



# Town of Chebeague Island

## MEMO

**To:** Bo Beaupre, Chair and Members of the Select Board  
**From:** Viktoria G. Wood, Town Administrator  
**Date:** January 27, 2023  
**RE:** Town Administrator Report

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**Committee Volunteers Needed-** There are several committees that need volunteers. Planning Board needs 2 volunteers, BOAA needs 1 volunteer, Facilities committee would like to have someone from Fire Dept or Rescue join and the newly formed Solid Waste Committee needs 3-5 volunteers. Shellfish and Road Plan committees need volunteers also. For anyone interested please contact the town office or visit the website for an application.

**Recycling** – This is a follow up on a communication that Bob Earnest shared a few meetings ago. I reached out to EcoMaine to see whether they were aware of the program and its impact on municipalities. Attached is the response I received from Matt Grondin from EcoMaine.

**Bennett's Cove Rd. Survey-** Owen Haskell Inc. crew was out here on Tuesday, 1/24 and were able to finish their work. They do not anticipate needing to come back. I will follow up when I have any additional information.

**Cousins Is. Pilings-** Custom Floats came and fixed the pilings on Cousins Island float.

**Doughty/Fowler Appeal update-** Last meeting the board voted to recommend that Notice of Violation be issued by February 1. I emailed Jim Butler on 1/19 with this information, he followed up letting me know he will do that.

**Keeping Cumberland County Warm Grant-** Cumberland Co. has allocated 1.3 million dollars of State and Local Fiscal Recovery Funds (ARPA) to support and address heating assistance needs within our region. I have been in regular contact with Sandra Warren, County's Compliance and Audit Manager and we are just about ready to start taking applications in for this grant. I am attaching the application and one page summary we created for general information. We will advertise this on the town site, Facebook and chebeague.org so people are aware. This program allows the town to provide up to \$50,000 in heat assistance for those that qualify and get reimbursed by the county for those expenses. The program only runs to April 15, 2023.

**December 23 Storm Elliot FEMA Update-** The application to FEMA was submitted at the beginning of the month, FEMA was here on the 13<sup>th</sup> to visit all the damaged locations. The last 2 weeks I have put in a lot of time to provide additional information that was needed to

determine what the town qualifies for. I provided the last of what was asked on 1/26 and will keep you posted if I hear any more. The day of the visit we were told that this could take several months before a decision was made on whether the town will be reimbursed for any of the costs accrued as a result of that storm.

## Town admin

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**From:** Matt Grondin <Grondin@ecomaine.org>  
**Sent:** Wednesday, January 18, 2023 4:44 PM  
**To:** Town admin; Info  
**Subject:** RE: recycling

Hi Viktoria,

Thanks for the question – it's a *very* good one, and I'm glad you asked.

We're following the stakeholder meetings hosted by the DEP very closely and will be curious to learn more, as well. So far, what we've learned is that participation in the EPR program for packaging will be *optional* for municipalities, but that it could be quite beneficial, in terms of receiving funding back for recycling in Maine towns.

At its core, I do not expect the program to change the way ecomaine and our members do business, as far as the sending/receiving, sorting, and processing of recyclables and municipal solid waste go.

There may be changes to the way ecomaine and our member municipalities report data on recyclable and non-recyclable packaging managed by towns and ecomaine to the (to-be-determined) stewardship organization, and we would certainly work with our members to accomplish the reporting goals.

And it's possible that the DEP decides (during rulemaking) or ecomaine and its members conclude (after the law goes into effect) that it is most efficient or most cost-effective to have ecomaine submit reports and receive reimbursements (to then divide amongst its members) – or conversely, to have each municipality manage its own reporting and reimbursement.

We just don't know the structure of the program yet, so it is difficult to say how that will change in the future. I'm sorry I do not have too much clarity on it at this moment. But we're looking forward to continuing to work with all 73 of our member communities to make this important program work as easily as possible together.

If you'd like to discuss it any further or have any additional questions, please just let me know – I will answer as much as I can at this early point in time! More to come, I'm sure.

Thanks again for reaching out. All the best,

Matt

**Matt Grondin** | Director of Communications & Public Affairs  
[grondin@ecomaine.org](mailto:grondin@ecomaine.org) | d: 207-523-3108 | c: 207-756-9990  
ecomaine | [www.ecomaine.org](http://www.ecomaine.org) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

Get instant answers to your recycling and waste-handling questions in ecomaine's [RECYCLOPEDIA](#). Download the FREE mobile app today!

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**From:** Town admin <townadmin@townofchebeagueisland.org>  
**Sent:** Wednesday, January 18, 2023 2:45 PM  
**To:** Info <Info@ecomaine.org>  
**Subject:** [External] recycling

## Maine Department of Environmental Protection

[Home](#) → [Waste Management](#) → [Recycling](#) → Extended Producer Responsibility

# Extended Producer Responsibility Program for Packaging

In July 2021, the Maine legislature passed a law establishing a [stewardship program for packaging](https://legislature.maine.gov/statutes/38/title38sec2146.html) (<https://legislature.maine.gov/statutes/38/title38sec2146.html>). The program's purpose is to reduce the volume and toxicity and increase the recycling of packaging material. Producers of products will pay into a fund based on the amount and the recyclability of packaging associated with their products. These funds will be used to reimburse municipalities for eligible recycling and waste management costs, make investments in recycling infrastructure, and help Maine citizens understand how to recycle.

The program will be operated by a stewardship organization ("SO") that will be selected by the Department following a competitive bidding process. The SO will be responsible for day-to-day operation of the program with the Department providing oversight. Costs to fund the SO and Department oversight will be funded by producer payments.

In addition to sharing information via the website, the Department is issuing periodic newsletters to update interested parties. To be added to the Department's distribution list, please email [MainePackagingEPR@maine.gov](mailto:MainePackagingEPR@maine.gov) (<mailto:MainePackagingEpr@maine.gov>).

## Anticipated Schedule for Implementation

The schedule for implementation will afford several years to coordinate Maine's program with programs anticipated in other states and for product manufacturers to begin to adjust packaging. This schedule will be revised as needed to reflect changes as program development progresses.

- July 2022 – Funding for program administration available - Hire staff for program development and oversight
- July 2022 – December 2023 - Stakeholder outreach for rule development
- December 31, 2023 – Deadline to initiate rulemaking with the Board of Environmental Protection
- Summer 2024 – Anticipated adoption of routine/technical rules and provisional adoption of major substantive rules by Board of Environmental Protection
- February 15, 2025 – First program update report due to legislature
- January 2025 – Submittal of major/substantive rules to the legislature for approval
- Spring/Summer 2025 – Anticipated final adoption of major substantive rules by the Board
- Fall 2025 – Issue RFP for stewardship organization
- 2026 – Selection of stewardship organization
- 2026 – First producer payments, payments due no more than 180 days after effective date of Stewardship organization contract
- 2027 – First payments to municipalities
- February 15, 2028 – Program report to legislature requiring comprehensive review of the rules and outlining any proposed changes to rules and law
- July 2035 – Reissue Bid for stewardship organization

Funding for the program positions was allocated by the legislature beginning in July of 2022. During 2023 and 2024 the Department will engage in a robust stakeholder outreach program to develop program rules. The program will not go into effect until the rules outlining the details of the program as described in the authorizing legislation are in place and a contract is established with the stewardship organization.

## Stakeholder Meeting Schedule

The rulemaking for the EPR for packaging program will be extensive. To solicit input from stakeholders in an organized manner, the Department has divided the rulemaking topics outlined in statute among a series of stakeholder meetings. A minimum of two meetings will be held on each topic. The commentary in Meeting 1 will allow all stakeholders to become familiar with each other's perspectives and needs as everyone who has RSVP to share comments will be given time to do so. Meeting 2 will allow for discussion on how varying needs shared in Meeting 1 can be appropriately considered during rulemaking. For more complex topics, the Department anticipates additional focus-meetings may be necessary and plans to schedule those as needed. [Stakeholder meeting and registration information](https://content.govdelivery.com/accounts/MEDEP/bulletins/3366095) (<https://content.govdelivery.com/accounts/MEDEP/bulletins/3366095>)

[Show/Hide all FAQ answers \(#\)](#)

### Newsletters

- [Packaging Stakeholder Meeting - Schedule and Producer Exemptions Planning](https://content.govdelivery.com/accounts/MEDEP/bulletin) (<https://content.govdelivery.com/accounts/MEDEP/bulletin>) (Nov. 16, 2022)
- [DEP sets timeline for Packaging Stakeholder meetings](https://content.govdelivery.com/accounts/MEDEP/bulletin) (<https://content.govdelivery.com/accounts/MEDEP/bulletin>) *correction notice: the education and investment meetings are scheduled for May 2023* (Sept. 23, 2022)
- [Background Information for Municipality Reimbursement](https://content.govdelivery.com/accounts/MEDEP/bulletin) (<https://content.govdelivery.com/accounts/MEDEP/bulletin>) (December 23, 2022)

### Stakeholder Meetings

#### Producer Exemptions - December 2022

- EPR-Exemptions-#1 Stakeholder Meeting ([recording](https://youtu.be/DAuc0QRFVzg) (<https://youtu.be/DAuc0QRFVzg>)) | ([transcript](https://www.maine.gov/dep/ftp/temp/epr/meeting_recording_transcripts/EPR-Exemptions-1_Stakeholder_meeting_20221208_transcript.txt) ([https://www.maine.gov/dep/ftp/temp/epr/meeting\\_recording\\_transcripts/EPR-Exemptions-1\\_Stakeholder\\_meeting\\_20221208\\_transcript.txt](https://www.maine.gov/dep/ftp/temp/epr/meeting_recording_transcripts/EPR-Exemptions-1_Stakeholder_meeting_20221208_transcript.txt))) Thursday, December 8, 1:00 to 5:00 pm EST
- EPR-Exemptions-#2 Stakeholder Meeting Registration ([recording](https://youtu.be/7iCpC1FPu2E) (<https://youtu.be/7iCpC1FPu2E>)) | ([transcript](https://www.maine.gov/dep/ftp/temp/epr/meeting_recording_transcripts/EPRExemptions-2_StakeholderMTG_12-22-2022transcript.txt) ([https://www.maine.gov/dep/ftp/temp/epr/meeting\\_recording\\_transcripts/EPRExemptions-2\\_StakeholderMTG\\_12-22-2022transcript.txt](https://www.maine.gov/dep/ftp/temp/epr/meeting_recording_transcripts/EPRExemptions-2_StakeholderMTG_12-22-2022transcript.txt))) Thursday, December 22, 1:00 to 5:00 pm EST

#### Municipal reimbursement – January 2023

- EPR-Reimbursements-#1 Stakeholder Meeting Registration ([recording](https://youtu.be/brqy7IIAaB4) (<https://youtu.be/brqy7IIAaB4>)) | ([transcript](https://www.maine.gov/dep/ftp/temp/epr/meeting%20rec1-StakeholderMTG20230110.txt) (<https://www.maine.gov/dep/ftp/temp/epr/meeting%20rec1-StakeholderMTG20230110.txt>)) Tuesday, January 10, 1:00 to 5:00 pm EST
- [Reimbursements-#2 Stakeholder Meeting Registration](https://teams.microsoft.com/registration/q6g_QX0gYkub-GTg_WoPRsvU3uEqQgd7qK-i3ag.CFYrskQ4EEy-IwMd6lU7-A.tlFA2HJ8cUipBZYI_2eF2Q.RB8535CuPUCUgCAevyAK1uDryLBbRQ?mode=read&tenantId=413fa8ab-207d-4b62-9bcd-ea1a8f2f864e&webinarRing_gcc) ([https://teams.microsoft.com/registration/q6g\\_QX0gYkub-GTg\\_WoPRsvU3uEqQgd7qK-i3ag.CFYrskQ4EEy-IwMd6lU7-A.tlFA2HJ8cUipBZYI\\_2eF2Q.RB8535CuPUCUgCAevyAK1uDryLBbRQ?mode=read&tenantId=413fa8ab-207d-4b62-9bcd-ea1a8f2f864e&webinarRing\\_gcc](https://teams.microsoft.com/registration/q6g_QX0gYkub-GTg_WoPRsvU3uEqQgd7qK-i3ag.CFYrskQ4EEy-IwMd6lU7-A.tlFA2HJ8cUipBZYI_2eF2Q.RB8535CuPUCUgCAevyAK1uDryLBbRQ?mode=read&tenantId=413fa8ab-207d-4b62-9bcd-ea1a8f2f864e&webinarRing_gcc)) Tuesday, January 24, 1:00 to 5:00 pm EST
- Focus-meeting (tentative): Tuesday, February 14, 1:00 to 5:00 pm EST

### Background Information

[\(https://www.maine.gov/dep/ftp/temp/epr/background/\)](https://www.maine.gov/dep/ftp/temp/epr/background/)

### Comments

[\(https://www.maine.gov/dep/ftp/temp/epr/comments/\)](https://www.maine.gov/dep/ftp/temp/epr/comments/)



## Keeping Cumberland County Warm

### Heating Assistance Grant Application Documents

Please find enclosed the application documents for our heating assistance grant. Complete the forms in their entirety and return to your local GA office along with the additional requested information. Incomplete submissions will not be considered. Feel free to reach out with any questions.

Cumberland County Contact:

Sandy Warren

Cumberland County Compliance & Audit Manager

[warren@cumberlandcounty.org](mailto:warren@cumberlandcounty.org)

## Keeping Cumberland County Warm Application

**Instructions:** the below information will be utilized to determine eligibility for heating assistance under the SLFRF program. The Keeping Cumberland County Warm heating Assistance Program helps qualified homeowners and renters pay for heating costs. Benefits include help paying for fuel and emergency fuel delivery. Households are eligible that are making above the income thresholds of GA & LIHEAP but not more than the 300% Federal Poverty Guidelines.

**Applicant Information:**

- A. Name of Individual: \_\_\_\_\_
- B. Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ County: \_\_\_\_\_

**What do you have for a heating source?** \_\_\_\_\_

**Declaration of Income and Family size:**

I declare that my household income (select one) \_\_\_\_\_ month or \_\_\_\_\_ year was \$\_\_\_\_\_. I also certify that a total of \_\_\_\_\_ people (including spouse, children, parents, grandparents, etc.) are living in my household.

**Declaration of Assistance**

I declare that I have receive the following assistance from other sources:  
 \_\_\_\_\_

Please circle the category that fits your family size and income.

**Income Guidelines**

Family Size	GA Income Caps	LIHEAP Income Caps	Low-Moderate Income
1	\$15,156	\$30,860	<b>\$30861- \$40,770</b>
2	\$17,556	\$40,356	<b>\$40,357- \$54,930</b>
3	\$22,716	\$49,582	<b>\$49,583- \$69,090</b>
4	\$28,980	\$59,348	<b>\$59,349- \$82,710</b>
5	\$35,496	\$68,843	<b>\$68,434- \$97,410</b>
6	\$35,571	\$78,339	<b>\$78,340-\$111,570</b>
7	\$35,646	\$80,120	<b>\$80,121-\$125,730</b>
8	\$35,721	\$81,900	<b>\$81,901-\$139,890</b>
9	\$35,796	\$83,681	<b>\$83,682-\$154,050</b>
10	\$35,871	\$85,461	<b>\$85,462-\$168,210</b>

**Ethnicity:** *(select only one)*  Hispanic or Latino  Not Hispanic or Latino

**Race:** *(select one or more)* \_\_\_\_\_

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

Other

**Have you been impacted by COVID-19? If so please check the box that best fits you.**

COVID impacted your income

COVID impacted any or all of the following: livelihood, Mental Health, Physical health, food security

**Applications that qualify for GA OR LIHEAP are ineligible for this program, income must be above LIHEAP levels but no more than the Low- Moderate Income. Expectation may be granted with written approval and justification. Approvals and justification must be submitted to the County Compliance and Audit Manager and approved prior to funding.**

**Funding must be reasonably proportional to your need. You may not receive more than your need or request a surplus.**

I certify that the information that I provided is correct and true. I understand that this information will be used to determine my eligibility for assistance and if there is information found to be duplicative, I may be required to repay funds.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Required Documentation:**

\*Income Verification

\*Copy of past-due utility bills if applicable to show cost of heat vs normal usage.

\*Photo ID and proof of residency such as a utility bill. Or some way to identify that the client is who they say they are and lives at the location being assisted.

*Maine*  
**Cumberland County**

**Keeping Cumberland County Warm Application  
Duplication of Benefits Affidavit**

**INSTRUCTIONS/INFORMATION:**

The Affidavit must be signed by the head of household applying for financial assistance under the Keeping Cumberland County Warm (SLFRF) heating Assistance Program.

By signing this Affidavit, the applicant certifies to the accuracy of the information provided. Financial assistance available under this program comes from the U.S. Department of Treasury. If fraud is committed to obtain heating assistance, the applicant could be 1) required to repay all overpaid assistance received, 2) fined, and/or 3) imprisoned.

**AFFIDAVIT**

This Affidavit shall be considered part of the application for grant assistance through the Keeping Cumberland County Warm heating Assistance Program and is incorporated therein.

Read this carefully to be sure the information in it is true and complete before signing. The information affirmed by this Affidavit and included in the application is subject to verification by Treasury, The Cumberland County Compliance & Audit Manager, Local Municipal Ga, and their respective agents.

The undersigned, hereinafter referred to as "Applicant," affirms as follows:

1. The information provided herein and in the accompanying application is true and accurate.
2. Applicant has not received heating assistance from other sources, including supplemental employment, income payments, or any other grant, subsidy, or gift.
4. Applicant owns or rents the home/apt. (check one):
  - Own
  - Rent

By executing this Affidavit, Applicant acknowledges and understands that Title 18 of United States Code Section 1001 makes it a violation of federal law for a person to knowingly and willfully:

- (a) Falsify, conceal, or cover up a material fact;
- (b) Make any materially false, fictitious, or fraudulent statement or representation; or



(c) Make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government.

APPLICANT SIGNATURE

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's (if any) Signature

\_\_\_\_\_  
(Print Applicant Name)

\_\_\_\_\_  
(Print Co-Applicant (if any) Name)

## KEEPING CUMBERLAND COUNTY WARM HEATING ASSISTANCE PROGRAM

Cumberland County Government has allocated American Rescue Plan Act (ARPA) funds for homeowners who are struggling to pay for heat this winter. Funds from the “Keeping Cumberland County Warm” project will be distributed to Maine residents through municipal offices. The Town of Chebeague Island applied for a grant to assist its residents. The program runs through April 15, 2023.

### Eligibility:

- Resident of Cumberland County
- Need financial assistance with home energy costs
- Annual household income (before taxes) below these income guidelines:

Family Size	Minimum - Max Income
1	\$30,861 - \$40,770
2	\$40,357 - \$54,930
3	\$49,583 - \$69,090
4	\$59,349 - \$82,710
5	\$68,434 - \$97,410
6	\$78,340 - \$111,570
7	\$80,121 - \$125,730
8	\$81,901 - \$139,890
9	\$83,682 - \$154,050
10	\$85,462 - \$168,210

### What to Do:

- Pick up a Keeping Cumberland County Warm Application at the Town Office.
- Complete the Keeping Cumberland County Warm Application and Duplication of Benefits Affidavit.
- Bring the completed Keeping Cumberland County Warm Application and Duplication of Benefits Affidavit to the Town Office **along with:**
  - Income Verification (Recent tax return or 30 days' paystubs)
  - Photo ID and
  - Proof of Residency
  - If requesting help with your electric bill, bring a) an electric bill reflecting usage outside of heating season and b) an electric bill reflecting usage during heating season.
- Stand by for confirmation that the Application is complete and that all required supporting documents are provided.

Once the Town has your completed Keeping Cumberland County Warm Application and Duplication of Benefits Affidavit and the supporting documents, the Town will contact your fuel provider to arrange delivery and payment.

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

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Phone: 207-846-3148

[www.townofchebeagueisland.org](http://www.townofchebeagueisland.org)

Fax-207-846-6413

**MEMO**

**To: Vika Wood, Town Administrator**  
**From: Genaro Balzano, Harbormaster/Shellfish Warden**  
**Date: January 26,2023**  
**Re: Monthly Report**

Stone Pier

Floats are still in ok shape. The farthest float may need some work in the water work once the weather. Gets better. 2023 Tie-Up Permits are on sale.

Chandlers

A certain resident keeps using the float for his on berthing during storms. I have called and knocked on. His door to with no results. I have also posted on Facebook so hopefully he will get the message.

Cousins

All Good

Shellfish

Shellfish licenses are selling well including commercial.

Moorings

Will have proposed figures and quotes for 2023 from the Mooringinfo.com

Regards,

Genaro Balzano  
[harbormaster@townofchebeagueisland.org](mailto:harbormaster@townofchebeagueisland.org)

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

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Phone: 207-846-3148

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Fax-207-846-6413

**MEMO**

**To: Vika Wood, Town Administrator**  
**From: Ralph Munroe**  
**Date: January 26, 2023**  
**Re: Monthly Report**

Had a breakfast for the members of the Chebeague Fire Rescue and their families. This month's monthly meeting was well attended. To date the Chebeague Fire Rescue has responded to 6 calls. we worked to arrange an EVOG class for the coming month for personnel. We finished the application process and Jenny Hackel is now our medical service director, which is a new requirement this year per Maine EMS.

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

Phone: 207-846-3148

[www.townofchebeagueisland.org](http://www.townofchebeagueisland.org)

Fax-207-846-6413

**MEMO**

**To: Vika Wood, Town Administrator**  
**From: Jim Butler, Code Enforcement Officer**  
**Date: 1/26/2023**  
**Re: Monthly Report**

January the applications for projects slowed down as we experienced winter weather. Due to storms I did visit a few sites to take photos and provide guidance on repairs within the shoreland zone.

Hope Island update: Knickerbocker Group had a call with DEP and they are working through some after the fact permitting that was never closed out by DEP with prior ownership. DEP & Owners rep are working closely to bring anything open to closure. Spoke with representatives from Maine Drilling and Blasting. They will be conducting blasting for about a week at some point in February. I advised prior to that to please work with me so we can make notifications to Island officials and also dispatch in case any calls come in during that period.

BOAA: Reference the Fowler case a Notice of Violation will be sent out in reference to the BOAA Actions.

Growth Permits: All 4 have been issued. They have 90 days to convert to building permit or it will expire. Tracking this closely.

Any questions as always don't hesitate to reach out

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

**Building Permits:1**

**Electrical Permits:0**

**Shoreland Zone:0**

**Subsurface Wastewater:0**

**Internal Plumbing:0**

**Growth Permits:4**



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

Phone: 207-846-6419

ps1@chebeague.net

Fax-207-846-6413

**MONTHLY REPORT**

**January 2023**

**This month we removed the anchor post around the island where the signs posts were stolen. Went to the hardware store and bought cold patch to fix the pothole on Cousins Island that Mark Dyer asked to be fixed on the road leading to the CTC parking lot. Fixed some potholes around the island that showed up because of all the rain and ice. Started fixing storm damage around the island. Went to South Shore Dr and fixed the bottom of the right of way to shore road with rip rap and gravel. Cleaned up the parking area at Hamilton Beach of debris and fixed the parking area with rip rap and gravel. Worked with Custom Floats and got pilings fixed at Cousins dock. Worked on the plows and trucks on routine maintenance and fixed a hydraulic hose that blew during the snow storm on one of the smaller plows. Finally we had ice and rain and snow storms that we dealt with throughout the month including sanding black ice in the mornings early before many boats this month. I'm working with the TA on replacing tires on truck Ten because they are worn down and we are getting stuck a lot and also the tires will not pass inspection. The tires have been on the truck since 2015.**

**Thank you  
Public works**



**SHELTERLOGIC CORP**  
 150 CALLENDER ROAD  
 WATERTOWN, CT 06795

**CUSTOMER ORDER**

Order Number: **2525521**  
 Date: **10/26/2021**  
 Page: **1**

Sold To
ROBERT EARNEST 12 ROSE POINT RD CHEBEAGUE ISLAND, ME 04017 US 2078077256

Ship To
ROBERT EARNEST 12 ROSE POINT RD CHEBEAGUE ISLAND, ME 04017 US 2078077256

CUSTOMER ID			CUSTOMER P.O.			PAYMENT TERMS			FREIGHT TERMS		
2078077256						CREDIT CARD			Freight Billed		
SALES REP ID			SHIPPING METHOD			F.O.B.			SHIP DATE		
BILL HUFF			FREIGHT			SHIPPING_POINT			11/2/2021		
QUANTITY											
ORD	SHP	BCK	PART ID	DESCRIPTION			T	UNIT PRICE	EXTENDED PRICE		
						X					
1.00	0.00	0.00	CUSTOM SP	PE-BA-DD0304F-02402514				7,677.00	\$7,677.00		
4.00	0.00	0.00	800984	ROLL-UP DOOR KIT GALV				0.00	\$0.00		
1.00	0.00	0.00	11300	AUTOMATIC VENT KIT				0.00	\$0.00		
6.00	0.00	0.00	00802	EASY ZIPUP KT,1-702 PULL.1-713A 3/				0.00	\$0.00		

<b>SUB TOTAL</b>	\$7,677.00
<b>FREIGHT CHARGES</b>	\$614.00
<b>TOTAL ORDER AMOUNT</b>	<b>\$8,291.00</b>
Less Credit Card Charges	
<b>Balance Remaining</b>	

On arrival, inspect the shipment immediately for obvious signs of damage. Should you determine that any items are damaged or missing, you MUST note the item, the discrepancy, and the condition before you sign it! Notice of loss or damage should be provided to the freight carrier & Shelterlogic within five (5) business days from the date of delivery. You should open cartons and containers. If there is the slightest doubt that the merchandise is damaged (concealed or not) it must be noted on the Freight Bill and/or Proof of Delivery.

Communications by a Selectman with the Town Administrator is limited to receiving or conveying information or opinions. Any directives to the Town Administrator must come through a motion and vote of the Board as a whole.

d. With the Public,

It is the responsibility of the Board of Selectmen to keep the public informed. This applies not only to matters of proper notification governed by law but also to matters of any importance to the community.

The Board should, from time to time, send mailings to the entire community in order to:

- Apprise the community of important developing issues
- Solicit opinion or volunteers to serve on committees or boards

Communications between the public and a non-quorum subset of the selectmen can be considered confidential and not a matter of public record.

e. With Other Town Boards, Committees or Commissions,

Communication to other entities should always come from the Board as a whole unless a Selectman has been explicitly authorized to represent the Board by a majority vote.

While attendance and participation in meetings by individual Selectmen is encouraged they must be clear at each meeting when they have been authorized to represent the Board and when they have not.

f. With the Town Attorney,

Communication with the Town attorney is made through the Town Administrator unless the Board has clearly designated some other individual (Selectmen or other individual) by vote or consensus. In this case the Board must make clear the scope of the designee's task and typically this a limited set of related questions.

g. With the Media,

Generally, communication with the media should be accomplished through press releases that have been reviewed and approved by the Board. Communications by individual selectmen with members of the media should be done with great care and generally should be limited to reporting Board action and not personal opinion or speculation.

5. Electronic Mail

In an article entitled Right-to-know: Common Myths (Maine Townsman, May 2007) the Maine Municipal Association opines: *"Using email for procedural notices or one-way transmission of materials seems both appropriate and innocuous, but email conversations between board members about board business may run afoul of the obligation to conduct such business openly and in public."*

6. Adoption and Revision History

Adopted on: 2/13/2013 YES 5 NO 0 Attested: \_\_\_\_\_.



**Communication Policy Statement**

1. Purpose

The Board of Selectmen (Board) recognizes that communication is critical to an efficient Board and Town government but that some forms of communication can impact efficiency in a negative way or even go contrary to State law.

This policy is also intended as guidance to the members of the Board in communicating about town business. It applies to individual members of the Board and not to the Board acting as body.

2. Definitions

**Public Meeting:** For the purpose of this policy any discussion of town business involving 3 or more members of the Board including planned or unplanned gatherings, phone conversations and electronic mail.

3. Enactment

This policy is enacted upon a majority vote of the Board of Selectmen and may be amended or repealed from time to time by the Selectmen or by Town Meeting.

4. Policy

It is the policy of the Board that members of the Board will abide by the following during public meetings;

Communicate respectfully with the public, employees and other members of the Board. Avoid harsh words or profanity.

It is the policy of the Board that, at all times while holding the office of Selectman, members of the Board will abide by the following when communicating;

a. With Other Selectmen,

Selectmen should not discuss town affairs in groups with more than one other selectman unless in a public meeting convened in accordance with the Board of Selectmen Ordinance (Ch 11 Art II). This includes email, phone calls and face-to-face discussions.

The Right-to-Know act determines much of what can be communicated between selectmen in an unnoticed meeting. An unnoticed meeting is any communication of a quorum of the Board of Selectmen. Currently the quorum is set at 3 and includes: unplanned meetings ( at morning coffee, for example), phone conference calls, email and letters or memos.

b. With Town Employees (excluding the Town Administrator),

Communications by a Selectman with any Town employee should be limited to soliciting information to allow the selectmen to be informed. Communications for other purposes such as to give direction, instructions or suggestions should only be done by or at the direction of the Board as a whole and usually through the employee's supervisor.

c. With the Town Administrator,