



# Town of Chebeague Island

## MEMO

**To:** Bo Beaupre, Chair and Members of the Select Board  
**From:** Viktoria G. Wood, Town Administrator  
**Date:** October 28, 2022  
**RE:** Town Administrator Report

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**Treasurers Report:** I did not print out a treasurer's report for this meeting because TRIO has still not resolved the issue as to why our budget is showing inaccurate information. Tim has been working on the reconciliation and I have been contacting them weekly in hopes they have it resolved next week. I will have a report available when the system is accurate, and we are able to provide correct information.

**BOS meeting-** The BOS meeting scheduled for November 16th has been canceled to the public. BOS members will attend a training for officials

**BOAA Hearings:** The town has received 2 appeals. Board of Adjustment and Appeals has a hearing scheduled for November 3<sup>rd</sup> at 5PM at the Hall for an Appeal of Permit No. 22-SZ-2, 107 Cottage Rd. BOAA is working to schedule a date for the 2<sup>nd</sup> appeal submitted by Justin and Courtney Doughty.

**Dredging Update:** I met with USACE and met the new project manager, Jordan Macy. At this point, USACE is planning to put the Town's dredging project out to bid. They never heard from Burnham and now are putting together a package to put it back out to bid in the spring. They are going to prioritize this and have it be one of the firsts project to be put out to bid in hopes there is high interest in it. The idea is to complete the project in the Fall of 2023. I discussed our budget schedule and was assured that they will connect with me no later than January/February to provide an update so we can adequately budget for the rest of the work. I will share any updates as they become available.

**Cousins Island Parking Lot-** I received an email from Matt Ridgway wondering if there has been any discussion in setting up a workshop with CTC and the Selectboard to review the Owner - Lessee - Sublessee responsibilities for the Cousins Island parking lot and right of way. I think that BOS should start thinking about setting up a workshop in the future to begin this discussion.

**Broadband Update:** After months of trying, the town has received the Letter of Credit from Machias Bank. The town has also acquired the insurance needed for the project. I met with Mark Ouellette, President of Axiom a few weeks ago. While small steps, progress is being made.

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**MEMO**

**To: Vika Wood, Town Administrator**  
**From: Ralph Munroe, Fire Chief**  
**Date: October 28, 2022**  
**Re: Monthly Report**

To date the Chebeague Fire Rescue has responded to 85 calls for service.

Engine 8 was found to have a brake problem at the last fire training on 10/25/22 and was taken out of service. With the help of public works and the machinic from Greenwood emergency sent over the part after some over the phone diagnostic research, the next morning. The truck also received a minor repair to the air dryer and was placed back into service on 10/26/22

In the coming month almost all the EMTs of Chebeague will be attending the EMS seminar at Samoset in Rockland. This will help all the EMTs get the required mandatory training hours to maintain their EMS license. I along with Beth Putnam and Lida Green have after Many hours found enough people to cover the island with EMTs/ per diems in the absence of our personnel.

A joint fire rescue training was held at the station where the members participated in car extrication. How to remove victims from a vehicle after a motor vehicle crash.

Fire fighters Personnel went over the aspects of car accidents and vehicle fires and then extinguished a live car fire.

An appreciation pizza party was held and hosted at the Munroe house for all Chebeague and Long Island Fire Rescue personnel.

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49 Littlefield Road  
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**MONTHLY REPORT**

**October 2022**

This month there was a lot of road work. Had to get pad at shop ready for road material and had to stack it after every delivery to make room for all of it. Cleared roads of leaves and sand with blower right before they paved and did two days of traffic control as they paved. Filled in driveways where road was high. Filled in some high spots on sides of road too. Had Ozone savers take all freon out of fridges and AC units. Got three dumpsters and removed all the tires from the dump and all the fridges and AC units and filled the last trap dumpster so there are no more traps in brush dump. We did some work on the ramp that leads to the five floats and cold patched Stone pier best we could. We got winter sand to fill building and to make pill outside. Replaced culvert under road leading to brush dump because other one failed and flooded road. Put some gravel out on roads when time allowed and cleared some bittersweet from telephone poll and cables around island that were going to cause problems climbing to the top of poles. We also did all our chores at dump and docks.

Thanks  
Public Works

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**To: Vika Wood, Town Administrator**  
**From:**  
**Date:**  
**Re: Monthly Report**

**Stone Pier**

As reminder November parking rules come into effect for the end of season for inshore lobsterman for offloading of gear

Float removal time is approaching. Please consider keeping all or some of the floats in as long as weather permits .

**Shellfish**

Shellfish license allocation paperwork needs to be submitted soon. I would suggest the same allocations as years past.

Please let me or Victoria know of any questions or concerns.

Genaro Balzano

[harbormaster@townofcheagueisland.org](mailto:harbormaster@townofcheagueisland.org)

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**MEMO**

**To: Vika Wood, Town Administrator**  
**From: Jim Butler, Code Enforcement Officer**  
**Date: 10/27/2022**  
**Re: Monthly Report**

This past month the code office has been busy wrapping up inspections on some fall projects property owners have been working on. We did receive an administrative appeal of a permit that was issued and is going to the BAA next week.

Hope Island Owners rep and I had an hour long meeting to discuss future plans on Hope Island. They continue to work through proper permitting with the State and our local ordinances. Many permits have been issued and more to come. I will be visiting Hope Island again in the very near future for on site inspections that are required by the building code.

To update you on growth permits for 2023 I am predicting we will use all available growth permits within the first month of 2023. I have 2 definiteites that are on the list who did not get a permit in 2022 due to the Town issuing all available. I have spoken with half a dozen more people asking about availability. In reviewing the Growth Management Ordinance there is a section that covers review and updates to that ordinance and I have included it below. My recommendations are that the Town increase the number of units available per year and also increase the cost of these permits. The revenue is intended to assist offset the cost of expanding town services needed due to new housing entering the Town.

**SECTION 111. REVIEW PROCEDURE**

This Ordinance shall be reviewed by the Board of Selectmen in 2009 to assess the efficacy of the Ordinance. The Board shall make recommendations to the Town Meeting for any necessary changes to the ordinance. The ordinance shall be reviewed by the Planning Board not less frequently than once every three years, to ensure that the annual maximum growth rate has not become inconsistent with the Town's capital program requirements to establish, maintain, or enlarge needed public facilities and services. Based on its review the Planning Board may recommend amending this Ordinance as provided in Section 112.

This week I have been attending Maine Building Officials Inspectors Association Fall training in Portland & Waterville which includes training on plans review, building construction, and energy code updates. I am required to attend these training sessions to maintain my certification in the State of Maine as a Code Enforcement Officer.

## 2023-2024 (FY 24) BUDGET SCHEDULE

<b>Date</b>	<b>Task</b>
Wed. 1/4/2023	January BOS Meeting - Discuss Budget Goals/Priorities 6:00PM
Wed. 1/18/2023	Budget Workshop - First draft of budget presented & Capital Expenditures 6:00PM
Saturday 2/11/2023	Budget Workshop - Departmental Budgets 9:00AM
Wed. 2/22/2023	Budget Workshop - Second draft of budget & discussion 6:00PM
Saturday 2/25/2023	Budget Workshop - Non-Profits' Presentations & Capital Expenditures II 9:00AM
Wed. 3/8/2023	March BOS Meeting - Third draft of budget presented 6:00PM
Wed. 4/5/2023	April BOS Meeting - Fourth draft of budget presented 6:00PM
Tues. 4/11/2023	Joint meeting with the School Committee 6:00PM
Wed. 5/3/2023	Final Budget presented for review and approval
Saturday 6/10/2023	Annual Town Meeting 9:00AM

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**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL MARINE ENGINEERING AND COASTAL MODELING SERVICES  
STONE WHARF IMPROVEMENT PROJECT  
CHEBEAGUE ISLAND, MAINE**

**Introduction:**

The Town of Chebeague Island (Town) invites those interested to submit Statements of Qualifications from experienced professional engineering and consulting firms or project teams to provide engineering, environmental permitting services and grant writing services to support improvements to the Chebeague Island Stone Wharf. This phase of the project will build on a recently completed assessment of the facility. Services requested include a coastal modeling study to inform selection of a design elevation that considers storm surge and sea level rise scenarios; environmental permitting effort; identification, development, and preparation of federal, state, local, and private grant applications to fund work, and then implement work funded under those grants, including grants originating with, but not limited to, the Federal Emergency Management Agency (FEMA), Maine Emergency Management Agency (MEMA), Federal Highway Administration (FHWA), and the Maine Department of Transportation (Maine DOT).

Interested firms may submit qualifications by email to in PDF format labeled as:

**Qualification Statement for Professional Engineering and Consulting Services  
Stone Wharf Improvement Project**

Responses to this ***RFQ are due on November 28, 2022.***

The Town of Chebeague Island reserves the right to reject any or all submissions and to accept any submission that it may deem to be in the best interest of the Town. The Town of Chebeague Island also reserves the option to continue with subsequent engineering and construction phases with the selected consultant.

The Stone Wharf Improvement Project, through completion, requires various multi-disciplinary engineering and scientific services. These services could include but may not be limited to, coastal hydraulic modeling evaluation and analysis, preliminary design, civil, marine, structural, and geotechnical engineering, state, and federal environmental permitting, preparation of cost estimates, preparation of final design, construction administration and inspection and identifying, applying for, and managing federal and state grant and loan opportunities.

Parties submitting responses to this RFQ shall demonstrate expertise, qualifications, and experience with these required services. Experience with construction oversight of marine infrastructure will also be taken into consideration.

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The successful firm or project team will be required to complete a site-specific coastal modeling analysis that can be used to support the selection of a design elevation of the Stone Wharf improvements taking into consideration storm surge and sea level rise considerations. Following completion of the modeling study, the project team will work with the Board of Selectmen (BOS) to communicate the study findings to the community and facilitate a public discussion aimed at selecting a final design elevation for the Stone Wharf Improvement project. This phase of the project will be completed prior to moving forward with Preliminary Design efforts. Following completion of the modeling task and dependent on the available funds, the project team may undertake Preliminary Design tasks.

**Project Scope**

The Town of Chebeague Island completed a Stone Wharf Master Plan in 2018 and a Stone Wharf Assessment Study in 2022. The Town has determined that the Stone Wharf needs maintenance repairs, and ADA accessibility upgrades, but is structurally stable in its current configuration and elevation. The Stone Wharf Assessment Study recommended that a coastal modeling study be completed to determine the appropriate design elevation of the Stone Wharf taking into consideration the current and proposed FEMA Base Flood Elevation(BFE) and projections of Sea Level Rise (SLR). The Town of Chebeague applied for and received a Maine Coastal Program Shore and Harbor Grant to fund this study and to initiate Preliminary Design efforts.

The project team will be required to complete a site-specific coastal modeling analysis to inform the selection of a design elevation for the Stone Wharf Improvement Project. Following completion of the modeling study the findings will be presented to the community and the BOS and the project team will solicit community input the Town's decision for elevation of the Stone Wharf based on the anticipated long-term use and cost. Following completion of the coastal modeling phase and determination of a design elevation, the project will be to move forward into a Preliminary Design phase.

**Term of Agreement**

The selected entity will be expected to enter into a written agreement for services with The Town of Chebeague Island for work to commence in 2022 or early 2023.



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**Phase 1 Coastal Modeling Study:**

Phase 1 will consist of a coastal modeling analysis to validate or revise the preliminary Base Flood Elevation by FEMA at the Stone Wharf and support local, state, and federal permitting applications. The study will consider both the elevation to which to design the Stone Wharf considering the 1% annual chance flood elevation (100-year flood) and sea level rise (SLR). The analysis will investigate Effective and Preliminary base flood elevations as reported by FEMA and consider updated topographic, storm surge, and SLR data available from FEMA, the Maine Geological Survey, NOAA, Maine Climate Council, and the Maine Department of Environmental Protection. Tasks included in Phase 1 may include

1. Review the proposed FEMA Base Flood Elevation (BFE);
2. Assuming revisions are warranted, complete a coastal modeling study to determine an alternative BFE;
3. If warranted, prepare a Letter of Map Revision to FEMA which supports a revised BFE, and
4. Utilize the hydraulic model to assess various sea level rise scenarios in conjunction with the revised storm surge modeling.
5. Prepare a final written report and present the findings to the community.
6. Utilizing input from the BOS and the community determine the design elevation for the Stone Wharf Adaptation project.

**Phase 2 Preliminary and Final Design**

Initiate a Preliminary Design for the Stone Wharf Adaptation Project. The scope of work will be dependent on the available funds, but may consist of:

- Begin preliminary design for Pre-Application process with Maine DEP and USACE
- Begin preliminary process for grant procurement
- Complete a preliminary design and update opinions of cost

Depending on the outcome of these steps, including grant funding, the project may proceed through formal project permitting, federal grant procurement process, final project design preparation of bid documents and solicitation of bids based on updated costs estimates and grant funds secured. Services requested may include identification, development, and preparation of federal, state, local, and private grant applications to fund work, and implementation of work funded under those grants, including grants originating with, but not limited to, the Federal Emergency Management Agency (FEMA), Maine Emergency Management Agency (MEMA), Federal Highway Administration (FHWA), and the Maine Department of Transportation (Maine DOT).

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## SELECTION PROCESS

The Town intends to follow the Qualifications Based Selection (QBS) process for selection of a consultant to provide engineering services for the Stone Wharf Improvement project. The selected firm shall be the Town's prime consultant and will be responsible for conducting all work required to complete the project. The firm shall provide all data, reports, correspondence, analyses, plans and related documents generated because of all work to the Town. The chosen consultant may not assign any portion of the work to a third-party firm or contractor without prior written authorization from the Town and the primary funding agency

## QUALIFICATION SUBMITTALS

Qualification packages must include one (1) digital copy in PDF format. Qualification submittals shall include the following elements. It is recommended that submittals follow the guidelines for suggested length and format, but it is not strictly required.

Suggested format for Qualification submittals:

- Front and back covers (2 pages)
- Letter of interest (2 pages.)
  - Must include a brief understanding of the Town's current and future needs for the Stone Wharf Improvement Project and the firm's ability to meet such needs in a timely manner.
- Table of Contents (1 page)
- Company Overview (2 pages)
  - Overview of firm qualifications for this project
- Company Qualifications (5 pages)
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- Relevant Company Experience (10 pages)
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Following review of proposals by the Town Administrator and Board of Selectmen the consultant team may be contacted for further information, an on-site interview, or selected outright to perform consulting services under contract.

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