

**Selectboard Meeting  
on October 04, 2023**

**The Selectboard will hold a meeting at  
The Chebeague Island Hall on  
Wednesday, October 04, 2023**

- I. Call Public Meeting to Order**
- II. Public Comments for items not on the agenda for discussion not action.**
- III. Regular Business**
  - 23-084 To discuss and act on confirmation of our acting Code Enforcement Officer.**
  - 23-085 To discuss and take any necessary action regarding an abandoned vehicle on Town property near the Bennetts barge landing.**
  - 23-086 To discuss and take any necessary action on missing road signs (see list in the packet)**
  - 23-087 To discuss and take any necessary action regarding abandoned bikes and scooters at/near the bike rack at the Stone Pier.**
  - 23-088 To hear an update on the survey of the road around Indian Point access and to take any necessary action.**
  - 23-089 To make a motion to use the shorter nomination process provided under Maine Title 30A §2528**
- IV. Other Business**
- V. Communications**
- VI. To approve minutes from September 20, 2023**
- VII. Adjourn**





# Town of Chebeague Island

**To:** Members of the Select Board

**From:** Viktoria G. Wood, Town Administrator

**Date:** October 2, 2023

**RE:** Town Administrators Report

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**Audit Update-** F.Y. 2022 Audit has been complete. There are 6 paper copies in the office. I have not signed the FY 23 audit agreement. Auditors are scheduled to arrive October 23 and 24<sup>th</sup> to begin FY 23 Audit.

**Barging-** USACE and Prock Marine will be coming to the island on Friday, October 6<sup>th</sup> for a coordination meeting. Matt from CTC will be present too, so we can ensure everyone involved and impacted by the dredging is aware. This should only take a few days to complete the remaining 11% near the barge ramp that was not done by the previous company.

**Bennett's Cove-** Attached is the most recent communication with Coley Mulkern confirming he is still interested in helping. Now that we know that he is interested providing the planks for the town, the next step would be to contact DEP. Considering all the recent changes, does the board still want me to do this or wait until there is a replacement to start this process?

**Facilities Committee-** Attached is a memo from the Facilities Committee.



## Bennett's Band-Aid

Coley Mulkern <coley@lpamarine.com>

Mon 9/25/2023 5:50 PM

To:Town admin <townadmin@townofchebeagueisland.org>

 1 attachments (255 KB)

TOWN OF CHEB BOAT RAMP LETTER.pdf;

Good morning Vika,

Per our recent conversation, I am writing to confirm that LPA will indeed honor the offer I made in the attached letter from a year ago, including the price for transportation of the planks.

I would like to reiterate that this is a temporary measure that will help with any soft sand difficulties, yet it does not address the main problem at this landing. To address the most common complaints from the 5-6 homes in the area, the boat ramp needs to be built correctly to match the physical properties of the ferries which land there. Installing a precast concrete boat ramp set further out and at the proper angle to allow smooth vessel to shore transitions would go a long way towards meeting the needs of the island without unnecessarily offending the boat ramp neighbors. I am quite sure that since this is a public boat launch you fall under the DEP Permit-By-Rule requirements. This means you could have DEP approval in as little as 2 weeks from application. The sooner this gets done the sooner everyone will notice a huge improvement in how the ever-important commercial vehicles come and go to the Town of Chebeague. Please let me know if there is anything more I can do to help make these improvements.

Sincerely,

Coley

Coley Mulkern

President

Lionel Plante Associates, Inc.

Office: 207-766-2508

98 Island Avenue, Peaks Island, ME 04108

coley@lpamarine.com

<http://www.lpamarine.com>

PLEASE NOTE: All pricing and estimates provided via email are valid for a maximum of 30 days.



# Lionel Plante Associates, Inc.



98 ISLAND AVENUE  
PEAKS ISLAND, MAINE  
(207) 766-2508

Town of Chebeague  
Attn: Viktoria Wood  
Town Administrator  
192 North Road  
Chebeague Island, ME 04017

September 29, 2022

Good day Viktoria,

Thank you for meeting with my son and me over the issues of the Bennett's Cove ramp. It is obvious to me that you have a thorough understanding of how important this ramp is to the community of Chebeague Island. This access point provides an essential service by supporting the needs of all Chebeague Islanders.

We thoroughly understand the concerns of some residents on Bennett's Cove road, who must deal with the issue of the commercial traffic. As you know, the Bennett's Cove ramp is basically a gravel road leading down to a sandy beachfront terminating in a naturally formed "boat ramp". It has been utilized as a boat launch and barge landing for many decades due to its perfect positioning and natural access to the shore. Only recently has this area drawn scrutiny from neighbors for a number of reasons, with the largest being the increase in use of that facility.

As Chebeague has matured, so has its dependence on commercial vehicle needs. More people, more homes, more environmental awareness, etc. requires more trucks for lumber, fuel, well drilling, septic pumping, trash removal, dump trucks, etc. The list goes on. Unfortunately, the Bennett's Cove ramp has not kept up with the growth of the island. All this increased use creates wear on both the gravel road and the beachfront. Since all barge landings must occur within a 4-hour window (2 hours either side of high tide), the same small area of real estate near the top of the beach is constantly absorbing the impacts of 30 to 60 ton vehicles transitioning from the ferry. Couple this with the storm water, which rushes down the gravel hill creating gullies down on to the beach, and you end up with a road surface not very conducive to easy and quiet travels.

Most island communities we serve have addressed this issue by installing real infrastructure, rather than beating down what Mother Nature has provided. Installing a well-designed precast concrete boat ramp in order to facilitate easy roll-on, roll-off transitions from the ferry, as well as providing a much larger use of the tide window, would solve a majority of the complaints. It would allow for much easier loading and unloading because trucks would not be getting stuck on the beach. This would result in much less time and noise due to the blocking and towing issues going away. It would also allow much more normal hours of operation without the ferries needing to arrive early or late or on weekends and holidays. If a new ramp were coupled with a paved road there would be much less noise and dust complaints as well.

I realize this type of mitigation would take time and funds to implement. In the interest of addressing some of the

[www.lpamarine.com](http://www.lpamarine.com)  
[info@lpamarine.com](mailto:info@lpamarine.com)



neighbors' concerns immediately, I would like to suggest a temporary band-aid. Our company currently has a number of concrete stability planks which are used to temporarily drive equipment on soft surfaces. We could place these temporarily, and lay down planks flat on the beach, creating a solid surface for the trucks to drive on. This would eliminate the erosion problems at the beach head and provide a solid, consistent surface for which to block truck wheels on, to accommodate for the bad angles. This would not be a permanent solution to all issues, but it would help prevent some prolonged noise created by trucks being stuck in the sand. In the spirit of cooperation, LPA would loan 8 of these 6' wide concrete planks to the town at no cost. (Normally \$2200 per plank). The only cost would be the transportation and labor to install the 6000-pound planks which would be \$4500.

I believe this would be a low cost first step to lowering the noise issues of the barge ramp, but it should not be expected to be the only step we need to take. A well-designed ramp and approach road would easily solve about 90% of the complaint issues, whereas this solution might help to the tune of about 15-20%, but at least we can do something soon.

Please present this idea and let me know if there is anything more I can do to help. Thank you for your concern in this very important matter.

Sincerely,

Coley Mulkern  
*President*  
Lionel Plante Associates, Inc.

# MEMO

September 30, 2023

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To: Bob Earnest, Chair and Chebeague Island Selectboard

From: - Building and Facilities Committee  
- Recording Secretary: David Brunner

## Re: Town Office Interim Improvements Project

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1. On May 3, 2023, the Selectboard approved expenditure of funds from the ARPA Grant and New Town Office Reserve Funds to be used for the Interim Improvement Project for the Town Office as presented to the Board at that meeting. This included reconfiguration of the office area for greater efficiency of space and improved working conditions for the staff, selected furnishings replacement and an electrical service upgrade to 400A for the building.
2. Monadnock Building Company of Jaffrey NH (who came recommended by Port City Architects) prepared a budget estimate to do the hard construction portion of the work and was selected to do the work. The work was scheduled to begin on Wed. Sept 27<sup>th</sup>. Monadnock submitted a cost estimate for the work as well as a certificate of insurance, but no contract was executed. The Town Administrator was working as the point person from the Town to administer the project. On Friday 9/22, Vika recommended postponing the project due to Town personnel events of that week.
3. Obtaining a building permit was uncertain at that point, due to the absence of a Town CEO. In addition, preparations and coordination for a building project (moving furniture, etc) became challenging prior to 9/27.
4. On behalf of the Facilities Committee, David Brunner notified Monadnock on Monday 9/25 that the Town would need a temporary delay to the project start, and the Town would be in contact about rescheduling the work.

At a special Facilities Committee meeting on 9/28, a motion was passed unanimously stating:

**The Management required for necessary communications, and coordination for a successful project completion is currently uncertain due to recent Town employee events. The TOCI Building and Facilities Committee recommends to the Selectboard that the Town postpone the Interim Improvements Project until a representative from the Town can be appointed to administer the project.**

The Committee is sensitive to the reputation of the Town when contracting for services with the outside Community, and feels the selected Contractor should be notified as soon as possible of the Town's proposed action regarding the project.

Thank you for the Board's consideration in this manner.





*Communications*

Home Care & Hospice  
Suite 200  
225 Gorham Road  
South Portland, ME 04106

Office 800.757.3326  
Fax 207.400.8891

September 19, 2023

Selectman and Residents  
Town of Chebeague Island  
192 North Rd  
Chebeague Island, ME 04017-3230

Dear Selectman and Residents,

It is with great pleasure that we thank you once again for your continued support and generosity. We understand that you are faced with many requests for funding and truly appreciate that the Town of Chebeague Island elected to sustain their financial commitment to Northern Light Home Care & Hospice with a grant in the amount of \$1,000.00. Rest assured that the funds you have awarded us will be used to care for patients who lack sufficient health insurance or require our telehealth program for daily monitoring.

As you know, our patients are primarily the frail elderly and all are homebound. Some are recovering from illness or surgery or may be managing one or more chronic illnesses while others have elected to spend their remaining days at home under hospice care. Many are the lonely and isolated who look forward to their visit by the clinician. Indeed, sometimes for some, their only visitor is their nurse.

The stories are many and our hearts are full of compassion for this population. Thus, we remain forever thankful for your thoughtful consideration.

Very truly yours,

A handwritten signature in black ink that reads "Colleen Hilton".

Colleen Hilton  
President, Northern Light Home Care & Hospice  
Senior Vice President, Northern Light Health

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RECEIPT

Donor Name:	Town of Chebeague Island	Gift Date:	9/18/2023
Description:	Home Care & Hospice - Cumberland/York County Greatest Needs	Tax Deductible Amount:	\$1,000.00

Northern Light Home Care & Hospice Foundation is part of Northern Light Health Foundation, the non-profit charitable organization that supports philanthropy at Northern Light Health locations throughout Maine. All donations are used per the donor's direction for Northern Light Home Care & Hospice, a non-profit 501(c) (3) organization (tax ID 01-0246804). No goods or services were provided in consideration for your gift. Gifts are tax deductible to the full extent of the law.



## Critical road sign study 9/19/23

		Needed: stop sign		Post
1	North Rd @ Historical Society/South Road corner	Post in place; stop sign missing	1	
2	Corner of South @ Wharf coming up from Stone Pier	No post / no sign	1	1
3	South Road south bound at Historical Society	Speed limit and Share Road both ok		
4	Corner of Firehouse and South, coming down Firehouse from North Rd	Post in place; stop sign missing? There is a bracket on the post that looks like it's for a street sign	1	
5	Base of Roy Hill Rd where it hits South	Post in place; stop sign missing	1	
6	Corner of Firehouse and North, coming up Firehouse from South Rd	Post in place; stop sign missing	1	
7	Intersection of John Small and South; headed north on South Rd	Yield sign for north bound sign and post OK		
8	Curve on John Small at Birkett's location	Curve ahead signs (2) for southbound OK		
9	Curve on John Small at Birkett's location	Curve ahead sign for northbound OK		
10	Corner of Western Landing, Chandler Cove, and South Rd	Coming from Bennetts: stop sign and post present but sign is defaced with yellow paint	1	
11	Corner of Western Landing, Chandler Cove, and South Rd	Coming from skate pond: post present but leaning; sign missing	1	
12	Corner of School House Rd and South Rd, coming from school	Post and stop sign missing; could not find the stub that was mentioned earlier in a meeting	1	1
13	South Road 1/4 way from School House Rd to Littlefield Rd	Speed limit post and sign ok		
Totals:			8	2

We focused on stop, yield, and curve ahead signs









JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF MARINE RESOURCES  
21 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0021

*Communications*

PATRICK C. KELIHER  
COMMISSIONER

**Date:** September 19, 2023

**To:** Town of Chebeague Island, Municipal Officials, and Genaro Balzano, Harbormaster  
Lease applicant  
ME IF&W, and DACF  
GovDelivery Aquaculture List

**From:** Department of Marine Resources (DMR) Aquaculture Division

**Re:** Notice of Completed Aquaculture Applications and Comment Periods

The DMR has received two completed lease applications from the following applicants listed below:

**Name of Applicant:** John Jordan

**Lease Type:** Experimental  
**Culture Type:** Suspended  
**Species:** Marine algae  
**Size and Term:** 3.98 acres, 3 Years  
**Location:** Casco Bay, Chebeague Island

**Name of Applicant:** John Jordan, Junior

**Lease Type:** Experimental  
**Culture Type:** Suspended  
**Species:** Marine algae  
**Size and Term:** 4 acres, 3 Years  
**Location:** Casco Bay, Chebeague Island

**Comment Period:** DMR announces a **30-day public comment period** during which interested persons may submit written comments or request a public hearing on the applications. A hearing is optional unless DMR receives five or more written requests from interested persons during the comment period. For reference, the applications are available on DMR's website. Please specify which application the comment(s) or request(s) apply to (i.e. John Jordan or John Jordan, Jr.). Written comments or hearing requests need to be submitted by mail or email to the address provided below **no later than 4:00 p.m. on October 21, 2023.**

Maine Department of Marine Resources  
Attn: Aquaculture Division  
21 State House Station  
Augusta, ME 04333-0021  
[DMRaquaculture@maine.gov](mailto:DMRaquaculture@maine.gov)

**View the Applications:** Please visit DMR's Aquaculture webpage. Applications are available under 'Maine Aquaculture Leases and LPAs.'

**CONTACT THE APPLICANTS:** Please contact the applicants with any questions regarding their proposals. Contact information for the applicants can be found in their applications.

**Relevant Authority:** 12 MRSA 6072-A (5) and DMR Rules Chapter 2.64.



## Aquaculture Lease Application - Harbormaster Questionnaire

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Date September 19, 2023

The Department of Marine Resources has received the attached aquaculture lease application. Please review a copy of the proposal and return the questionnaire to DMR by **October 19, 2023**.

Completing this questionnaire is optional and is intended to provide the municipality with an opportunity to review the proposal and to provide feedback. The local knowledge you provide about existing uses of the area helps with the review of the proposal. Specifically, the questionnaire may help inform DMR's site visit and site report. It may also be utilized as DMR considers the proposal in consideration of relevant lease decision criteria.

If you have questions about the application, you may contact the applicant. If you have questions about the leasing process, please contact the DMR Aquaculture Division at (207) 624-6573 or [DMRaquaculture@maine.gov](mailto:DMRaquaculture@maine.gov).

You may email or mail the completed questionnaire to the address below:

Department of Marine Resources  
Attn: Aquaculture Division  
21 State House Station  
Augusta, ME 04333-0021  
[DMRaquaculture@maine.gov](mailto:DMRaquaculture@maine.gov)



## Aquaculture Lease Application - Harbormaster Questionnaire

Name of Lease Applicant: John Jordan

Application Type:  Standard Lease;  Experimental Lease;  Expansion (Acronym);  
 Amendment (Acronym)  Renewal (Acronym)

Location: Casco Bay, Chebeague Island

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1) How might this proposal affect navigation within the area?

2) Are there any permitted moorings within the boundary of this proposed site?

3) How might this proposed lease affect traditional storm anchorages?

4) How might this proposal affect the ability of any riparian owners located within 1,000 feet of the proposed lease to get to and from their property?



## Aquaculture Lease Application - Harbormaster Questionnaire

5) What is the extent and type of commercial and recreational fishing within the area of the proposed lease?

6) Is the mooring gear specified in the application adequate and appropriate? If not, please explain.

7) How might the proposed lease affect any local, state, or federally owned beaches, parks, or docking facilities within 1,000 feet of the proposed area?

8) Please use the space below to provide any additional feedback you think is important. This may include any suggested modifications to the proposal that would help address any concerns you have identified in the sections above.

\_\_\_\_\_  
Signature of Harbormaster

Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Harbormaster





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Name of Lease Applicant: John Jordan, Jr.

Application Type:  Standard Lease;  Experimental Lease;  Expansion (Acronym);  
 Amendment (Acronym)  Renewal (Acronym)

Location: Casco Bay, Chebeague Island

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\_\_\_\_\_  
Signature of Harbormaster

Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Harbormaster

