,016.57	-1,016.57	0.00
Net Profit / (Loss)	0.00	(50.00)	(1,016.57)	(1,016.57)	
3100 Public Srvcs					
EXPENSES					
1000 Wages - F/T	0.00	7,129.60	14,302.70	-14,302.70	0.00
1020 Overtime	0.00	105.03	105.03	-105.03	0.00
2000 Electricity	0.00	40.32	40.32	-40.32	0.00
2010 Gasoline	0.00	0.00	218.97	-218.97	0.00
2030 Telephone	0.00	156.79	263.55	-263.55	0.00
3040 Equip Maint	0.00	1,400.59	2,881.37	-2,881.37	0.00
3202 Janitorial	0.00	0.00	19.99	-19.99	0.00
3300 Office Supp.	0.00	10.80	10.80	-10.80	0.00
3335 Travel	0.00	0.00	119.00	-119.00	0.00
3350 Uniforms	0.00	0.00	294.99	-294.99	0.00
4010 Equip Rental	0.00	0.00	3,318.95	-3,318.95	0.00
4630 Road Matis	0.00	2,286.65	2,286.65	-2,286.65	0.00
4645 Street Signs	0.00	96.58	249.05	-249.05	0.00
5000 Contr. Svcs	0.00	0.00	213.00	-213.00	0.00
5020 Barging	0.00	0.00	740.00	-740.00	0.00
6010 Tools	0.00	200.49	325.97	-325.97	0.00
Expense Total	0.00	11,426.85	25,390.34	-25,390.34	0.00
Net Profit / (Loss)	0.00	(11,426.85)	(25,390.34)	(25,390.34)	
3200 Solid Waste					
EXPENSES					
1010 Wages - P/T	0.00	2,826.72	5,736.05	-5,736.05	0.00
2000 Electricity	0.00	40.32	40.32	-40.32	0.00
2030 Telephone	0.00	56.79	113.55	-113.55	0.00
5020 Barging	0.00	9,098.25	17,829.50	-17,829.50	0.00
5110 Hauling	0.00	6,879.40	13,545.20	-13,545.20	0.00
5120 Landfill Mon	0.00	0.00	329.00	-329.00	0.00
5130 Haz Waste	0.00	96.61	96.61	-96.61	0.00
5240 Training	0.00	0.00	100.00	-100.00	0.00
5251 Sanitation	0.00	0.00	575.00	-575.00	0.00
Expense Total	0.00	18,998.09	38,365.23	-38,365.23	0.00
Net Profit / (Loss)	0.00	(18,998.09)	(38,365.23)	(38,365.23)	
4600 Contribution					
EXPENSES					

Exp / Rev Summary Report

ALL Departments
August

Account	Budget	Current Month	Year To Date	Balance	Percent
4600 Contribution CONT'D					
3164 VNA	0.00	0.00	1,000.00	-1,000.00	0.00
Expense Total	0.00	0.00	1,000.00	-1,000.00	0.00
Net Profit / (Loss)	0.00	0.00	(1,000.00)	(1,000.00)	
5910 Health Svcs					
EXPENSES					
1010 Wages - P/T	0.00	0.00	500.00	-500.00	0.00
Expense Total	0.00	0.00	500.00	-500.00	0.00
Net Profit / (Loss)	0.00	0.00	(500.00)	(500.00)	
6200 Cemetery					
EXPENSES					
1010 Wages - P/T	0.00	319.50	981.00	-981.00	0.00
2010 Gasoline	0.00	0.00	29.35	-29.35	0.00
5000 Contr. Svcs	0.00	0.00	1,100.00	-1,100.00	0.00
Expense Total	0.00	319.50	2,110.35	-2,110.35	0.00
Net Profit / (Loss)	0.00	(319.50)	(2,110.35)	(2,110.35)	
6900 Debt Service					
EXPENSES					
6500 MBB Interest	0.00	0.00	0.00	0.00	0.00
6510 MBBPrincipal	0.00	0.00	0.00	0.00	0.00
6511 MMBSchInt	0.00	18,662.94	18,662.94	-18,662.94	0.00
6512 MMBSchPrin	0.00	80,250.00	80,250.00	-80,250.00	0.00
6516 PlowTrkInter	0.00	548.70	548.70	-548.70	0.00
6517 PlowTrkPrinc	0.00	20,666.65	20,666.65	-20,666.65	0.00
Expense Total	0.00	120,128.29	120,128.29	-120,128.29	0.00
Net Profit / (Loss)	0.00	(120,128.29)	(120,128.29)	(120,128.29)	
7500 Benef/Insur.					
EXPENSES					
1210 Health/Life	0.00	8,111.73	26,411.22	-26,411.22	0.00
1220 FICA / MED	0.00	2,227.38	4,646.73	-4,646.73	0.00
1230 ICMA-Retire	0.00	593.46	1,499.78	-1,499.78	0.00
1270 Unemployment	0.00	548.66	1,097.32	-1,097.32	0.00
1280 Workers Comp	0.00	0.00	2,236.50	-2,236.50	0.00
Expense Total	0.00	11,481.23	35,891.55	-35,891.55	0.00
Net Profit / (Loss)	0.00	(11,481.23)	(35,891.55)	(35,891.55)	
8000 Education					
REVENUES					
805 Sch UF Trans	125,000.00	0.00	0.00	125,000.00	0.00
806 Bus Rental	0.00	0.00	0.00	0.00	0.00
Revenue Total	125,000.00	0.00	0.00	125,000.00	0.00
EXPENSES					
8101 Sup. Sal	0.00	2,472.00	4,944.00	-4,944.00	0.00
8102 Sec. Sal	0.00	212.16	570.18	-570.18	0.00
8103 Health Ins	0.00	1,773.56	2,660.34	-2,660.34	0.00

Exp / Rev Summary Report

ALL Departments

August

Account	Budget	Current Month	Year To Date	Balance	Percent
8000 Education CONT'D					
8104 FICA/Med	0.00	154.90	320.97	-320.97	0.00
8110 Comm/Phone	0.00	13.76	13.76	-13.76	0.00
8112 Advertising	0.00	0.00	299.00	-299.00	0.00
8113 Printing	0.00	0.00	0.00	0.00	0.00
8115 Equip/Softwre	0.00	0.00	0.00	0.00	0.00
8120 Ins	0.00	2,785.00	5,125.00	-5,125.00	0.00
8121 Dues&Fees	0.00	300.00	300.00	-300.00	0.00
8122 Misc	0.00	201.73	201.73	-201.73	0.00
8201 Admin Sal	0.00	2,472.00	4,944.00	-4,944.00	0.00
8202 Secr. Sal	0.00	212.16	570.18	-570.18	0.00
8203 Health Ins	0.00	1,773.56	2,660.34	-2,660.34	0.00
8204 FICA/Med	0.00	154.91	320.98	-320.98	0.00
8210 Supplies	0.00	8.95	8.95	-8.95	0.00
8301 K-2 Tch Sal	0.00	0.00	3,538.46	-3,538.46	0.00
8302 3-5 Tch Sal	0.00	0.00	4,967.19	-4,967.19	0.00
8303 Ed-TechSal	0.00	0.00	0.00	0.00	0.00
8305 Healt Ins	0.00	6,207.46	8,867.80	-8,867.80	0.00
8306 FICA/Med	0.00	0.00	477.16	-477.16	0.00
8310 GenSupplies	0.00	349.00	349.00	-349.00	0.00
8312 Books & Per	0.00	0.00	0.00	0.00	0.00
8313 AudioVisual	0.00	0.00	0.00	0.00	0.00
8316 Copy Lease	0.00	6.14	6.14	-6.14	0.00
8318 MS Tuition	0.00	0.00	0.00	0.00	0.00
8319 Second Tuit	0.00	0.00	0.00	0.00	0.00
8406 Software	0.00	1,673.62	1,673.62	-1,673.62	0.00
8419 Supplies	0.00	80.50	80.50	-80.50	0.00
8501 Teach Sal	0.00	0.00	1,093.38	-1,093.38	0.00
8502 FICA/Med	0.00	0.00	174.59	-174.59	0.00
8503 Ed Tech	0.00	0.00	1,093.38	-1,093.38	0.00
8505 Test Score	0.00	1,684.82	2,527.23	-2,527.23	0.00
8506 OtherProServ	0.00	0.00	0.00	0.00	0.00
8507 ExtYr Prog	0.00	3,130.00	3,130.00	-3,130.00	0.00
8517 SPED Trans.	0.00	600.00	600.00	-600.00	0.00
8518 SpEd MSTuit	0.00	0.00	0.00	0.00	0.00
8601 Reg Sal	0.00	662.97	662.97	-662.97	0.00
8602 Health Ins	0.00	886.78	1,330.17	-1,330.17	0.00
8603 FICA/Med	0.00	50.72	134.37	-134.37	0.00
8607 OthrContract	0.00	2,726.00	2,791.00	-2,791.00	0.00
8608 Repair&Maint	0.00	136.16	136.16	-136.16	0.00
8612 Supplies	0.00	457.25	457.25	-457.25	0.00
8613 Electricity	0.00	20.21	37.18	-37.18	0.00
8614 Fuel Oil	0.00	0.00	0.00	0.00	0.00
8701 Salaries	0.00	0.00	39.08	-39.08	0.00
8703 Health Ins	0.00	1,773.56	2,660.34	-2,660.34	0.00
8704 FICA/Med	0.00	0.00	2.98	-2.98	0.00
8707 PurProf.Serv	0.00	1,755.45	1,755.45	-1,755.45	0.00
8708 Repairs	0.00	0.00	0.00	0.00	0.00
8709 Auto Ins	0.00	0.00	2,140.00	-2,140.00	0.00
8711 Fuel	0.00	110.09	110.09	-110.09	0.00
8801 Reg Sal	0.00	0.00	0.00	0.00	0.00
8802 Health Ins	0.00	886.78	1,330.17	-1,330.17	0.00
8803 FICA/Med	0.00	0.00	0.00	0.00	0.00
8805 OthrContServ	0.00	100.00	100.00	-100.00	0.00

Exp / Rev Summary Report
ALL Departments
August

Account	Budget	Current Month	Year To Date	Balance	Percent
8000 Education CONT'D					
8806 Supplies	0.00	0.00	0.00	0.00	0.00
8900 Debt Service	0.00	0.00	0.00	0.00	0.00
Expense Total	0.00	35,832.20	65,205.09	-65,205.09	0.00
Net Profit / (Loss)	125,000.00	(35,832.20)	(65,205.09)	(190,205.09)	
8100 Street Light					
	EXPENSES				
2000 Electricity	0.00	772.74	1,419.06	-1,419.06	0.00
Expense Total	0.00	772.74	1,419.06	-1,419.06	0.00
Net Profit / (Loss)	0.00	(772.74)	(1,419.06)	(1,419.06)	

Town of Chebeague Island
 For Period Ending: August 31, 2022
 Date Prepared: September 1, 2022



Project/Fund Name	Balance	Deposits	Withdrawals	Total	Interest	Ending Balance
					0.50%	
					<u>\$491.76</u>	
Dredging	\$ 18,712.99		\$ 80,000.00	\$ (61,287.01)	\$ (27.12)	\$ (61,314.13)
Stone Wharf	\$ 159,902.94			\$ 159,902.94	\$ 70.75	\$ 159,973.69
Floats and Ramps	\$ 27,645.09			\$ 27,645.09	\$ 12.23	\$ 27,657.32
New Town Office	\$ 45,537.35			\$ 45,537.35	\$ 20.15	\$ 45,557.50
Barge Ramps	\$ 10,354.94			\$ 10,354.94	\$ 4.58	\$ 10,359.52
Fire Truck	\$ 54,784.05			\$ 54,784.05	\$ 24.24	\$ 54,808.29
Building Facilities	\$ 15,686.06			\$ 15,686.06	\$ 6.94	\$ 15,693.00
Vehicles	\$ 3,286.77			\$ 3,286.77	\$ 1.45	\$ 3,288.22
Grant Matching Funds	\$ 27,782.84			\$ 27,782.84	\$ 12.29	\$ 27,795.13
Revaluation	\$ 55,012.16			\$ 55,012.16	\$ 24.34	\$ 55,036.50
Paving	\$ 31,107.99			\$ 31,107.99	\$ 13.76	\$ 31,121.75
Public Works Equipment	\$ 20,421.69			\$ 20,421.69	\$ 9.04	\$ 20,430.73
Easements & Drainage	\$ 71,868.72			\$ 71,868.72	\$ 31.80	\$ 71,900.52
Rescue Vehicles & Equipment	\$ 96.89			\$ 96.89	\$ 0.04	\$ 96.93
Fire Pond	\$ 4,824.68			\$ 4,824.68	\$ 2.14	\$ 4,826.82
Harbor Master Vessel & Equip.	\$ 6,510.89			\$ 6,510.89	\$ 2.89	\$ 6,513.78
Recycling Compactor	\$ 5.12			\$ 5.12	\$ 0.00	\$ 5.12
Coastal Access Fund	\$ 10,838.62			\$ 10,838.62	\$ 4.80	\$ 10,843.42
School Capital Reserve	\$ 80,202.34			\$ 80,202.34	\$ 35.49	\$ 80,237.83
School special Education Reserve	\$ 141,397.90			\$ 141,397.90	\$ 62.56	\$ 141,460.46
School Tuition Reserve	\$ 82,729.69			\$ 82,729.69	\$ 36.61	\$ 82,766.30
School Transportation Reserve	\$ 25,037.39			\$ 25,037.39	\$ 11.08	\$ 25,048.47
Cemetery Perpetual Care	\$ 93,338.51			\$ 93,338.51	\$ 41.30	\$ 93,379.81
Cousins Island Parking Escrow Fund	\$ 21,895.82			\$ 21,895.82	\$ 9.69	\$ 21,905.51
Cemetery Capital Reserve	\$ 6,743.51			\$ 6,743.51	\$ 2.98	\$ 6,746.49
Land Acquisition & Development	\$ 2,815.20			\$ 2,815.20	\$ 1.25	\$ 2,816.45
School Playground	\$ 7,241.20			\$ 7,241.20	\$ 3.20	\$ 7,244.40
Indian Point Retaining Wall	\$ 70,381.94			\$ 70,381.94	\$ 31.14	\$ 70,413.08
Broadband Reserve	\$ 50,072.28			\$ 50,072.28	\$ 22.16	\$ 50,094.44
Solar Array Purchase	\$ 45,158.67			\$ 45,158.67	\$ 19.98	\$ 45,178.65
	\$ 1,191,394.24	\$ -	\$ 80,000.00	\$ 1,111,394.24	\$ 491.76	\$ 1,111,886.00

Town of Chebeague Island Department of Public Works
49 Littlefield Road
Chebeague Island, ME 04017

Phone: 207-846-6419

ps1@chebeague.net

Fax-207-846-6413

MONTHLY REPORT

September 2022

This month we started by shipping backhoe tires off island to get fixed and got tube for little Tractor's back tire that went flat. Fixed gates leading into dump. Did lots of work in dump this month like filling trap dumpster again and got fridges ready to have freon removed by Ozone Saver. Started blowing extra chips and sand off the roads that have worn off from traffic so they don't damage roads. We also processed over 800 cans of old paint, 100 light bulbs, 55 Gallons of old gas ,55 Gallons dirty water from oil and sludge from cleaning out used oil burner and also send a full barrel of Aerosol cans and a full one of fertilizer in all it took two weeks to get all done and all cans and trash too the dump. Helped out Fire dep this month with filling all tires on fire trucks with air because they were low. Mixed lots of gravel with reclaim to put out on roads. Stacked 40 loads of road material all this week to get ready for paving. Removed dangerous branch hanging down over road on south road near Chris Burgess shop. Fixed some washouts and did some road work and added gravel on Littlefield and Roy Hill Roads and some on South Shore Drive, East Shore Drive, and brought 5 yards of gravel down to Bennett cove to fix washout on ramp. Fixed Stone Wharf ramp and floats where fendering had broken off and replaced slip pads on ramp that needed fixing.

Thanks

Public Works

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

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MEMO

To: Vika Wood, Town Administrator
From: Genaro Balzano, Harbormaster/Shellfish Warden
Date: 09/27/2022
Re: Monthly Report

Stone Pier

End of Year went well. Again, loading and unloading float is constantly being abused. I have again towed 2 large boats off that float this and moored them on the town floats. I needed to borrow a vessel to do this. I have asked the Sheriff to be present when I have done this.

MY suggestion is that BOS discuss leaving some floats in until the weather turns.

Chandlers

Chandlers is running smooth with the occasional recreational boat tying up to long.

Cousins

No change. Way too many boats tying up for long periods of time. Boats from Yarmouth mooring holders and commercial lobstermen are also using the cousins float which adds the overcrowding. Enforcement is difficult i.e. No vessel and no rules in the ordinance for cousins. Something to discuss before someone gets injured.

Shellfish

No violations

Moorings

Still there are few that have not paid this year. Thoughts for future raising mooring fees to compare to surrounding towns that have a substantial amount of mooring as Chebeague does i.e. Yarmouth, Brunswick, Portland Implementing and the 5/per mooring admin fee to the consumer .

Regards,

Genaro Balzano
harbormaster@townofchebeagueisland.org

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MEMO

To: Vika Wood, Town Administrator
From: Jim Butler, Code Enforcement Officer
Date: 9/28/2022
Re: Monthly Report

September continued to be a busy month in the code office. I assisted the Town Administrator on getting State permission to add fill at Bennetts Cove this past week. Below is the exemption which allows the Town Public Works Department to do such work as necessary.

9. Public works. A permit is not required for emergency repair or normal maintenance and repair of existing public works which affect any protected natural resource. An activity which is exempt under this subsection shall employ erosion control measures to prevent sedimentation of any surface water, shall not block fish passage in any water course and shall not result in any additional intrusion of the public works into the protected natural resource. This exemption does not apply to any activity on an outstanding river segment as listed in [section 480-P](#);

I did also have a chance to review the Growth Management Ordinance with Bob Earnest & Bo Beaupre as there were some questions pertaining to how many the Town had left. Within the ordinance it has some language which contradicts the other. Below are the two sections that cover it:

- "107.1.2. No more than twenty (20) Permits over a 5 Year period, beginning on July 1, 2001. shall be issued."
- "107.3.3.6. If, at the end of any calendar year, there are any unissued Growth Permits still available, they shall not be carried over to the next year, except as permitted in Section 107.5."

I do now agree that section 107.3.3.6. prevails and they cannot be carried over from year to year. I do think this ordinance needs some updating and I believe the selectmen need to discuss how many are appropriate. As of right now I know of at least 2 people that would take a growth permit if we had them left. So that means in 2023 we are most likely going to issue all growth permits as soon as they are available or shortly thereafter. I also have suggested in the past that this fee go up substantially. It currently is only \$100.00. Many other towns this fee is in the thousands.

The Town received a Freedom of Information Act request from an attorney for any records pertaining to any and all construction permits, and/or inspections for Hope Island from 1/1/2018-10/31/21. I am fulfilling this request and I don't have any context into why this information is being asked for.

Town of Chebeague Island
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Doughty Complaint: You were all included in an email from Justin & Courtney Doughty it referenced a complaint that was filed last year on the Jim Fowler property where he stores his equipment for his tree cutting service. This operation has been in existence on this site prior to my arrival as CEO on the island. As I received the initial complaint I did investigate it and visited the site and worked with the owner to get the curb appeal improved. This included removal of junk vehicles, removal of a camper, and general organization of the site. I have also reviewed the Town ordinances and this type of operation falls within a gray area of our ordinances. I believe the best path forward was to get constructive feedback from the Doughtys and then for the Town to work with Fowler to enter into a consent agreement. This consent agreement would lay out the nature of the complaints and then find some parameters to reduce these complaints via hours of operation, buffering from the street, and general housekeeping. Also get a submitted site plan showing current layout so down the road if any expansion is wanted it may be required to go through full planning board review. The Doughtys did not like my path forward and believe I am not doing my job and that I should go shutdown Jim Fowler ASAP. While the Fowler property is unsightly I do not believe any of our ordinances have been violated. Doughtys referenced a past enforcement where a temporary saw mill was being used without approval. The difference with that is there is a specific mention of that activity within our ordinance. With what Fowler is doing it does not fall into a specific category and as I explained to the Doughtys I consider it a "Contractor Storage Yard" which that definition does not currently exist in our ordinances.

There are many other properties on Island that are similar in nature with contractors storing items along with dilapidated structures. If it is the wish of the Selectboard to get these properties cleaned up I believe this has to be done uniformly and the best route is gaining voluntary compliance. To do this work it will also take time. With the recent uptick in construction my time is spent fielding phone calls, emails, on site inspections, plan review, and permitting. These activities consume my allotted time and then some.

I am sure the Doughtys will come to your next meeting and voice their opinion on the matter. As I told the Doughtys my opinions are backed by training, experience, and certifications. My actions represent what I have been trained to do and that is to enforce and interpret ordinances and apply them uniformly. I am trying to keep the town out of court for selective enforcement and being biased against a single property owner.

September Permits Issued: *(Specifics can be found on Town Website under Code Enforcement)*

Building Permits:5

Electrical Permits:1

Shoreland Zone:1

Subsurface Wastewater:1

Internal Plumbing: 0

Growth Permits:0

Harbormaster and Shellfish Budget

Expense

	2020 Actual	2021 Actual	2022 Actual	2023 YTD	2023 Initial
Dept: 2500 Harbormaster & Shellfish					
1010 Wages- Part time	20,700.00	22,302.01	23,797.62	8,822.88	26,647.00
2010 Gasoline	601.82	520.18	600.08	86.32	600.00
2030 Telephone	300.00	275.00	250.00	75.00	300.00
3040 Equipment Maint.	1,910.83	978.39	894.99	0.00	0.00
3120 Marine Supplies	80.23	2,176.45	788.88	0.00	500.00
3130 Marine/ Shellfish	55.50	247.50	0.00	0.00	0.00
3140 Membership Dues	125.00	135.00	150.00	0.00	150.00
3350 Uniforms & Clothing	118.96	0.00	0.00	0.00	150.00
5240 Training	636.38	0.00	275.00	0.00	750.00
Harbormaster & Shellfish	24,528.72	26,634.53	26,756.57	8,984.20	29,097.00
Expense Totals:	24,528.72	26,634.53	26,756.57	8,984.20	29,097.00

Revenue Summary Report

Department(s): ALL

July to June

Account	Budget Net	Curr Mnth Net	--- Y T D ---		Uncollected Balance	Percent Collected
			Debits	Credits		
1300 - Admin & Board of Selectman	3,427,976.00	3,277,659.34	50,761.12	3,328,420.46	150,316.66	95.62
302 - AGENT FEE	3,000.00	4,175.00	0.00	4,175.00	-1,175.00	139.17
303 - EXCISE TAX	100,000.00	106,421.54	0.00	106,421.54	-6,421.54	106.42
304 - BOAT EXCISE TAX	7,500.00	6,928.50	17.00	6,945.50	571.50	92.38
305 - INTEREST & PENALTIES	5,000.00	4,078.16	347.91	4,426.07	921.84	81.56
307 - LIEN COST	0.00	223.72	313.88	537.60	-223.72	----
308 - ABATEMENTS	0.00	-1,711.70	1,711.70	0.00	1,711.70	----
311 - HUNTING & FISHING LIC	0.00	21.00	0.00	21.00	-21.00	----
312 - MARRIAGE LICENSES	0.00	214.60	0.00	214.60	-214.60	----
313 - BIRTH CERTIFICATES	0.00	57.60	0.00	57.60	-57.60	----
315 - CLERK LICENSES	0.00	52.20	1.80	54.00	-52.20	----
316 - SHELLFISH LICENSES	2,500.00	2,195.00	0.00	2,195.00	305.00	87.80
324 - 60 DAY RULE	0.00	-3,723.70	3,723.70	0.00	3,723.70	----
325 - SUPPLEMENTAL TAX	0.00	854.40	0.00	854.40	-854.40	----
326 - TAX COMMITMENT	2,924,534.00	2,954,858.80	6,762.38	2,961,621.18	-30,324.80	101.04
327 - HOMESTEAD STATE REIMB REV	25,882.00	25,882.00	7,402.00	33,284.00	0.00	100.00
328 - VETERANS EXEMPTION REIMB	0.00	704.00	346.00	1,050.00	-704.00	----
330 - TREE GROWTH REIMBURSEMENT	0.00	1,528.90	0.00	1,528.90	-1,528.90	----
331 - STATE REVENUE SHARING	33,095.00	22,800.17	0.00	22,800.17	10,294.83	68.89
334 - SNOWMOBILE REGISTRATION	0.00	26.48	0.00	26.48	26.48	----
351 - POLICE ISSUED FINES	2,500.00	1,475.00	0.00	1,475.00	1,025.00	59.00
366 - BUILDING PERMITS	2,800.00	6,137.00	0.00	6,137.00	-3,337.00	219.18
367 - ELECTRICAL PERMITS	1,000.00	1,342.65	0.00	1,342.65	-342.65	134.27
368 - PLUMBING PERMITS	1,500.00	2,470.00	0.00	2,470.00	-970.00	164.67
369 - OTHER PERMITS	500.00	415.00	0.00	415.00	85.00	83.00
376 - Lunch money collected	6,000.00	0.00	0.00	0.00	6,000.00	0.00
378 - EDUC-AID	72,397.00	72,396.71	0.00	72,396.71	0.29	100.00
379 - INTEREST INCOME (checking)	3,500.00	7,686.99	0.00	7,686.99	-4,186.99	219.63
390 - MISC REVENUE	0.00	3,590.62	27,631.75	31,222.37	-3,590.62	----
395 - UNDESIGNATED FUND TRANSFER	190,000.00	0.00	0.00	0.00	190,000.00	0.00
401 - DOG REVENUE	0.00	303.00	3.00	306.00	-303.00	----
403 - MOORING FEES	3,500.00	2,350.00	50.00	2,400.00	1,150.00	67.14
411 - URBAN RURAL INIT PROGRAM	14,768.00	15,028.00	0.00	15,028.00	-260.00	101.76
418 - CHEB. ISLAND SOLID WASTE	20,000.00	21,980.00	200.00	22,180.00	-1,980.00	109.90
500 - RENTAL MOORING FEES	0.00	5,175.00	0.00	5,175.00	-5,175.00	----
501 - STONE WHARF PERMITS	5,500.00	9,445.00	250.00	9,695.00	-3,945.00	171.73
502 - TRANSIENT TIE-UP FEES	2,500.00	1,968.20	0.00	1,968.20	531.80	78.73
511 - CTC ESCROW - BLANCHARD LO	0.00	0.00	2,000.00	2,000.00	0.00	----
512 - Copy Fee Revenue	0.00	309.50	0.00	309.50	-309.50	----

Fiscal Year
2020

2,195.00 +
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5,175.00 +
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21,133.20 *

Revenue Summary Report

Department(s): ALL

July to June

Account	Budget Net	Curr Mnth Net	--- Y T D ---		Uncollected Balance	Percent Collected
			Debits	Credits		
1300 - Admin & Board of Selectman	3,376,668.00	3,318,292.10	3,094,914.19	6,413,206.29	58,375.90	98.27
302 - AGENT FEE	3,000.00	5,563.00	0.00	5,563.00	-2,563.00	185.43
303 - EXCISE TAX	87,000.00	125,148.86	0.00	125,148.86	-38,148.86	143.85
304 - BOAT EXCISE TAX	7,500.00	9,390.90	0.00	9,390.90	-1,890.90	125.21
305 - INTEREST & PENALTIES	2,500.00	6,305.58	724.96	7,030.54	-3,805.58	252.22
307 - LIEN COST	0.00	836.10	0.00	836.10	-836.10	----
308 - ABATEMENTS	0.00	-15,832.85	15,832.85	0.00	15,832.85	----
311 - HUNTING & FISHING LIC	0.00	27.00	0.00	27.00	-27.00	----
312 - MARRIAGE LICENSES	0.00	292.20	0.00	292.20	-292.20	----
313 - BIRTH CERTIFICATES	0.00	13.00	0.00	13.00	-13.00	----
315 - CLERK LICENSES	0.00	27.00	0.00	27.00	-27.00	----
316 - SHELLFISH LICENSES	2,400.00	1,930.00	0.00	1,930.00	470.00	80.42
324 - 60 DAY RULE	0.00	-12,157.43	12,157.43	0.00	12,157.43	----
325 - SUPPLEMENTAL TAX	0.00	10,668.55	0.00	10,668.55	-10,668.55	----
326 - TAX COMMITMENT	2,947,784.00	2,975,000.11	2,974,781.25	5,949,781.36	-27,216.11	100.92
327 - HOMESTEAD STATE REIMB REV	32,231.00	32,231.00	4,117.00	36,348.00	0.00	100.00
328 - VETERANS EXEMPTION REIMB	0.00	40.00	704.00	744.00	-40.00	----
330 - TREE GROWTH REIMBURSEMENT	0.00	913.07	0.00	913.07	-913.07	----
331 - STATE REVENUE SHARING	22,843.00	28,217.80	0.00	28,217.80	-5,374.80	123.53
351 - POLICE ISSUED FINES	2,400.00	1,150.41	0.00	1,150.41	1,249.59	47.93
364 - GROWTH PERMITS	0.00	200.00	0.00	200.00	-200.00	----
366 - BUILDING PERMITS	3,000.00	9,899.45	0.00	9,899.45	-6,899.45	329.98
367 - ELECTRICAL PERMITS	800.00	1,738.60	0.00	1,738.60	-938.60	217.33
368 - PLUMBING PERMITS	1,500.00	2,462.50	0.00	2,462.50	-962.50	164.17
369 - OTHER PERMITS	0.00	830.00	0.00	830.00	-830.00	----
376 - Lunch money collected	3,500.00	0.00	0.00	0.00	3,500.00	0.00
378 - EDUC-AID	60,210.00	60,210.39	3,512.74	63,723.13	-0.39	100.00
379 - INTEREST INCOME (checking)	3,500.00	3,344.63	0.00	3,344.63	155.37	95.56
390 - MISC REVENUE	0.00	7,581.08	83,083.96	90,665.04	-7,581.08	----
395 - UNDESIGNATED FUND TRANSFER	150,000.00	0.00	0.00	0.00	150,000.00	0.00
401 - DOG REVENUE	0.00	226.00	0.00	226.00	-226.00	----
403 - MOORING FEES	3,500.00	9,830.00	0.00	9,830.00	-6,330.00	280.86
411 - URBAN RURAL INIT PROGRAM	15,000.00	14,044.00	0.00	14,044.00	956.00	93.63
418 - CHEB. ISLAND SOLID WASTE	20,000.00	25,364.50	0.00	25,364.50	-5,364.50	126.82
500 - RENTAL MOORING FEES	0.00	1,000.00	0.00	1,000.00	-1,000.00	----
501 - STONE WHARF PERMITS	5,500.00	10,185.00	0.00	10,185.00	-4,685.00	185.18
502 - TRANSIENT TIE-UP FEES	2,500.00	1,172.05	0.00	1,172.05	1,327.95	46.88
512 - Copy Fee Revenue	0.00	439.60	0.00	439.60	-439.60	----

Fiscal Year
2021

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Revenue Summary Report

Department(s): ALL

July to June

Account	Budget Net	Curr Mnth Net	--- Y T D ---		Uncollected Balance	Percent Collected
			Debits	Credits		
1300 - Admin & Board of Selectman	3,357,313.00	3,376,512.14	175,684.94	3,552,197.08	-19,199.14	100.57
302 - AGENT FEE	3,000.00	5,434.00	129.00	5,563.00	-2,434.00	181.13
303 - EXCISE TAX	87,000.00	125,238.16	2,519.94	127,758.10	-38,238.16	143.95
304 - BOAT EXCISE TAX	7,500.00	7,784.90	185.60	7,970.50	-284.90	103.80
305 - INTEREST & PENALTIES	2,500.00	3,227.62	155.15	3,382.77	-727.62	129.10
307 - LIEN COST	0.00	348.95	0.00	348.95	-348.95	----
308 - ABATEMENTS	0.00	-3,122.05	3,122.05	0.00	3,122.05	----
311 - HUNTING & FISHING LIC	0.00	23.00	0.00	23.00	-23.00	----
312 - MARRIAGE LICENSES	0.00	237.00	0.00	237.00	-237.00	----
313 - BIRTH CERTIFICATES	0.00	26.00	0.00	26.00	-26.00	----
314 - DEATH CERTIFICATES	0.00	178.80	0.00	178.80	-178.80	----
315 - CLERK LICENSES	0.00	35.00	0.00	35.00	-35.00	----
316 - SHELLFISH LICENSES	2,400.00	1,615.00	10.00	1,625.00	785.00	67.29
326 - TAX COMMITMENT	2,947,784.00	2,978,405.29	4,922.36	2,983,327.65	-30,621.29	101.04
327 - HOMESTEAD STATE REIMB REV	32,231.00	33,960.00	0.00	33,960.00	-1,729.00	105.36
328 - VETERANS EXEMPTION REIMB	0.00	40.00	0.00	40.00	-40.00	----
330 - TREE GROWTH REIMBURSEMENT	0.00	1,266.30	0.00	1,266.30	-1,266.30	----
331 - STATE REVENUE SHARING	27,500.00	43,518.03	0.00	43,518.03	-16,018.03	158.25
332 - BETE REIMBURSEMENT	0.00	219.00	0.00	219.00	-219.00	----
334 - SNOWMOBILE REGISTRATION	0.00	26.48	0.00	26.48	-26.48	----
351 - POLICE ISSUED FINES	2,400.00	968.20	0.00	968.20	1,431.80	40.34
364 - GROWTH PERMITS	0.00	400.00	0.00	400.00	-400.00	----
365 - BOARD OF APPEALS	0.00	100.00	0.00	100.00	-100.00	----
366 - BUILDING PERMITS	3,000.00	20,605.61	0.00	20,605.61	-17,605.61	686.85
367 - ELECTRICAL PERMITS	800.00	1,564.60	0.00	1,564.60	-764.60	195.58
368 - PLUMBING PERMITS	1,500.00	2,990.00	0.00	2,990.00	-1,490.00	199.33
369 - OTHER PERMITS	0.00	1,800.00	0.00	1,800.00	-1,800.00	----
378 - EDUC-AID	70,698.00	76,370.80	5,897.50	82,268.30	-5,672.80	108.02
379 - INTEREST INCOME (checking)	2,500.00	481.43	0.00	481.43	2,018.57	19.26
390 - MISC REVENUE	0.00	6,914.40	32,051.99	38,966.39	-6,914.40	----
394 - BOND MONEY BORROWED	0.00	0.00	124,000.00	124,000.00	0.00	----
395 - UNDESIGNATED FUND TRANSFER	120,000.00	0.00	0.00	0.00	120,000.00	0.00
401 - DOG REVENUE	0.00	334.00	0.00	334.00	-334.00	----
403 - MOORING FEES	3,500.00	9,255.00	450.00	9,705.00	-5,755.00	264.43
411 - URBAN RURAL INIT PROGRAM	15,000.00	14,964.00	0.00	14,964.00	36.00	99.76
418 - CHEB. ISLAND SOLID WASTE	20,000.00	29,769.43	2,152.50	31,921.93	-9,769.43	148.85
500 - RENTAL MOORING FEES	0.00	500.00	0.00	500.00	-500.00	----
501 - STONE WHARF PERMITS	5,500.00	6,950.00	0.00	6,950.00	-1,450.00	126.36
502 - TRANSIENT TIE-UP FEES	2,500.00	3,764.79	88.85	3,853.64	-1,264.79	150.59
512 - Copy Fee Revenue	0.00	318.40	0.00	318.40	-318.40	----

Fiscal Year
2022

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Harbormaster Comparison Information:

Towns surveyed: Islesboro -HM \$6,000 per year DHM \$5,000 – town does not own a boat

North Haven -2 HM with \$1,000 stipend each

Long Island -HM \$1,113 per year, \$2,000 boat use reimbursement, \$500 HM expense

Vinalhaven -HM \$9,900 per year, DHM \$3660 per year

Friendship -HM...Butch was not willing to give me his salary over the phone but did say it was a very part time stipend position and that the town did not have a HM vessel. If there was a problem he called Marine Patrol.

Swans Island -HM & AHM are volunteer positions currently occupied by lobstermen.

Castine -HM is appointed annually and is a stipend position. 95% of the job is done July 1st thru Labor Day. They have a HM vessel, but it has "very limited use". They rely heavily upon Marine Patrol as well as Maine Maritime Academy for emergencies.

Note* Affluent neighboring larger towns such as Cumberland, Yarmouth, and Falmouth; their Harbormasters are part of their Law Enforcement Departments.

Approximate average rate of compensation: \$4500 per year.

All are stipend positions

Currently our Harbormaster/Shellfish Warden is \$29,097 for the 22-23 FY

- We are paying almost 6 times the average rate for the position
- This is significant, especially in a budget cycle with proposed increases in several other departments
- By comparison, at six times the average rate for the position, that would be the equivalent of paying over \$400,000 per year for a Town Administrator. Or well over \$200,000 per year to staff at the Transfer Station.
- We have an obligation to the taxpayers for the proper compensation levels for all employees
- I would suggest that we shift the Town of Chebeague Harbormaster position from an hourly pay rate to a fixed annual stipend...Ordinance change through Coastal Waters Committee
- I would suggest we budget the amount to be \$5,000 per year.
- We have not had a HM working boat in the water for the last 3 summers.

HM = Harbor Master

DHM = Deputy Harbor Master

AHM = Assistant Harbor Master

Town of Chebeague Island Job Description –
Harbormaster / Shellfish Warden

Primary Job Title:	Harbormaster / Shellfish Warden
Additional Titles:	N/A
Department:	Harbormaster / Shellfish
Employment Type:	Part-Time
Supervision Received:	Town Administrator (TA)
Supervision Exercised:	N/A
Pay Type:	Hourly
Pay Range & Rate:	DOQE
Expected Work Hours:	Variable seasonal hours as determined by the Town Administrator. See ATTACHMENT 1
Benefits:	Pro-rated
Purchasing:	Purchase Order system - must be approved by TA

Nature of Work

The Harbormaster / Shellfish Warden position combines the two responsible positions of Harbormaster and Shellfish Warden. Both positions require extensive communication and interaction with users of the waterfront and members of the general public. The ability to communicate effectively and sometimes under stressful conditions is paramount. This is a position balancing conservation and law enforcement elements in the complex waterfront environment, often times independently.

The Harbormaster is charged with overseeing the activities and operations of the waters of the Town of Chebeague Island and associated marine facilities including all floats, docks, ramps and landings owned by the Town. The Harbormaster is responsible for the enforcement of Federal, State and Local laws, rules and regulations pertaining to the waters of the Town of Chebeague Island for the purpose of protecting public safety.

The work of the Shellfish Warden involves extensive field work in carrying out the enforcement of the State and Local regulations pertaining to the taking of shellfish. Reporting requirements and some office work also accompany this position.

Job Responsibilities

The Position is responsible for the following:

- Enforces all applicable Federal, State and local laws, regulations and ordinances pertaining to the operation and use of watercraft as well as use of municipal floats, landings, and other marine infrastructure.
- Patrols Town waters and marine facilities.

Town of Chebeague Island Job Description –
Harbormaster / Shellfish Warden

- Assists with traffic control and parking enforcement at marine facilities and other areas as directed, in accordance with the Town's Traffic and Parking Ordinance.
- Assigns permanent and transient boats to moorings in the waters of the Town.
- Maintains a map and database for all moorings and mooring locations within the Town.
- Maintains an obstruction free navigation channel into and out of the Harbors. This includes securing dredging permits and facilitating the dredging process.
- Maintains a daily log of activities and occurrences in the waters of the Town and at marine facilities, prepares a report for each regular meeting of the Coastal Waters Commission, and Shellfish Committee, and prepares an annual report of activities.
- Responds to request from citizens and vessels for information or assistance subject to Town policy.
- Works with various local, state and federal authorities involved in law enforcement, environmental issues, and emergency response.
- Works with other public safety agencies to develop and execute emergency plans.
- Conducts routine maintenance on all watercraft and watercraft equipment owned by the Town of Chebeague Island, assures the availability of the Town-owned watercraft, and oversees maintenance required beyond his/her capabilities.
- Patrols all shellfish and clam flats to ensure the lawful harvesting and collection of shellfish.
- Checks the licenses of all shellfish and clam fishermen while on patrol.
- Inspects shellfish harvests to ensure compliance with minimum size requirements.
- Regularly attends meetings of and works cooperatively with the Shellfish Conservation Committee, Coastal Waters Commission, and Aquaculture Committee.
- Performs office and administrative work as necessary.
- Performs other work as required.

Requirements of Work

- Thorough knowledge and understanding of State and Local harbor management and shellfish management laws, rules and regulations.
- Ability to establish and maintain effective working relationships with superiors, officials, co-workers, and the public for the purpose of protecting public safety.
- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action.
- Experience in operation and proper maintenance of boats.
- Ability to plan in order to achieve assigned goals..

Town of Chebeague Island Job Description –
Harbormaster / Shellfish Warden

- Ability to plan for and accomplish the goals and objectives determined by the Town of Chebeague Island Board of Selectmen, Town Administrator, Shellfish Committee, and Coastal Waters Commission.
- Ability to interact with a wide variety of agencies and groups involved with the oversight, management, and operations of harbor facilities and shellfish resources.
- Ability to work variable extended hours during the peak season including weekends.
- Ability to act independently with good interpersonal and public relations skills
- Ability to communicate effectively both verbally and through written reports.
- Ability to balance and prioritize competing needs and goals.
- Willingness to participate in relevant training and educational programs as directed by the Town Administrator.
- Successful completion of the Maine Harbormaster and Shellfish Warden Training Programs within one year of hire.

Desirable Skills

- First-Aid and CPR training.
- Captain's License.
- Law enforcement experience.
- Successful completion of Maine Criminal Justice Academy 100 hour course.
- Knowledge of resource management and conservation planning.

Employee Acknowledgement

I have read this job description and understand the duties, responsibilities, and expectations of the position. I also understand that this job description may be used during any review of my employment.

Employee Name: _____

Employee Signature: _____

Date: _____

**Town of Chebeague Island Job Description –
Harbormaster / Shellfish Warden**

**ATTACHMENT 1
Anticipated Work Hours**

This is a seasonal position averaging 23 hours per week annually with peak summer hours set in close approximation to those outlined below and potentially exceeding 40 hours per week. The balance of hours will be distributed through the remainder of the year. The bulk of hours worked will be during the summer months, and during and around the weekends within those months. Summer hours will involve more active field work and winter hours will involve more planning and office work. The hours outlined in the tables below are approximate and subject to change at any time and are intended to demonstrate the average workload for the combined Harbormaster / Shellfish Warden position specifically during the critical summer months. The Town of Chebeague Island reserves the right to set the schedule of the Harbormaster / Shellfish Warden position

Approximate Scheduled Hours, July - August							
	Monday	Tuesday	Wed.	Thursday	Friday	Saturday	Sunday
6 :00-7:00							
7:00-8:00							
8:00-9:00							1
9:00-10:00					1		1
10:00-11:00					1		1
11:00-12:00					1		1
12:00-1:00					1	1	1
1:00-2:00					1	1	1
2:00-3:00					1	1	1
3:00-4:00				1	1	1	1
4:00-5:00				1	1	1	1
5:00-6:00				1	1	1	1
6 :00-7:00				1		1	
7:00-8:00				1		1	
8:00-9:00						1	
9:00-10:00						1	
Floating		5					
TOTAL		5		5	10	10	10

Anticipated hours worked per week during the Fiscal Year											
Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
40	40	32	24	16	12	12	12	12	16	24	32

Harbormaster & Shellfish

Annual Tasks

- * Monthly meetings of the Shellfish Commission
- ** Monthly meetings of Coastal Waters Commission, prep of HM Report
- *** Flats & diggers monitored on a circulating basis, weather, activity and tide dependent, shifts to different times of day.
- **** Water, Wharves & Floats patrolled on a daily basis, particularly weekends & holidays from May to October.

Time to attend Selectmen's meetings as required (Budget/Ordinance/ Waterfront Recommendations/DMR Functions & Info

January

Update all databases as registrations are received, much of this can now be accomplished by office. Correlate GIS mooring data with registrations (planned for 2009, will need to be done in Jan 2010 instead)

Shellfish Commission meeting to prep Annual Shellfish reporting for DMR

Cf with Town Clerk on Annual Shellfish Reporting for DMR

ID unregistered moorings data & location

Website maintenance

SHEL- Jan 2nd Shellfish licenses on sale

Physical check before and during storms to keep Chandler's clear for emergency use

Year-round 7-day Ferry ops at 2 wharves –

Pre-plan for any icebreaking needs with USCG ops for the Cutter Shackle in So. Portland.

Ordinance updating to bring recommendations forward.

2010 prepared Federal appropriations requests for dredging study several weeks

February

Coordinated landing of Kid's place with parking, public works, general public, Selectmen, Sheriff, Town Admin on vacation.

Website maintenance

Update Mooring database

HM-update mailing list

HM – send out Mooring applications & letter with updates

HM – send out Stone Wharf Permit Application & letter

Shellfish meeting for Annual report requirements

Shellfish Annual management report due to DMR

March

Process & approve mooring applications as as they are submitted.

DMR Annual Shellfish reporting due March 1st

Harbormaster training 3 days Castine

Website maintenance

Shellfish Recertification 1 day in 09, 2 days in 2010 with DMR

DMR Water Quality Training re-certification – evolving. May become an online activity

Coordinate float maintenance and launch dates

April

Floats will be off by now

April 1st – assign Stone Wharf tie-ups, Mail stickers and letter.

Boat maintenance & prep – weather dependent

Continue approving mooring registrations...