



# Town of Chebeague Island

**To:** Carol White, Chair of the Selectboard  
**From:** Viktoria G. Wood, Town Administrator  
**Date:** June 26, 2025  
**RE:** Town Administrator Report

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**COMMITTEE MEMBERS NEEDED!** - Planning Board and BOAA are both in significant need of 2 board members on each. Anyone interested, please let me know. Three member boards are difficult to keep active and there is a higher burn out rate for those on these boards. The Planning Board will most likely see several shore restoration projects in the next few months. A full board would make it easier for scheduling and ensuring those applications can be seen in a timely fashion. Please come see me if you have questions about joining, are interested or know of someone who is. Let's work to fill these boards so they can be active and those who have been on then through some trialing times can get some help.

**Audit Metting-** I have reached out to the auditors asking for time to meet with the board. They have been at an out-of-state training, and I have not heard back at the time of writing this report of a date to meet. When I do, I will reach out to the board coordinating that meeting. It will likely be a remote meeting.

**Communication Policy** – I have attached the current communication policy for the boards review. I have some suggestions about possible changes to it and will bring it to your attention at some point this summer. In the meantime, I wanted to make sure you have a chance to read through the current one and be aware that the suggested change will be in a future packet for your review and discussion.

**Traffic and Parking Workshop-** The board had discussed having a workshop to allow for public participation and input. It would be great to have a date set so we can advertise it and people have a chance to know about the upcoming workshop. Some available dates that the hall currently has are August 3<sup>rd</sup> or 9<sup>th</sup> at 9AM or August 13<sup>th</sup> at 6PM. Or another option is to do it in place of one of the regularly scheduled meetings.

**Selectboard Orientation-** I have reached out to the Town Attorney, Ben McCall and am waiting to hear back on some dates from him and the ability to come to the island or go to him for a board orientation. This would allow the entire board an opportunity to meet the Town Attorney as well as to receive valuable information about how to behave and communicate as a selectboard member with the public, need to know rules, laws etc.

Is the board interested in doing a retreat like the one last year? If so, I can contact GPCOG if the board wants a similar process and get that schedule or begin the process.

*Respectfully submitted,  
Viktoria Wood*

**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,

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: \_\_\_\_\_.



# Town of Chebeague Island

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

**From:** Paul Demers, CEO

**Date:** June 26, 2025

**RE:** CEO May/June Report

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I am happy to report that May marked the end of my first year serving the Island of Chebeague as your Code Officer. It has been an interesting and enjoyable year getting to know the Island and many of the people here. I will incorporate a the month of May and June in this report to provide an idea of the activity of the office.

The use of the iWorQ electronic permit system has provided a good tool for allowing remote permitting work for input and processing of permits. We continue to refine the system as we address the carryover of older paper submissions to review and close out electronically.

During the past few months we have worked with the Planning Board and Coastal Waters Commission to review several Shoreline stabilization projects. These projects were the result of the 2024 storms and mark the end of a long review process thru the Maine DEP to assure compliance with State and local regulations in the area of Sandy Point and Broad Reach Road. The projects were reviewed and approved by the Planning Board so they may receive permits to begin work later this year.

Additionally the Planning Board approved an addition to the Library so that I may work with the Library to finalize their permit to also begin construction.

We have also been working with the Chebeague Inn as they began their preparation for the season. This involved the some minor interior permitting as they made improvements to the structure. We also worked toward improvement of the exterior to better maintain the site. And we continue to assist the Inn in their effort to update their site plan and work toward compliance with local ordinances.

I also have assisted with the preparation of a Permit by Rule application to allow for the maintance of the barge access on Bennetts Cove. This allowed Public Works staff to make repairs that will aid in correcting some storm damage that was causing a hazard to the beach area with vehicles having difficulty in wet soils caused by drainage issues directed at the ramp.

The office continues to work with local builders/plumbers and electricians on progress for new construction. As well as the inspection of numerous ongoing projects.

We also met with the State of Maine Flood Plain Manager to conduct a "Community Assistance Visit" (CAV) which reviewed the status of the communities Flood Ordinance and mapping. This is a requirement of FEMA to determine compliance with their program which aids in providing flood insurance and Federal assistance to the community for disaster repairs. This was the first time for such a visit and received a positive review of the communities efforts.

We also continue to monitor the activities of the State agencies and the legislature regarding items that may impact the community. One item that we have begun to assist with is the recent update of the State model building and energy codes. This has resulted in the update from the 2015 ed. Of the codes to the 2021 ed. While many changes are relatively minor, they allow the codes to recognize the changes that reflect improved techniques and efficiencies. These upgrades are mandated by State Statue to help keep our codes consistent across the state.

Also of interest is the recent signing into law of LD 1829 which is a bill targeting the need for housing in the State. I have included a copy of the bill for your review. Please note that it has been noted that it may effect many existing statutes involving land use in the State. The final impact is one that should be monitored as it may cause some amendment to ordinances and development review in the future.

I look forward to working through the summer months as many of the past and future permitted construction continues on Chebeague. I will give a brief update on the progress on Hope Island as that is the most significant ongoing project. At present I am working with Ben McDougal a fellow CEO who is aiding as a Third-Party Inspector to provide the contractor with more access to inspection services. This is helping the Town as well as it is not causing me to lose time serving Chebeague residents in my limited time. The contractor is covering the cost of the outside TPI. As to progress on the island, 5 of 7 open building permits are being reviewed for closure and certificates of occupancy. The remaining project include the employee/caretaker quarters and the main house construction. The main house will be followed by the demolition of the existing residence. This is certainly a unique project and appreciate the interest it generates, but know that I am comfortable with the arrangement with the TPI and how cooperative the contractors have been.

I welcome questions but certainly appreciate patience as my time is limited on the island but I do try to maintain a Wed on island schedule. The day offers a mix of meetings and inspections. Please know that I appreciate the opportunity to serve as your Code Officer on the Island and welcome comments and suggestions to improve service for your residents.

I hope this is helpful to the Board and Town Administrator and I hope to continue these along with more details on some of the items noted above.

Respectfully submitted,  
Paul A. Demers, CEO/LPI  
Town of Chebeague Island



# Town of Chebeague Island

192 North Road  
Chebeague Island, ME 04017  
[www.townofchebeagueisland.org](http://www.townofchebeagueisland.org)

To: Chair of the Selectboard, Carol White  
From: Viktoria G. Wood, Town Administrator  
Date: June 27, 2025  
Re: June Public Works Report

6/2 - 6/6

Delivered electronic crates to CBL  
Fill holes and drag Roy Hill, Jenks, South Shore Dr  
Assisted Team Rubicon during Island Brush Removal

6/9 - 6/13

Set up voting booths  
Dust control on roads with calcium chloride  
Sweep asphalt roads  
Pump out road water at Bennets Cove

6/16 - 6/20

Mix up road material for use  
580 backhoe radiator repair  
Fill road and repair at the Grange  
Pump water from road at Bennets Cove  
Removed pallets from Chandlers Beach  
Repaired step at Division Pt beach access  
Mowing sides of roads

6/23 - 6/27

Repaired commercial float at Stone Pier  
Mowing sides of roads  
Completed repairs on backhoe 580  
Assisted Greenwood in Fire Truck maintenance  
Yard and shop maintenance

Submitted by the Public Works Team  
Tanner Foley, Aaron Bonville, Bill Calthorpe, Jeff Wescott



# Town of Chebeague Island

192 North Road  
Chebeague Island, ME 04017  
[www.townofchebeagueisland.org](http://www.townofchebeagueisland.org)

To: Chair of the Selectboard, Carol White  
From: Viktoria G. Wood, Town Administrator  
Date: June 27, 2025  
Re: June Solid Waste Report

## Containers Shipped Off Island

Month.		YTD
Household.	4.	19
Debris.	6.	20
Metal.	3.	9
Cardboard.	4.	10
Recycle.	2.	5
Total.	19.	63

\*\* 15 More containers shipped off island January to June  
Year 2024 vs 2025

## Brush Dump Information

Month		YTD
Visits.	43.	132
Comm.	23.	81
Individual.	20.	51
Trees.	54 cy.	129 cy
Brush.	83 cy.	231 cy

4 Crates of electronics shipped off for proper disposal  
53 Units containing Freon drained for proper disposal

Submitted by Jeff Wescott



# Town of Chebeague Island

**To:** Chair of the Select Board, Carol White

**From:** Viktoria G. Wood, Town Administrator & Neil Hayward, Parking Attendant

**Date:** June 26, 2025

**RE:** Parking and Traffic Report

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- As of June 26<sup>th</sup>, the town's parking attendant has written 33 parking tickets in June.
  - Stone Wharf-28 tickets.
  - Bennett's -5 tickets.
  - Chandlers. – 0 tickets.
- Majority of the contractors have been cooperative and have been parking parallel on Stone Wharf Rd.
- We are adding the requirement for contractors needing to be parked on the parallel spots to the building permit notices.
- The Town Clerk and GPCOG fellow will be working on an informative one-page document that can be hung up, placed on windshields and spread around the community about the current parking requirements.
- The Sheriff has been assisting people at the Stone Wharf and making efforts to educate people to park in the "June & November No Parking area" as a staging area for people picking people up/dropping people off.

**REQUEST FOR PROPOSALS**  
***Residential Energy Efficiency and Electrification Collective Purchasing***

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

Release Date: July 2, 2025  
Proposals Due: July 23, 2025

Please direct questions to Ellie Hughes at [ehughes@gpcog.org](mailto:ehughes@gpcog.org) or 913-777-8088. Email completed proposals to [townadmin@townofchebeagueisland.org](mailto:townadmin@townofchebeagueisland.org) no later than 5pm on July 23, 2025.

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## **Section 1. Project Description**

### ***Overview***

The Town of Chebeague Island is launching a collective purchasing campaign for residential energy efficiency and electrification upgrades to help Chebeague Islanders reduce their energy costs. Through this Request for Proposals (RFP), the Town seeks qualified contractors to provide home energy audits, insulation and air sealing, and ductless heat pump installations at a bulk discount. On the basis of the bulk pricing benchmarks detailed in this application, selected vendors will work directly with interested homeowners to scope, quote, and complete home energy upgrades in alignment with applicable Efficiency Maine and federal incentive programs.

This initiative aims to:

- Lower the cost of energy efficiency and electrification upgrades for Chebeague Island residents through bulk purchasing.
- Maximize residents' access to Efficiency Maine rebates and federal tax credits.
- Support contractor participation with pre-qualified leads, centralized outreach and coordination by the Town, and community-wide visibility allowing for volume near-guarantees.

### ***Scope of Work***

Contractors may apply for one or more of the following service categories. Services and installations should meet all requirements to qualify homeowners for available Efficiency Maine rebates and IRS 25C Energy Efficiency Home Improvement Tax Credit offerings.

- Home energy audits

- Insulation and air sealing
- Ductless heat pump installation

For each service category, the Town will select one or more contractors to:

- Work with participating residents to scope and quote individual projects, adjusting baseline volume pricing provided in this application as necessary according to different home needs.
- Complete projects during the defined installation window.
- Assist homeowners with completing and submitting Efficiency Maine rebate and IRS 25C Energy Efficiency Home Improvement Tax Credit paperwork.

***Project Timeline***

<b>Phase</b>	<b>Timeline</b>
RFP release	July 2, 2025
Proposals due	July 23, 2025
Vendor selection and homeowner outreach	July 24-August 1, 2025
Home assessments and individual quotes	August 2025
Installation	September - October 2025
Incentive paperwork and follow-up complete	November 2025

**Section 2. Applicant Information**

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

Primary contact name: \_\_\_\_\_

Primary contact email: \_\_\_\_\_

Primary contact phone number: \_\_\_\_\_

- Services offered:
- Home energy audits
  - Insulation and air sealing
  - Ductless heat pump installation

For sections 3-5, please leave blank any service categories for which you do not wish to apply.

**Section 3. Home Energy Audits**

Auditors must hold a [Department of Energy qualified certification for the Energy Efficiency Home Improvement Credit \(Section 25C\)](#) to ensure homeowner eligibility for federal tax credits. For each home energy audit, applicants must be willing to write and sign a report including the following information:

1. The home energy auditor's name and their employer's EIN or taxpayer identification number.
2. A statement that the home energy auditor has been certified by completing one of the qualifying certification programs, specifying which one.
3. Identification of the improvements that would save the most money in terms of home energy costs.
4. An estimate of how much money each improvement would save.

Please list your proposed pricing for a standard energy audit for a single-family home, including a blower door test, meeting the above criteria. The Town recognizes that ultimate pricing for any given participating home may diverge slightly from the below baselines.

Price per home: \_\_\_\_\_

Percent discount with 5 or more sign ups: \_\_\_\_\_

Percent discount with 10 or more sign ups: \_\_\_\_\_

Percent discount with 15 or more sign ups: \_\_\_\_\_

**Section 4. Insulation and Air Sealing**

Applicants must be Efficiency Maine-approved Residential Registered Vendors for insulation and air sealing. Insulation and air sealing materials or systems must meet [International Energy Conservation Code](#) standards. Upgrades must be installed in accordance with Efficiency Maine's [Weatherization Requirements Checklist](#).

Please complete the table below detailing your proposed pricing, including all material and non-material costs, for the following insulation and air sealing services. It is expected that contractors will visit homes to build scopes of work or use scopes of work

provided by a qualified home energy auditor. The Town recognizes that ultimate pricing for any given participating home may diverge slightly from the below baselines.

*Table A: Standard Insulation and Air Sealing (leave blank any products you do not sell, and include any additional products in blank rows provided)*

<b>Type</b>	<b>Product specifications</b>	<b>R Value (if applicable)</b>	<b>Installed price (per sqft or per ft, as applicable)</b>
Fiberglass			
Cellulose			
Expanded Polystyrene			
Closed cell spray foam			
Open cell spray foam			
Rigid foam board			
Mineral fiber			
Wood fiber			
Caulk			
Weather stripping			

Percent discount with 5 or more sign ups: \_\_\_\_\_

Percent discount with 10 or more sign ups: \_\_\_\_\_

Percent discount with 15 or more sign ups: \_\_\_\_\_

## Section 5. Ductless Heat Pump Installation

Applicants must be Efficiency Maine-approved Residential Registered Vendors for heat pump installation. Ductless single-zone mini split heat pump technology must be on [this list](#), and all heat pump technology must meet or exceed the highest efficiency tier (not including any advanced tiers) established by the Consortium for Energy Efficiency. Systems must be installed according to Efficiency Maine's [Heat Pump Installation Requirements Checklist](#).

Please complete the tables below detailing your proposed pricing, including all material and non-material costs, for standard installation of a ductless heat pump system meeting the above criteria. It is expected that contractors will meet with homeowners individually to size and locate units appropriately before the homeowners commit to purchase. The Town recognizes that ultimate pricing for any given participating home may diverge slightly from the below baselines. To allow for fair cost comparison, please assume:

- 16 feet line hide or similar (include one 90 degree ell, one wall inlet, and one end fitting).
- 20 feet line set.
- Brackets with vibration dampening features for models mounted on house.
- Exterior units mounted above the level of snow drifts typically experienced at the location of the installation.
- Exterior unit to be installed on same wall as interior unit.
- Home construction to be wood frame with clapboard or shingle siding.
- Pre-existing exterior electrical outlet within 25 feet of the outside unit's location.
- No rain cap necessary.

*Table B: Standard Installation of Ductless Heat Pump System*

Type	Manufacturer	Model	Size	HSPF	Installed cost/unit
Single-zone mini split			9,000 BTU/h		
Single-zone mini split			12,000 BTU/h		
Single-zone mini split			15,000 BTU/h		
Single-zone mini split			18,000 BTU/h		
Multi-zone			3 zones (2.5 ton)		

			condenser)		
Multi-zone			4 zones (3 ton condenser)		
Multi-zone			5 zones (3.5 ton condenser)		
Multi-zone			6 zones (2 condensers)		

Percent discount if 10 or more units are installed: \_\_\_\_\_

Percent discount if 20 or more units are installed: \_\_\_\_\_

*Table C: Additional Materials and Labor (leave blank any products/services you do not sell, and include additional cost adders in blank rows provided)*

<b>Non-standard additional material/labor</b>	<b>Unit description</b>	<b>Installed cost per unit</b>
HVAC and electrical permits		
Electrical panel upgrade		
Install electrical subpanel		
Outdoor GFCI outlet		
Price/ft for mini split line set beyond 20ft		
Price/ft for mini split line hide beyond 16ft		
Construction of raised platform for mini split when exterior wall mounting is not possible (per outdoor unit; describe material used)		
Installation of a remote/smart thermostat and interface		

Installation of a pan heater		
Installation of metal rain cap on units within drip-line of roof		
Extended warranty		
Installation of heat pump water heater		
Low-wall mount		
Recessed ceiling cassette		

Please describe what is included with each installation (electrical, carpentry, etc.).

Please describe warranty offerings for the systems detailed above.

Please describe your company's ability to provide follow-up service and repair.

Please list any anticipated subcontractors and the corresponding piece of the scope of work for which they'll be responsible.

**6. Client References**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Service provided: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Service provided: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Service provided: \_\_\_\_\_

## 7. Signature

I, the undersigned, certify that I am authorized to submit this proposal on behalf of [company name]. I certify that [company name] and its proposed projects meet all of the eligibility criteria detailed in this RFP.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Heat Pump Summary

The Town has received an Efficiency Maine rebate offer of \$25,200 for a single-zone minisplit heat pump system at the town office/public safety building, installed by Dave's World. This rebate reduces project costs by 50% from \$49,750 to \$24,550. The existing heating system can be left intact and reconfigured as emergency backup heating. Currently, three of the four hydronic heating ceiling units in the apparatus bay have broken fan motors requiring replacement. Casco Bay Heat Pumps quoted \$2,975 to replace three fan motors. Dave's World also evaluated the public works garage and determined that heat pump air heating does not currently make sense there, but a heat pump water heater is recommended for efficiency and long-term cost reduction. Dave's World quoted \$2,457 for installation of a heat pump water heater at the public works garage. The expected installation window is July 14-August 1, 2025.

### Project costs:

Town office/public safety building heat pump installation	\$24,550
Repair of current heating system for use as emergency backup	\$2,975
Public works garage heat pump water heater	\$2,457
Anticipated barging, ferry, and parking	\$1,000
<b>Total</b>	<b>\$30,932</b>

To move forward, the Town should sign:

1. Efficiency Maine's Approved Scope of Work
2. Dave's World's town office/public safety building proposal
3. Casco Bay Heat Pump's repair of current heating system proposal (optional)
4. Dave's World's public works garage heat pump water heater proposal (optional)



**COMMERCIAL & INDUSTRIAL PRESCRIPTIVE SOLUTIONS  
MUNICIPAL RETROFITS FUNDING OPPORTUNITY NOTICE**

**SCOPE OF WORK & TERMS AND CONDITIONS Approved**

*CIP FON-019-2025*

Customer Name: **Chebeague Island**  
Qualified Partner: **Daves World**  
Facility Name: **Chebeague Island Town Office**  
Installation Address: **192 North Rd**  
City: **Chebeague Island** State: **ME** Zip: **04017**  
Reference Number: **HHPH-Chebeague Town Office**

**Terms and Conditions**

This Approved Scope of Work Form is part of the Funding Opportunity Notice (FON) for the Efficiency Maine Commercial & Industrial Prescriptive Program. When executed by the Parties and submitted with CIP FON-019-2025, constitute agreement to the following Terms & Conditions:

**1. APPLICANT ELIGIBILITY REPRESENTATIONS.**

Applicant represents that the following statements are true:

- a. Applicant is a non-residential customer of electric utilities in the State of Maine,
- b. Applicant’s primary business function is not to generate power to be sold into a power market,
- c. Applicant has the authority to contract for retrofit work in the Facility in connection with the Measures listed,

**2. AGREEMENT AS TO THE MEASURES.** Applicant agrees to have an Installation Contractor perform retrofit work at the Facility in connection with the Measures identified on the attached Section A to this Scope of Work. In consideration of the Contractor’s performance of such work, Applicant agrees to pay Installation Contractor for Measures installed at the Facility, based on the Estimated Costs listed on said Section A for the number of completed units for each Measure upon receipt of invoice; provided the Contractor may collect a deposit from Customer prior to performing such work, in which case the final invoice shall be net of such deposit.

**3. AGREEMENT AS TO INCENTIVE AMOUNTS.**

a. Subject to the other terms of this Scope of Work, Applicant’s obligation to pay for the installation and Measures shall be reduced by an amount (the “Incentive”) provided under the Efficiency Maine CIP FON-019-2025.

b. Notwithstanding 3(a) above, Efficiency Maine reserves the right to limit the amount of Incentives based on the total project cost or if the measures actually installed or performed differs from the approved application.

#### 4. INSTALLATION REQUIREMENTS.

a. Services to be provided this Scope of Work shall in no way include work by the Installation Contractor in connection with the correction of apparent or hidden safety issues or code violations. Installation Contractor shall not perform work where, in its sole discretion, it is determined such safety issues or code violations exist.

b. The Applicant agrees not to reinstall any of this equipment or transfer it to any other party for installation. Applicant agrees that it will not alter, modify or discontinue use of the Measures without prior written approval from Efficiency Maine and that Measures will be used for their rated useful life.

c. Applicant agrees to permit Efficiency Maine (or any designated agent) to access the Facility before, during or after installation of the Measures at times reasonable convenient to Applicant, project inspections and evaluations.

d. Notwithstanding Applicant's ownership of all installed improvements, Efficiency Maine shall be deemed the owner of, and shall hold exclusive right, title and interest in and to any electric system capacity credits and environmental credits that may be associated with the Measures, and Efficiency Maine can sell, transfer and otherwise dispose of these credits in any manner authorized by law or regulation. By accepting an Incentive, Applicant expressly and irrevocably conveys all such rights and credits to Efficiency. In no event shall activity associate with any such energy or environmental credits result in interference with the Applicant's sole discretion to operate Measures as approved in the Approved Scope of Work.

#### 5. LIMITATION OF LIABILITY; INDEMNIFICATION

a. In no event shall Efficiency Maine, nor any of their respective trustees, officers, directors, shareholders, affiliates, employees, agents, or contractors be liable to the Applicant or anyone claiming through Applicant, for any special, consequential, or incidental damages, including lost profits or lost business opportunities, or for any damages in tort (including negligence) caused by or resulting from any activities in connection with or associated with this Scope of Work or the Efficiency Maine Prescriptive Program.

b. The Applicant shall protect, indemnify, and hold harmless Efficiency Maine, and their respective trustees, officers, directors, shareholders, affiliates, employees, agents or contractors (each, an "Indemnified Party") from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorney's fees and expenses) incurred by or assessed against an Indemnified Party arising out of or relating to the Applicant's performance or non-performance of obligations under this Scope of Work or the installation and operation of the Measures.

c. Nothing herein shall be construed to waive, release, or diminish any statutory or common law immunities of Efficiency Maine as a governmental entity, all of which are expressly retained.

#### 6. WARRANTIES

a. Installation Contractor warrants to Applicant that all equipment and materials installed as part of the Project are free from defects in title, material, workmanship and installation, and shall conform to Efficiency Maine Prescriptive Program specifications. Such warranty shall not expire before the later of the applicable manufacturer warranty period (if any) or one (1) year from the date of installation. If such warranty is breached, Contractor shall, at its expense, either repair or replace (at its option) the equipment or materials to remove the defect and/or establish such conformity, as applicable.

b. Neither Efficiency Maine nor any agent of, endorses, guarantees, or warrants any particular manufacturer or product, and provides no warranties, express or implied, for any product or services. Efficiency Maine expressly disclaim all warranties relating to the Measures. The Applicant's reliance on warranties is limited to any warranties that may be provided directly by Contractor or equipment suppliers.

c. Neither Efficiency Maine nor any agent of, are responsible for assuring that the design, engineering and construction of the Facility or installation of the Measures is proper or complies with any particular laws, codes, or industry standards, nor for the accuracy or inaccuracy of any energy assessment findings or anticipated energy savings. Neither Efficiency Maine nor any agent of make no representations of any kind regarding the results to be achieved by the Measures or the adequacy or safety of such measures.

#### 7. PUBLICITY OF APPLICANT PARTICIPATION

By accepting an Incentive, the Applicant understands that Efficiency Maine reserves the right to disclose certain information about the Applicant's participation in the Efficiency Maine Prescriptive Program, including, but not necessarily limited to, the Applicant's name and address, the Incentive amount, projected energy savings as well as other non-proprietary business information.

#### 8. CUSTOMER MUST PAY ALL TAXES

Incentives received by the Applicant may be taxable by the federal, state, and local government. The Applicant is responsible for determining any tax obligations and declaring and paying all such taxes. Recipients of Incentive payments must provide their tax identification number to Efficiency Maine for payment processing. Incentive award payments in excess of \$600 made to unincorporated entities will be reported on IRS Form 1099.

#### 9. MISCELLANEOUS

a. This Scope of Work constitutes the full agreement among Applicant and Installation Contractor (collectively, the "Parties"), and supersedes any prior discussions, understandings, and agreements, whether oral or in writing.

b. Paragraph headings are for the convenience of the Parties only and are not to be construed as part of this Scope of Work.

c. If any provision of this Scope of Work is deemed invalid by any court or administrative body having jurisdiction, such ruling shall not invalidate any other provision, and the remaining provisions shall remain in full force and effect in accordance with their terms.

d. In the event of any dispute concerning this Scope of Work, or any other requirement of the Efficiency Maine Prescriptive Program, resolution will be governed in all respects by the laws, statutes, and regulations of the United States of America and of the State of Maine. Any legal proceeding against the State regarding this agreement shall be brought in State of Maine administrative or judicial forums. The Applicant consents to personal jurisdiction in the State of Maine.

e. Applicant and Installation Contractor expressly acknowledge that Efficiency Maine or a designated agent of, are each an intended third-party beneficiary of this Scope of Work with full power to enforce the terms of this Scope of Work.

**Section A. List of Measures**

Measure Description	System Quantity	Incentive per Unit	TNC Incentive per Unit	Total Incentive*
Samsung HP -RXX09ACD	1	\$1,800	\$1,000	\$25,200
Samsung HP -RXX12ACD	2			
Samsung HP -RXX18ACD	1			
Samsung HP -RXX24ACD	5			

**TOTAL**

**\$25,200.00\***

*\* Incentives capped at 90% of Total Invoiced Project cost, less taxes and warranties as quoted. Subject to change based on final invoicing at project completion to verify scope. Incentives will not exceed pre-approved amounts.*

*\*Project Completion Deadline: November 30, 2025. Projects not completed by this date will revert to standard Prescriptive HP offerings.*

*\*\$9,000 of the Total Incentive for this FON-019 opportunity is offered by The Nature Conservancy. Upon completion and final review of the installed project. The TNC check for a total of \$9,000 must be paid to the customer. Per the completed authorization form, the installer will receive the Efficiency Maine check in the amount of \$16,200.*

*By signing below, the Parties agree the Measures listed in Section A shall be installed by the Installation Contractor. The Applicant shall pay the Installing Contractor as described herein following Completion and Acceptance of Measures.*

\_\_\_\_\_  
Participating Customer

\_\_\_\_\_  
Date

\_\_\_\_\_  
QP Installer Signature

\_\_\_\_\_



Dave's World Windham  
 359 Roosevelt Trail, Windham, ME 04062  
 www.davesworld.com

Estimate 492750785  
 Estimate Date 4/8/2025

**Billing Address**

TOWN OF CHEBEAGUE  
 14 School House Road  
 Chebeague Island, ME 04017 USA

**Job Address**

Town Office  
 192 North Road  
 Chebeague Island, ME 04017

**Description of work**

We are pleased to present a proposal for a new Samsung heat pump system to be installed in your municipal facility on Chebeague Island. This is a contract price, and it includes all labor, materials and permits required to complete the installation. All equipment covered by a 12-year parts and compressor warranty. Dave's World includes a 1 year complete 100% satisfaction guarantee which means if a part fails in the first year you do not pay for labor and our installation is covered by a 4-year workmanship warranty.

Your system may qualify for rebates which have recently changed. Dave's World is a Qualified Partner for Efficiency Maine's residential, commercial, and multi-family rebate programs and will assist you in filing for your rebate(s). All anticipated rebate amounts provided by Dave's World are estimates and are not guaranteed. Incentive amounts are determined by Efficiency Maine based on the information provided on the rebate claim form. Any prior rebate incentive amounts will be subtracted from the lifetime eligibility per property. Rebate incentive amounts are tied to income. Please see rebate claim form for possible eligibility amount.

Service #	Description	Quantity	Your Price	Total
RNS.MAXHP.SYS	RNS Wall Mounted Single-Zone Max Heat Heat Pump System	1.00	\$3,710.00	\$3,710.00
RNS.MAXHP.SYS	RNS Wall Mounted Single-Zone Max Heat Heat Pump System	2.00	\$3,927.00	\$7,854.00
RNS.MAXHP.SYS	RNS Wall Mounted Single-Zone Max Heat Heat Pump System	1.00	\$4,997.00	\$4,997.00
RNS.MAXHP.SYS	RNS Wall Mounted Single-Zone Max Heat Heat Pump System	5.00	\$5,510.00	\$27,550.00
INS.AO.0330	Wall Bracket 300 lb	9.00	\$241.00	\$2,169.00
INS.AO.0405	Mini-Split Line Set (Per Foot)	75.00	\$10.00	\$750.00
INS.AO.0403	Mini-Split Line Set (Per Foot)	15.00	\$9.00	\$135.00
INS.AO.0402	Mini-Split Line Set (Per Foot)	30.00	\$8.00	\$240.00
INS.AO.0401	All exterior lines to be concealed in White Line Hide	100.00	\$20.00	\$2,000.00
HP.HWH	Installation of Heat Pump Hot Water Heater	1.00	\$2,891.00	\$2,891.00
05-Discount	5% Discount	1.00	-\$2,618.42	-\$2,618.42
MISC.ITEM	Miscellaneous Line Item - accounting correction.	1.00	\$72.42	\$72.42
RNS09ABC	RNS09ABC Samsung Indoor Unit WindFree 3.0 Hi Wall RAC/FJM 208/230 Volt 1 Phase 9K BTU	1.00	\$0.00	\$0.00
RXS09ACC	RXS09ACC Samsung Outdoor Unit Heat Pump Max Heat 3.0 208/230 Volt 1 Phase 9K BTU	1.00	\$0.00	\$0.00

RNS12ABC	RNS12ABC Samsung Indoor Unit WindFree 3.0 Hi Wall RAC/FJM 208/230 Volt 1 Phase 12K BTU	2.00	\$0.00	\$0.00
RXS12ACC	RXS12ACC Samsung Outdoor Unit Heat Pump Max Heat 3.0 208/230 Volt 1 Phase 12K BTU	2.00	\$0.00	\$0.00
RNS18ABC	RNS18ABC Samsung Indoor Unit WindFree 3.0 Hi Wall RAC/FJM 208/230 Volt 1 Phase 18K BTU	1.00	\$0.00	\$0.00
RXS18AEC	RXS18AEC Samsung Outdoor Unit Heat Pump Max Heat 3.0 208/230 Volt 1 Phase 18K BTU	1.00	\$0.00	\$0.00
RNS24ADC	RNS24ADC Samsung Indoor Unit WindFree 3.0 Hi Wall RAC/FJM 208/230 Volt 1 Phase 24K BTU	5.00	\$0.00	\$0.00
RXS24AEC	RXS24AEC Samsung Outdoor Unit Heat Pump Max Heat 3.0 208/230 Volt 1 Phase 24K BTU	5.00	\$0.00	\$0.00
RHEPROPH50T2RH400-SO	Rheem RHEPROPH50T2RH400-SO Water Heater ProTerra Heat Pump Electric 50 Gallon Hybrid Wifi with Leak Guard	1.00	\$0.00	\$0.00

<b>Sub-Total</b>	\$49,750.00
<b>Tax</b>	\$0.00
<b>Total Due</b>	<u>\$49,750.00</u>
<b>Deposit/Downpayment</b>	\$0.00
<b>Est. Financing</b>	\$636.87

We truly appreciate your business and the trust you have placed in us. If you are happy with our service, we would love for you to share your experience with friends or leave us a review. Your support means the world to us. Thank you for being part of the Dave's World family!

I hereby authorize Dave's World to complete the above work in the amount of \$49,750.00 to be performed with the knowledge that this an estimate and can be changed.

All equipment covered by a 12-year parts and compressor warranty and 1-year Dave's World labor coverage. Installation covered by a 4-year workmanship warranty. All materials, labor, and electrical work are included in the pricing as well as a Complete 100% Satisfaction Guarantee! Dave's World is a Qualified Partner for Efficiency Maine's residential, commercial, and multi-family rebate programs and can assist you in filing for your rebate(s). Dave's World is not responsible for rebate eligibility. All eligibility is solely determined by Efficiency Maine. Some rebates need to be preapproved. See salesperson for details.

Although you can use your heat pump primarily we DO NOT recommend it to be your only heat source. Dave's World recommends that you always have other source(s) of heat. Pricing subject to product availability, ESPECIALLY approaching the 2025 Refrigerant changeover.

See Terms and Conditions for additional information.

# PROPOSAL

Casco Bay Heat Pump

26 Floyd Street – Long Island, ME 04050  
Phone: 207-808-9629 cascohp@gmail.com

<b>Proposal Submitted to:</b> <b>Chebeague Public Safety Building</b>	<b>Phone:</b> <b>207-846-4162</b>	<b>Date:</b> <b>6/9/2025</b>
<b>Street:</b> <b>North Rd.</b>	<b>Job Name:</b> <b>Replace Motors on (3) Unit Heaters</b>	
<b>City/State:</b> <b>Chebeague Island, ME 04017</b>	<b>Job Location:</b> <b>Chebeague Island</b>	

## Scope of Work:

- Coordinate all work with Chebeague Island Public Safety Building
- Assume access to ladder on site and that emergency vehicles will be moved during work
- Perform lock-out/tag-out of (3) unit heaters electrical
- Disconnection, removal and disposal of old fan motors
- Furnish and install (3) 220volt fan motors for (3) unit heaters in garage area
- Re-connect electrical to new motors and check operation
- All labor and materials for the above scope of work
- One year parts and labor warranty on workmanship by Casco Bay Heat Pump
- Warranty on new motors by manufacturers

**TOTAL COST = \$2,975.00 tax included**

### Notes:

- 1.) **New installation lead time is approximate 1-2 weeks.**
- 2.) **Duration of work is one day.**
- 3.) **Any service not listed is not included.**
- 4.) **Payment Terms: 50% deposit; balance upon completion.**

Sincerely,

**Michael B. Hedge**  
**Owner/Operator**  
**Casco Bay Heat Pump**  
**Cell: 207-808-9629**



Dave's World Windham  
359 Roosevelt Trail, Windham, ME 04062  
www.davesworld.com

Estimate 494110536  
Estimate Date 4/16/2025

**Billing Address**

TOWN OF CHEBEAGUE  
14 School House Road  
Chebeague Island, ME 04017 USA

**Job Address**

Town Office  
192 North Road  
Chebeague Island, ME 04017

**Description of work**

This is a quote for the replacement of the existing electric water heater with a new Rheem 50 gallon heat pump water heater. Pricing includes all required materials permits, and equipment required to complete the installation. Dave's World will also install a condensate pump with the drain running into the local washbay sink

All equipment covered by a 10-year parts and compressor warranty. Dave's World includes a 1 year complete 100% satisfaction guarantee which means if a part fails in the first year you do not pay for labor and our installation is covered by a 4-year workmanship warranty.

Service #	Description	Quantity
HP.HWH.RE	Replacement of Heat Pump Hot Water Heater	1.00
INS.AO.0460	Little Giant 115 Volt Standard	1.00
RHEPROPH50T2RH400-SO	Rheem RHEPROPH50T2RH400-SO Water Heater ProTerra Heat Pump Electric 50 Gallon Hybrid Wifi with Leak Guard	1.00

<b>Sub-Total</b>	\$2,457.00
<b>Tax</b>	\$0.00
<b>Total Due</b>	<u>\$2,457.00</u>
<b>Deposit/Downpayment</b>	\$0.00
<b>Est. Financing</b>	\$31.46

We truly appreciate your business and the trust you have placed in us. If you are happy with our service, we would love for you to share your experience with friends or leave us a review. Your support means the world to us. Thank you for being part of the Dave's World family!

I hereby authorize Dave's World to complete the above work in the amount of \$2,457.00 to be performed with the knowledge that this an estimate and can be changed.

All equipment covered by a 12-year parts and compressor warranty and 1-year Dave's World labor coverage. Installation covered by a 4-year workmanship warranty. All materials, labor, and electrical work are included in the pricing as well as a Complete 100% Satisfaction Guarantee! Dave's World is a Qualified Partner for Efficiency Maine's residential, commercial, and multi-family rebate programs and can assist you in filing for your rebate(s). Dave's World is not responsible for rebate eligibility. All eligibility is solely determined by Efficiency Maine. Some rebates need to be preapproved. See salesperson for details.

Although you can use your heat pump primarily we DO NOT recommend it to be your only heat source. Dave's World recommends that you always have other source(s) of heat. Pricing subject to product availability, ESPECIALLY approaching the 2025 Refrigerant changeover.

See Terms and Conditions for additional information.