



# Town of Chebeague Island

**To:** Carol White, Chair of the Selectboard

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

**Date:** July 31, 2025

**RE:** Town Administrator Report

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## COMMITTEE MEMBERS NEEDED!

- Planning Board- 2 members
- BOAA-1 member

**Parking Workshop** -On Saturday, August 9<sup>th</sup> from 9-10:30AM there will be a Parking and Traffic Community Conversation at the Hall. This meeting will be facilitated by GPCOG, and the public is being encouraged to attend.

**Cousins Island Bridge Improvements**- Attached is a notice that was shared with the Town and CTC by Town of Yarmouth about an upcoming opportunity to learn more about the proposed project to the Ellis C. Snodgrass Memorial Bridge over Casco Bay. People can tune in between August 18<sup>th</sup> and September 25<sup>th</sup> to learn more about the project. The attached QR code will take you to all active meeting presentations that are available. Information on this bridge will become available during the dates mentioned.



**Punt Floats** – The new floats that were newly built and installed this spring, located in front of CTC, have been getting hung up regularly with the tide changes. Public Works has been down several times to assess and make fixes. Several of the pipe pilings that are holding the floats have completely rusted out and are in need of replacement. Public Works have attached chains to hold the floats in place, but a process should begin for total replacement of the rusted-out pilings. Coastal Waters has been notified and should meet to discuss this and bring back a recommendation on how to proceed. I will keep the board information of any new information or recommendation as it comes to me.

**Hook Rd and Jenks Rd Parking Improvements**- In July the Selectboard voted to approve plans completed by GEI for parking improvement projects at Jenks and Hook Rd. GEI will be completing the application on the behalf of the Town. Both applications will go in front of the Planning Board in September. Notices will be sent to abutters, and all the necessary advertising will take place ahead of that meeting.

**Ash Borer**- I met Will Vaughn about an ash borer infested tree on town owned parcel I03-30A next to the fire pond off Firehouse. Mr. Vaughn was told by a tree expert that this tree

was diseased and threatened his garage. I have confirmed that it is on town property and have also spoken to a Forest Entomologist, Mike Parisio, from Maine Forest Services. It has been recommended that the tree be taken down before it gets worse. I have reached out to 2 companies for quotes. When I have an idea of the cost of this, I will likely be bringing forth a suggestion and request for a motion to move forward with the tree removal. It is a large tree so at this point my assumption is some funds will be needed to come from Contingency. I have also asked the State Entomologist, Mike Parisio if he can make himself available in the fall to come to the island and do a presentation so people are better aware and have resources on how to detect and handle diseased ash trees.

*Respectfully submitted,  
Viktoria Wood*



**MaineDOT**

**Notice of Preliminary  
On-Demand  
PUBLIC MEETING  
Yarmouth**

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**Bridge Improvements of Ellis C. Snodgrass Memorial Bridge  
(#5635) over Casco Bay. Located 0.53 of a mile south of  
Drinkwater Point Road.**

MaineDOT invites and encourages you to attend an on-demand public meeting to provide information about the proposed project. This can be viewed at any time during the formal comment period and allows for online comments and questions that will be answered by MaineDOT staff. The formal comment period will last from August 18, 2025 through September 5, 2025.

Questions, comments, or inquiries can be made at the on-demand meeting or directed to the Project Manager below.

Julie Brask, Project Manager  
Maine Department of Transportation,  
24 Child Street, 16 State House Station,  
Augusta, Maine 04333-0016.  
Telephone: 207-592-0944  
Email: Julie.Brask@maine.gov

Access to this and all other active meeting presentations is available on our Public Meetings Page located at [bit.ly/mainedot-meetings](https://bit.ly/mainedot-meetings). You can also access those meetings using the QR Code to the right.



For more information regarding MaineDOT Public Involvement, including meeting accessibility and available accommodations you may request for all types of meetings, please see the link to our Background Information page. [bit.ly/background-publicinvolvement](https://bit.ly/background-publicinvolvement). You can access that page using the QR Code to the left.

**Work Identification Numbers 028304.00**



## Town of Chebeague Island

### MEMO

**To: Selectboard Chair, Carol White**

**From: Viktoria Wood, Treasurer**

**Date: August 1, 2025**

**RE: Treasurer's Report July 2025**

#### Bank Account Reconciliations:

As of July 30<sup>th</sup>, 2025, the Machias Savings Bank checking account balance was \$2,226,382.91. We had not received the Reserve Account statement at the time of writing this report, so I do not have a copy to share with you, I do know that the balance at the end of July was \$2,236,101.72. This balance does not include the \$772,000 that was voted at Town Meeting to be transferred to the accounts. That is expected to be reflected in the August statement.

We are in the process of setting up a time to meet with Marc Roy from Blue Star Accounting and Advising and to begin the work to assist the town in getting the FY 2024 audit completed and then proceed to figure out how to best assist the town in updating the accounts to reflect accurately and in line with what auditors would need. The town needs an auditor and that may be challenging to find.

Attached you will find the Expense and Revenue report for July 2025. The office took \$18,617.83 in excise tax for vehicles. It was a very busy month for vehicle registrations. The purchase of the boat has paid for itself, in the month of July, the town took in \$1,660 in parking related fines. Collecting \$5,925.00 in Solid Waste fees shows it was a busy month at the Dump. Good start to a new year for Revenue collection.

As for the Expense side, nothing alarming to share. The one area that seems high for the month is for benefits-related expenses. I plan to connect with the bookkeeper, Andrew, to discuss that. We will continue to have expense warrants from FY 24 and FY 25 over the next few weeks as final bills from the previous year get paid off.

As previously mentioned, if there is a better way for you to receive this report or you have suggestions, please let me know. I am hoping that when we begin working with Marc Roy, he will have suggestions on how to better provide a Treasurers report to the Selectboard.

*Respectfully submitted,*

*Viktoria Wood*

**Exp / Rev Summary Report**  
ALL Departments  
July

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>1300 Admn/Select</b>					
<b>REVENUES</b>					
302 AGENT FEE	5,200.00	1,007.00	1,007.00	4,193.00	19.37
303 EXCISE TAX	130,000.00	18,617.83	18,617.83	111,382.17	14.32
304 BOAT EXCISE	8,000.00	879.20	879.20	7,120.80	10.99
305 INT & PEN	4,500.00	469.37	469.37	4,030.63	10.43
311 HUNT&FISH	0.00	55.00	55.00	-55.00	0.00
314 DEATH CERT	0.00	24.20	24.20	-24.20	0.00
315 CLERK LIC	0.00	4.00	4.00	-4.00	0.00
316 SHELLFSH LIC	1,500.00	65.00	65.00	1,435.00	4.33
326 TAX COMMIT	3,697,756.00	0.00	0.00	3,697,756.00	0.00
327 HOMEST REIMB	23,785.00	0.00	0.00	23,785.00	0.00
331 REV SHARING	39,995.00	8,617.67	8,617.67	31,377.33	21.55
351 POLICE FINES	1,500.00	1,660.00	1,660.00	-160.00	110.67
364 GROWTH PERM	500.00	0.00	0.00	500.00	0.00
366 BLDG PERMITS	18,000.00	100.00	100.00	17,900.00	0.56
367 ELEC PERMITS	2,000.00	85.00	85.00	1,915.00	4.25
368 PLUMB PRMITS	2,500.00	750.00	750.00	1,750.00	30.00
369 OTHER PERMIT	1,000.00	250.00	250.00	750.00	25.00
378 EDUC-AID	82,281.00	0.00	0.00	82,281.00	0.00
379 INT INCOME	5,000.00	0.00	0.00	5,000.00	0.00
390 MISC REVENUE	0.00	30,302.62	30,302.62	-30,302.62	0.00
395 UF TRANSFER	156,000.00	0.00	0.00	156,000.00	0.00
401 DOG REVENUE	300.00	1.00	1.00	299.00	0.33
403 MOORING FEES	8,000.00	171.00	171.00	7,829.00	2.14
411 DOT REV URIP	14,880.00	0.00	0.00	14,880.00	0.00
418 CI S/WASTE	50,000.00	5,925.00	5,925.00	44,075.00	11.85
500 RENT MOORING	500.00	2,259.00	2,259.00	-1,759.00	451.80
501 ST/WHF PMT	8,600.00	1,192.00	1,192.00	7,408.00	13.86
502 TRANS TIEFEE	3,200.00	401.00	401.00	2,799.00	12.53
512 Copy Fee Rev	0.00	20.00	20.00	-20.00	0.00
Revenue Total	4,264,997.00	72,855.89	72,855.89	4,192,141.11	1.71
<b>EXPENSES</b>					
1000 Wages - F/T	204,270.00	15,746.61	15,746.61	188,523.39	7.71
1010 Wages - P/T	42,850.00	3,592.13	3,592.13	39,257.87	8.38
1110 Elected Off.	6,000.00	0.00	0.00	6,000.00	0.00
1300 Bank Fees	300.00	0.00	0.00	300.00	0.00
2010 Gasoline	1,000.00	0.00	0.00	1,000.00	0.00
2030 Telephone	3,400.00	75.00	75.00	3,325.00	2.21
2041 Technology	33,000.00	704.94	704.94	32,295.06	2.14
3010 Advertising	900.00	0.00	0.00	900.00	0.00
3140 Member Dues	4,500.00	943.95	943.95	3,556.05	20.98
3160 Misc. Exp.	450.00	0.00	0.00	450.00	0.00
3202 Janitorial	250.00	0.00	0.00	250.00	0.00
3210 Postage	2,100.00	0.00	0.00	2,100.00	0.00
3220 Printing	1,800.00	0.00	0.00	1,800.00	0.00
3250 Reg of Deeds	250.00	0.00	0.00	250.00	0.00
3300 Office Supp.	4,000.00	0.00	0.00	4,000.00	0.00
3335 Travel	3,000.00	0.00	0.00	3,000.00	0.00
3405 Hall Rental	4,000.00	0.00	0.00	4,000.00	0.00
4000 Bldg Maint	1,500.00	0.00	0.00	1,500.00	0.00
4010 Equip Rental	1,000.00	72.08	72.08	927.92	7.21

**Exp / Rev Summary Report**  
ALL Departments  
July

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>1300 Admn/Select CONT'D</b>					
5000 Contr. Svcs	25,000.00	644.95	644.95	24,355.05	2.58
5010 Auditing	17,250.00	0.00	0.00	17,250.00	0.00
5240 Training	4,000.00	210.00	210.00	3,790.00	5.25
Expense Total	360,820.00	21,989.66	21,989.66	338,830.34	6.09
<b>Net Profit / (Loss)</b>	<b>3,904,177.00</b>	<b>50,866.23</b>	<b>50,866.23</b>	<b>(3,853,310.77)</b>	
<b>1400 Assessor</b>					
EXPENSES					
3250 Reg of Deeds	250.00	0.00	0.00	250.00	0.00
3390 Assess Maps	1,800.00	0.00	0.00	1,800.00	0.00
5000 Contr. Svcs	12,600.00	1,000.00	1,000.00	11,600.00	7.94
Expense Total	14,650.00	1,000.00	1,000.00	13,650.00	6.83
<b>Net Profit / (Loss)</b>	<b>(14,650.00)</b>	<b>(1,000.00)</b>	<b>(1,000.00)</b>	<b>13,650.00</b>	
<b>1650 Elect/Bd Reg</b>					
EXPENSES					
1010 Wages - P/T	3,000.00	0.00	0.00	3,000.00	0.00
Expense Total	3,000.00	0.00	0.00	3,000.00	0.00
<b>Net Profit / (Loss)</b>	<b>(3,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	
<b>1700 Planning</b>					
EXPENSES					
1070 G.I.S.	700.00	0.00	0.00	700.00	0.00
3010 Advertising	200.00	0.00	0.00	200.00	0.00
3210 Postage	100.00	0.00	0.00	100.00	0.00
3240 Publications	50.00	0.00	0.00	50.00	0.00
5090 Cont. Serv.	8,000.00	0.00	0.00	8,000.00	0.00
5240 Training	175.00	0.00	0.00	175.00	0.00
Expense Total	9,225.00	0.00	0.00	9,225.00	0.00
<b>Net Profit / (Loss)</b>	<b>(9,225.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>9,225.00</b>	
<b>1900 Legal Svcs</b>					
EXPENSES					
5540 Gen. Admin.	20,000.00	0.00	0.00	20,000.00	0.00
Expense Total	20,000.00	0.00	0.00	20,000.00	0.00
<b>Net Profit / (Loss)</b>	<b>(20,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	
<b>2100 Law Enf Svs</b>					
EXPENSES					
1010 Wages - P/T	14,059.00	888.38	888.38	13,170.62	6.32
2010 Gasoline	4,000.00	217.00	217.00	3,783.00	5.43
2041 Technology	0.00	17.50	17.50	-17.50	0.00
3335 Travel	1,000.00	0.00	0.00	1,000.00	0.00
5000 Contr. Svcs	48,316.00	8,147.50	8,147.50	40,168.50	16.86
Expense Total	67,375.00	9,270.38	9,270.38	58,104.62	13.76

### Exp / Rev Summary Report

ALL Departments  
July

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>Net Profit / (Loss)</b>	<b>(67,375.00)</b>	<b>(9,270.38)</b>	<b>(9,270.38)</b>	<b>58,104.62</b>	
<b>2200 Fire Rescue</b>					
<b>EXPENSES</b>					
1010 Wages - P/T	52,750.00	573.54	573.54	52,176.46	1.09
1135 Stipend	21,300.00	0.00	0.00	21,300.00	0.00
2000 Electricity	3,000.00	0.00	0.00	3,000.00	0.00
2010 Gasoline	750.00	0.00	0.00	750.00	0.00
2020 Heating Fuel	7,650.00	0.00	0.00	7,650.00	0.00
2030 Telephone	3,000.00	50.00	50.00	2,950.00	1.67
2041 Technology	1,150.00	0.00	0.00	1,150.00	0.00
2080 Diesel	550.00	0.00	0.00	550.00	0.00
3040 Equip Maint	25,000.00	12,866.61	12,866.61	12,133.39	51.47
3140 Member Dues	2,470.00	476.00	476.00	1,994.00	19.27
3200 F/R Supplies	7,000.00	158.56	158.56	6,841.44	2.27
3202 Janitorial	100.00	0.00	0.00	100.00	0.00
3335 Travel	3,000.00	0.00	0.00	3,000.00	0.00
3350 Uniforms	250.00	0.00	0.00	250.00	0.00
4000 Bldg Maint	4,000.00	146.00	146.00	3,854.00	3.65
5000 Contr. Svcs	15,000.00	0.00	0.00	15,000.00	0.00
5240 Training	7,000.00	0.00	0.00	7,000.00	0.00
6110 Radio/Tele	7,500.00	0.00	0.00	7,500.00	0.00
6230 Apparel/Gear	4,000.00	0.00	0.00	4,000.00	0.00
Expense Total	165,470.00	14,270.71	14,270.71	151,199.29	8.62
<b>Net Profit / (Loss)</b>	<b>(165,470.00)</b>	<b>(14,270.71)</b>	<b>(14,270.71)</b>	<b>151,199.29</b>	
<b>2300 Recreation</b>					
<b>EXPENSES</b>					
6240 Med Supplies	0.00	387.00	387.00	-387.00	0.00
Expense Total	0.00	387.00	387.00	-387.00	0.00
<b>Net Profit / (Loss)</b>	<b>0.00</b>	<b>(387.00)</b>	<b>(387.00)</b>	<b>(387.00)</b>	
<b>2400 Code Enf.</b>					
<b>EXPENSES</b>					
1010 Wages - P/T	54,600.00	3,350.00	3,350.00	51,250.00	6.14
2030 Telephone	900.00	25.00	25.00	875.00	2.78
2041 Technology	5,000.00	0.00	0.00	5,000.00	0.00
3140 Member Dues	100.00	45.00	45.00	55.00	45.00
3240 Publications	1,500.00	0.00	0.00	1,500.00	0.00
5240 Training	250.00	0.00	0.00	250.00	0.00
Expense Total	62,350.00	3,420.00	3,420.00	58,930.00	5.49
<b>Net Profit / (Loss)</b>	<b>(62,350.00)</b>	<b>(3,420.00)</b>	<b>(3,420.00)</b>	<b>58,930.00</b>	
<b>2500 Harbor Shell</b>					
<b>EXPENSES</b>					
1010 Wages - P/T	15,000.00	3,242.28	3,242.28	11,757.72	21.62
2010 Gasoline	1,000.00	0.00	0.00	1,000.00	0.00

### Exp / Rev Summary Report

ALL Departments  
July

Account	Budget	Current Month	Year To Date	Balance	Percent
2500 Harbor Shell CONT'D					
2030 Telephone	300.00	25.00	25.00	275.00	8.33
3120 Marine Supp	700.00	0.00	0.00	700.00	0.00
3140 Member Dues	150.00	0.00	0.00	150.00	0.00
3350 Uniforms	150.00	0.00	0.00	150.00	0.00
5240 Training	750.00	0.00	0.00	750.00	0.00
Expense Total	18,050.00	3,267.28	3,267.28	14,782.72	18.10
<b>Net Profit / (Loss)</b>	<b>(18,050.00)</b>	<b>(3,267.28)</b>	<b>(3,267.28)</b>	<b>14,782.72</b>	

2600 Animal Cont.

EXPENSES

1010 Wages - P/T	3,200.00	0.00	0.00	3,200.00	0.00
2030 Telephone	300.00	25.00	25.00	275.00	8.33
3160 Misc. Exp.	100.00	0.00	0.00	100.00	0.00
3290 Shelter	500.00	145.53	145.53	354.47	29.11
3350 Uniforms	150.00	0.00	0.00	150.00	0.00
5240 Training	600.00	0.00	0.00	600.00	0.00
Expense Total	4,850.00	170.53	170.53	4,679.47	3.52
<b>Net Profit / (Loss)</b>	<b>(4,850.00)</b>	<b>(170.53)</b>	<b>(170.53)</b>	<b>4,679.47</b>	

3100 Public Srvcs

EXPENSES

1000 Wages - F/T	110,032.00	3,200.00	3,200.00	106,832.00	2.91
1010 Wages - P/T	9,750.00	3,542.60	3,542.60	6,207.40	36.33
1020 Overtime	3,500.00	0.00	0.00	3,500.00	0.00
2000 Electricity	2,000.00	0.00	0.00	2,000.00	0.00
2010 Gasoline	3,000.00	0.00	0.00	3,000.00	0.00
2020 Heating Fuel	3,200.00	0.00	0.00	3,200.00	0.00
2030 Telephone	1,000.00	25.00	25.00	975.00	2.50
2041 Technology	610.00	134.98	134.98	475.02	22.13
2080 Diesel	8,000.00	0.00	0.00	8,000.00	0.00
3040 Equip Maint	17,000.00	0.00	0.00	17,000.00	0.00
3120 Marine Supp	1,500.00	0.00	0.00	1,500.00	0.00
3202 Janitorial	100.00	0.00	0.00	100.00	0.00
3300 Office Supp.	200.00	0.00	0.00	200.00	0.00
3335 Travel	2,000.00	0.00	0.00	2,000.00	0.00
3350 Uniforms	800.00	0.00	0.00	800.00	0.00
4000 Bldg Maint	7,000.00	0.00	0.00	7,000.00	0.00
4600 Cold Patch	3,000.00	0.00	0.00	3,000.00	0.00
4605 Culv/Drain	1,000.00	0.00	0.00	1,000.00	0.00
4630 Road Mats	12,000.00	0.00	0.00	12,000.00	0.00
4640 Sand & Salt	8,000.00	0.00	0.00	8,000.00	0.00
4645 Street Signs	500.00	248.60	248.60	251.40	49.72
5000 Contr. Svcs	17,000.00	0.00	0.00	17,000.00	0.00
5020 Barging	13,000.00	0.00	0.00	13,000.00	0.00
5230 Pave Marking	100.00	0.00	0.00	100.00	0.00
5240 Training	1,500.00	0.00	0.00	1,500.00	0.00
6010 Tools	1,500.00	0.00	0.00	1,500.00	0.00

**Exp / Rev Summary Report**  
ALL Departments  
July

Account	Budget	Current Month	Year To Date	Balance	Percent
3100 Public SrvcS CONT'D					
6120 Safety Equip	500.00	0.00	0.00	500.00	0.00
Expense Total	227,792.00	7,151.18	7,151.18	220,640.82	3.14
<b>Net Profit / (Loss)</b>	<b>(227,792.00)</b>	<b>(7,151.18)</b>	<b>(7,151.18)</b>	<b>220,640.82</b>	

3200 Solid Waste

EXPENSES

1010 Wages - P/T	45,000.00	3,245.59	3,245.59	41,754.41	7.21
2000 Electricity	1,100.00	0.00	0.00	1,100.00	0.00
2030 Telephone	940.00	25.00	25.00	915.00	2.66
3040 Equip Maint	2,000.00	0.00	0.00	2,000.00	0.00
3202 Janitorial	400.00	0.00	0.00	400.00	0.00
3350 Uniforms	250.00	0.00	0.00	250.00	0.00
4000 Bldg Maint	6,000.00	0.00	0.00	6,000.00	0.00
4655 Chipping Bru	25,000.00	0.00	0.00	25,000.00	0.00
5020 Barging	52,000.00	0.00	0.00	52,000.00	0.00
5110 Hauling	85,000.00	1,730.50	1,730.50	83,269.50	2.04
5120 Landfill Mon	600.00	0.00	0.00	600.00	0.00
5130 Haz Waste	9,000.00	0.00	0.00	9,000.00	0.00
5240 Training	1,000.00	0.00	0.00	1,000.00	0.00
5251 Sanitation	3,500.00	0.00	0.00	3,500.00	0.00
Expense Total	231,790.00	5,001.09	5,001.09	226,788.91	2.16
<b>Net Profit / (Loss)</b>	<b>(231,790.00)</b>	<b>(5,001.09)</b>	<b>(5,001.09)</b>	<b>226,788.91</b>	

4400 Misc-MainInd

EXPENSES

9110 ..	25,847.00	0.00	0.00	25,847.00	0.00
Expense Total	25,847.00	0.00	0.00	25,847.00	0.00
<b>Net Profit / (Loss)</b>	<b>(25,847.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>25,847.00</b>	

4600 Contribution

EXPENSES

3150 Library	25,000.00	0.00	0.00	25,000.00	0.00
3151 Comm Center	37,200.00	0.00	0.00	37,200.00	0.00
3160 Misc. Exp.	5,000.00	0.00	0.00	5,000.00	0.00
3164 VNA	397.00	0.00	0.00	397.00	0.00
3166 Isl. Council	5,000.00	0.00	0.00	5,000.00	0.00
3167 Recreation	69,500.00	0.00	0.00	69,500.00	0.00
3168 CRC-Kids Pla	30,000.00	0.00	0.00	30,000.00	0.00
3169 Island Comm	18,500.00	0.00	0.00	18,500.00	0.00
Expense Total	190,597.00	0.00	0.00	190,597.00	0.00
<b>Net Profit / (Loss)</b>	<b>(190,597.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>190,597.00</b>	

5810 Genl Assista

EXPENSES

3160 Misc. Exp.	500.00	0.00	0.00	500.00	0.00
Expense Total	500.00	0.00	0.00	500.00	0.00

### Exp / Rev Summary Report

ALL Departments  
July

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>Net Profit / (Loss)</b>	<b>(500.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	
<hr/>					
5910 Health Svcs					
EXPENSES					
1010 Wages - P/T	2,000.00	0.00	0.00	2,000.00	0.00
Expense Total	2,000.00	0.00	0.00	2,000.00	0.00
<b>Net Profit / (Loss)</b>	<b>(2,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	
<hr/>					
6200 Cemetery					
EXPENSES					
1010 Wages - P/T	6,962.00	736.45	736.45	6,225.55	10.58
2010 Gasoline	250.00	0.00	0.00	250.00	0.00
3040 Equip Maint	500.00	109.99	109.99	390.01	22.00
3140 Member Dues	50.00	0.00	0.00	50.00	0.00
3163 Cemetery Gen	600.00	0.00	0.00	600.00	0.00
5000 Contr. Svcs	5,000.00	0.00	0.00	5,000.00	0.00
5240 Training	150.00	0.00	0.00	150.00	0.00
Expense Total	13,512.00	846.44	846.44	12,665.56	6.26
<b>Net Profit / (Loss)</b>	<b>(13,512.00)</b>	<b>(846.44)</b>	<b>(846.44)</b>	<b>12,665.56</b>	
<hr/>					
6900 Debt Service					
REVENUES					
691 Axiom Paymt	74,584.00	0.00	0.00	74,584.00	0.00
Revenue Total	74,584.00	0.00	0.00	74,584.00	0.00
EXPENSES					
6500 MBB Interest	5,259.00	0.00	0.00	5,259.00	0.00
6510 MBBPrincipal	195,099.00	0.00	0.00	195,099.00	0.00
6511 MMBSchInt	31,801.00	0.00	0.00	31,801.00	0.00
6512 MMBSchPrin	80,250.00	0.00	0.00	80,250.00	0.00
6516 PlowTrkInter	582.00	0.00	0.00	582.00	0.00
6517 PlowTrkPrinc	20,667.00	0.00	0.00	20,667.00	0.00
6520 MMBrdbdInt	39,291.00	0.00	0.00	39,291.00	0.00
6521 MMBrdbdPrinc	35,293.00	0.00	0.00	35,293.00	0.00
6550 MMBDrdgeInt	5,421.00	0.00	0.00	5,421.00	0.00
6551 MMBDrdgePrin	41,668.00	0.00	0.00	41,668.00	0.00
Expense Total	455,331.00	0.00	0.00	455,331.00	0.00
<b>Net Profit / (Loss)</b>	<b>(380,747.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>380,747.00</b>	
<hr/>					
7500 Benef/Insur.					
EXPENSES					
1015 Pay Raises	10,000.00	0.00	0.00	10,000.00	0.00
1210 Health/Life	140,616.00	26,755.54	26,755.54	113,860.46	19.03
1220 FICA / MED	46,800.00	2,793.63	2,793.63	44,006.37	5.97
1230 ICMA-Retire	16,800.00	0.00	0.00	16,800.00	0.00
1270 Unemployment	2,500.00	507.50	507.50	1,992.50	20.30
1280 Workers Comp	14,000.00	2,262.15	2,262.15	11,737.85	16.16
3060 Liabil. Ins	35,140.00	18,470.50	18,470.50	16,669.50	52.56

### Exp / Rev Summary Report

ALL Departments

July

Account	Budget	Current Month	Year To Date	Balance	Percent
Expense Total	265,856.00	50,789.32	50,789.32	215,066.68	19.10
<b>Net Profit / (Loss)</b>	<b>(265,856.00)</b>	<b>(50,789.32)</b>	<b>(50,789.32)</b>	<b>215,066.68</b>	

8000 School

REVENUES

800 Meal Reimbur	10,000.00	0.00	0.00	10,000.00	0.00
805 Sch UF Trans	20,000.00	0.00	0.00	20,000.00	0.00
807 Misc Sch Rev	0.00	8,671.00	8,671.00	-8,671.00	0.00
808 IDEA Local E	9,000.00	0.00	0.00	9,000.00	0.00
810 CIS Tuition	40,000.00	0.00	0.00	40,000.00	0.00
Revenue Total	79,000.00	8,671.00	8,671.00	70,329.00	10.98

EXPENSES

8807 Contingency	10,000.00	0.00	0.00	10,000.00	0.00
8900 Debt Service	27,457.00	0.00	0.00	27,457.00	0.00
Expense Total	37,457.00	0.00	0.00	37,457.00	0.00
<b>Net Profit / (Loss)</b>	<b>41,543.00</b>	<b>8,671.00</b>	<b>8,671.00</b>	<b>(32,872.00)</b>	

8001 System Admin

EXPENSES

8101 Sup. Sal	72,800.00	5,600.00	5,600.00	67,200.00	7.69
8102 Sec. Sal	17,386.00	212.00	212.00	17,174.00	1.22
8106 Work Comp	4,000.00	0.00	0.00	4,000.00	0.00
8107 Conf/Train	500.00	0.00	0.00	500.00	0.00
8110 Comm/Phone	4,500.00	0.00	0.00	4,500.00	0.00
8112 Advertising	700.00	0.00	0.00	700.00	0.00
8115 Equip/Softwre	300.00	0.00	0.00	300.00	0.00
8116 Travel	100.00	0.00	0.00	100.00	0.00
8117 Stipends	1,200.00	0.00	0.00	1,200.00	0.00
8118 FICA	92.00	0.00	0.00	92.00	0.00
8119 Legal	3,500.00	0.00	0.00	3,500.00	0.00
8120 Ins	3,000.00	2,785.00	2,785.00	215.00	92.83
8121 Dues&Fees	500.00	267.53	267.53	232.47	53.51
8122 Misc	800.00	0.00	0.00	800.00	0.00
8124 Unem Comp	1,500.00	0.00	0.00	1,500.00	0.00
8131 Sup Health	19,053.00	1,585.76	1,585.76	17,467.24	8.32
8132 Sec Health	6,362.00	572.48	572.48	5,789.52	9.00
8141 Sup WithH	1,419.00	101.26	101.26	1,317.74	7.14
8142 Sec WithH	1,417.00	17.27	17.27	1,399.73	1.22
8151 Sup Retire	3,254.00	244.16	244.16	3,009.84	7.50
Expense Total	142,383.00	11,385.46	11,385.46	130,997.54	8.00
<b>Net Profit / (Loss)</b>	<b>(142,383.00)</b>	<b>(11,385.46)</b>	<b>(11,385.46)</b>	<b>130,997.54</b>	

8002 School Admin

EXPENSES

8202 Secr. Sal	17,386.00	212.00	212.00	17,174.00	1.22
8208 Postage	500.00	292.00	292.00	208.00	58.40
8209 Printing	1,000.00	0.00	0.00	1,000.00	0.00

**Exp / Rev Summary Report**  
ALL Departments  
July

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>8002 School Admin CONT'D</b>					
8210 Supplies	1,000.00	0.00	0.00	1,000.00	0.00
8211 Copy Supp	300.00	0.00	0.00	300.00	0.00
8213 Dues & Fees	500.00	0.00	0.00	500.00	0.00
8217 CIS Stipends	5,000.00	0.00	0.00	5,000.00	0.00
8232 Sec Health	6,362.00	572.48	572.48	5,789.52	9.00
8242 Sec WithH	1,417.00	17.28	17.28	1,399.72	1.22
Expense Total	33,465.00	1,093.76	1,093.76	32,371.24	3.27
<b>Net Profit / (Loss)</b>	<b>(33,465.00)</b>	<b>(1,093.76)</b>	<b>(1,093.76)</b>	<b>32,371.24</b>	

8003 Elementary

EXPENSES

8301 K-2 Tch Sal	89,533.00	6,084.84	6,084.84	83,448.16	6.80
8302 3-5 Tch Sal	107,750.00	7,419.46	7,419.46	100,330.54	6.89
8303 Ed-TechSal	25,126.00	1,840.70	1,840.70	23,285.30	7.33
8304 Temp Sal	2,000.00	0.00	0.00	2,000.00	0.00
8309 AssessmtTest	2,000.00	0.00	0.00	2,000.00	0.00
8310 GenSupplies	4,000.00	0.00	0.00	4,000.00	0.00
8311 Travel Reimb	750.00	0.00	0.00	750.00	0.00
8312 Books & Per	3,000.00	0.00	0.00	3,000.00	0.00
8313 AudioVisual	500.00	0.00	0.00	500.00	0.00
8314 Equip.	0.00	1,376.98	1,376.98	-1,376.98	0.00
8318 MS Tuition	17,837.00	0.00	0.00	17,837.00	0.00
8319 Second Tuit	165,890.00	0.00	0.00	165,890.00	0.00
8331 K-2 Health	12,724.00	1,060.30	1,060.30	11,663.70	8.33
8332 3-5 Health	12,724.00	1,144.96	1,144.96	11,579.04	9.00
8333 ETech Health	6,361.00	0.00	0.00	6,361.00	0.00
8341 K-2 WithH	1,746.00	88.23	88.23	1,657.77	5.05
8342 3-5 WithH	1,975.00	90.93	90.93	1,884.07	4.60
8343 ETech WithH	617.00	26.69	26.69	590.31	4.33
8351 K-2 Retire	4,002.00	265.30	265.30	3,736.70	6.63
8352 3-5 Retire	4,527.00	323.48	323.48	4,203.52	7.15
8353 ETech Retire	1,412.00	80.25	80.25	1,331.75	5.68
Expense Total	464,474.00	19,802.12	19,802.12	444,671.88	4.26
<b>Net Profit / (Loss)</b>	<b>(464,474.00)</b>	<b>(19,802.12)</b>	<b>(19,802.12)</b>	<b>444,671.88</b>	

8004 Support

EXPENSES

8401 Soc Wages	23,520.00	0.00	0.00	23,520.00	0.00
8402 Course Reimb	3,200.00	0.00	0.00	3,200.00	0.00
8403 OthrProfSvcs	4,000.00	0.00	0.00	4,000.00	0.00
8406 Software	1,000.00	0.00	0.00	1,000.00	0.00
8407 Repair	200.00	0.00	0.00	200.00	0.00
8413 Supplies	500.00	0.00	0.00	500.00	0.00
8441 Soc WithH	459.00	0.00	0.00	459.00	0.00
8451 Soc Retire	1,051.00	0.00	0.00	1,051.00	0.00
Expense Total	33,930.00	0.00	0.00	33,930.00	0.00

**Exp / Rev Summary Report**  
ALL Departments  
July

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>Net Profit / (Loss)</b>	<b>(33,930.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>33,930.00</b>	

8005 SPED

EXPENSES

8501 Teach Sal	62,103.00	4,549.78	4,549.78	57,553.22	7.33
8502 Sp Dir Sal	12,800.00	0.00	0.00	12,800.00	0.00
8503 Ed Tech	66,170.00	1,840.70	1,840.70	64,329.30	2.78
8504 OT Salaries	32,000.00	0.00	0.00	32,000.00	0.00
8507 ExtYr Prog	3,500.00	3,495.00	3,495.00	5.00	99.86
8508 Supplies	1,500.00	0.00	0.00	1,500.00	0.00
8509 TestSupplies	250.00	0.00	0.00	250.00	0.00
8510 Books & Per	100.00	0.00	0.00	100.00	0.00
8511 Contr SpLa	33,600.00	0.00	0.00	33,600.00	0.00
8512 Contr Psych	5,000.00	0.00	0.00	5,000.00	0.00
8519 SpEd SecTuit	15,000.00	0.00	0.00	15,000.00	0.00
8531 Sp Teach Hea	12,724.00	1,060.30	1,060.30	11,663.70	8.33
8533 Sp Tech Heal	19,085.00	0.00	0.00	19,085.00	0.00
8541 Sp Teach Wit	1,211.00	65.97	65.97	1,145.03	5.45
8542 Sp Dir WithH	250.00	0.00	0.00	250.00	0.00
8543 SpEd Tech Wi	1,290.00	36.34	36.34	1,253.66	2.82
8544 OT WithH	625.00	58.50	58.50	566.50	9.36
8551 SpEd Teach R	2,776.00	198.38	198.38	2,577.62	7.15
8553 SpEd Tec Ret	2,958.00	101.83	101.83	2,856.17	3.44
8554 OT Retire	1,430.00	130.80	130.80	1,299.20	9.15
Expense Total	274,372.00	11,537.60	11,537.60	262,834.40	4.21
<b>Net Profit / (Loss)</b>	<b>(274,372.00)</b>	<b>(11,537.60)</b>	<b>(11,537.60)</b>	<b>262,834.40</b>	

8006 Maintenance

EXPENSES

8601 FacMain Sal	16,733.00	0.00	0.00	16,733.00	0.00
8606 Conferences	500.00	0.00	0.00	500.00	0.00
8607 Contr Serv	11,000.00	75.00	75.00	10,925.00	0.68
8608 Rep Eq	7,500.00	0.00	0.00	7,500.00	0.00
8611 Insurance	3,000.00	0.00	0.00	3,000.00	0.00
8612 Supplies	3,000.00	0.00	0.00	3,000.00	0.00
8613 Electricity	2,000.00	0.00	0.00	2,000.00	0.00
8614 Fuel Oil	5,000.00	0.00	0.00	5,000.00	0.00
8617 Cont Serv	5,000.00	75.00	75.00	4,925.00	1.50
8631 Fac/Main Hea	6,362.00	572.48	572.48	5,789.52	9.00
8641 Fac/Main Wit	1,364.00	0.00	0.00	1,364.00	0.00
Expense Total	61,459.00	722.48	722.48	60,736.52	1.18
<b>Net Profit / (Loss)</b>	<b>(61,459.00)</b>	<b>(722.48)</b>	<b>(722.48)</b>	<b>60,736.52</b>	

8007 Transport

EXPENSES

8701 Tran Sal	22,618.00	159.00	159.00	22,459.00	0.70
8702 TrSub Sal	500.00	0.00	0.00	500.00	0.00
8707 PurProf.Serv	40,000.00	0.00	0.00	40,000.00	0.00

**Exp / Rev Summary Report**  
ALL Departments  
July

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>8007 Transport CONT'D</b>					
8708 Repairs	5,000.00	0.00	0.00	5,000.00	0.00
8709 Auto Ins	2,500.00	0.00	0.00	2,500.00	0.00
8711 Fuel	4,000.00	0.00	0.00	4,000.00	0.00
8731 Trans Health	12,724.00	572.48	572.48	12,151.52	4.50
8741 Trans WithH	1,844.00	12.96	12.96	1,831.04	0.70
Expense Total	89,186.00	744.44	744.44	88,441.56	0.83
<b>Net Profit / (Loss)</b>	<b>(89,186.00)</b>	<b>(744.44)</b>	<b>(744.44)</b>	<b>88,441.56</b>	
<b>8008 Food Service</b>					
EXPENSES					
8801 Food Sal	16,733.00	0.00	0.00	16,733.00	0.00
8805 OthrContServ	2,000.00	0.00	0.00	2,000.00	0.00
8806 Supplies	15,000.00	83.69	83.69	14,916.31	0.56
8831 Food Health	6,362.00	0.00	0.00	6,362.00	0.00
8841 Food WithH	1,364.00	0.00	0.00	1,364.00	0.00
Expense Total	41,459.00	83.69	83.69	41,375.31	0.20
<b>Net Profit / (Loss)</b>	<b>(41,459.00)</b>	<b>(83.69)</b>	<b>(83.69)</b>	<b>41,375.31</b>	
<b>8100 Street Light</b>					
EXPENSES					
2000 Electricity	8,400.00	0.00	0.00	8,400.00	0.00
Expense Total	8,400.00	0.00	0.00	8,400.00	0.00
<b>Net Profit / (Loss)</b>	<b>(8,400.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>8,400.00</b>	
<b>8300 Contingency</b>					
EXPENSES					
3160 Misc. Exp.	30,000.00	0.00	0.00	30,000.00	0.00
Expense Total	30,000.00	0.00	0.00	30,000.00	0.00
<b>Net Profit / (Loss)</b>	<b>(30,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	
<b>8800 Out Isl tax</b>					
EXPENSES					
0001 Out Isl Tax	56,932.00	0.00	0.00	56,932.00	0.00
Expense Total	56,932.00	0.00	0.00	56,932.00	0.00
<b>Net Profit / (Loss)</b>	<b>(56,932.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>56,932.00</b>	
<b>8900 County Tax</b>					
EXPENSES					
3050 County Tax	234,049.00	0.00	0.00	234,049.00	0.00
Expense Total	234,049.00	0.00	0.00	234,049.00	0.00
<b>Net Profit / (Loss)</b>	<b>(234,049.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>234,049.00</b>	
<b>9000 Capital Impr</b>					
EXPENSES					
9015 Stone Wharf	300,000.00	0.00	0.00	300,000.00	0.00

### Exp / Rev Summary Report

ALL Departments  
July

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>9000 Capital Impr CONT'D</b>					
9016 Barge Ramps	20,000.00	0.00	0.00	20,000.00	0.00
9020 Floats/Ramps	95,000.00	0.00	0.00	95,000.00	0.00
9025 Fire Dept	50,000.00	0.00	0.00	50,000.00	0.00
9030 Bldg Facilit	80,000.00	0.00	0.00	80,000.00	0.00
9031 Town Office	10,000.00	0.00	0.00	10,000.00	0.00
9032 Land Acquis	7,000.00	0.00	0.00	7,000.00	0.00
9040 Grant Match	30,000.00	0.00	0.00	30,000.00	0.00
9045 Reval Rese	10,000.00	0.00	0.00	10,000.00	0.00
9050 Paving	25,000.00	0.00	0.00	25,000.00	0.00
9055 PW Equip	50,000.00	0.00	0.00	50,000.00	0.00
9057 Transfer Sta	10,000.00	0.00	0.00	10,000.00	0.00
9070 Coastal Fund	10,000.00	0.00	0.00	10,000.00	0.00
9195 Storm Damage	75,000.00	0.00	0.00	75,000.00	0.00
Expense Total	772,000.00	0.00	0.00	772,000.00	0.00
<b>Net Profit / (Loss)</b>	<b>(772,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>772,000.00</b>	

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

Phone: 207-846-3148

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Fax-207-846-6413

**MEMO**

**To: Vika Wood, Town Administrator**  
**From: Paul Demers**  
**Date: July 31, 2025**  
**Re: Codes Office July Report**

Good afternoon, Vika,

The Island continues to be a busy place as the summer season is in full swing. The following is a summary of the activities for which the office has been involved. I was on vacation during the third week of July but maintained some as needed communication to answer a few questions by phone.

We have received and reviewed about 16 new permits in July. Formal list broken down by category has been sent separately.

In addition numerous inspections have occurred during my Wed visits to the island. These have included framing, electrical and internal plumbing for many projects currently under construction.

Additionally continue to meet with residents during my visits to answer building/development questions. Providing zoning details and site-specific issues that will promote code/zoning compliant projects.

A topic that has generated significant interest is the removal of hazard trees associated with the Ash Borer invasion. I would offer that a policy be developed to clarify the standards and handling of the removal and how the Island wishes to assist in my time helping to evaluate each instance in the Shoreland areas. The ordinance is limited in its direction and I would offer that if the Board or TA wish I can develop a simple process and present next month? I would suggest a clarification of the standard and how my part is involved in the management of the damage to the shoreline areas. I think a policy for that could be used for all hazard reviews. I am happy to elaborate if you think this is worth some effort. I would want this to not discourage compliance and better document the work. I believe this would be supported by the arborists and ultimately benefit the homeowners as well. If you and the Board wish to discuss this, I am happy to put more together.

Another item that I have been working on is an effort to assist the Chebeague Inn to be in compliance with the ordinance relative to a new large volume dumpster on their site. I have worked with staff and the Planning Board Chair to help move an approval/review forward.

Lastly, I have been working with the building contractor on Hope Island to establish a "Third Party Inspection" process and funding account. This has involved the services of Ben McDougal (a fellow CEO) who will assist with Hope Island specific inspections to assist Knickerbocker's needs. This is intended to allow some flexibility and they will cover the cost of the added service and not impact my time on Chebeague. Ben is working with me to evaluate a number of older projects as well as the new single-family home under construction. A breakdown of Hope permits to follow.

Respectfully submitted,  
Paul Demers, CEO  
Town of Chebeague Island  
Email [codeoffice@townofchebeagueisland.org](mailto:codeoffice@townofchebeagueisland.org)



**Cumberland County Sheriff's Office**  
**Town of Chebeague Island**



Calls for Service - Month of June 2025

Nature of Incident	Total Incidents
911 Cell Hangup	4
Agency Assistance	2
Alarm	1
Attempt to Locate	2
Community Policing	8
Criminal Trespass	1
Disabled Vehicle	1
Domestic Verbal Argument	1
Missing / Lost Person	1
Parking Problem	6
Property Check	50
Traffic Detail	4
Welfare Check	1

-----  
Total Incidents for This Report: **82**  
-----

Report includes:

- All dates between `00:00:01 06/01/25` and `23:59:59 06/30/25`
  - All agencies matching `0300`
  - All natures
  - All locations matching `Chebeague Island`
  - All responsible officers
  - All dispositions
  - All clearance codes
  - All observed offenses
  - All reported offenses
  - All offense codes
  - All circumstance codes
-



# Town of Chebeague Island

To: Chair of the Selectboard, Carol White  
From: Viktoria Wood, Town Administrator  
Date: August 1, 2025  
Re: July Solid Waste Report

6/30 - 7/4

Swapped trash compactor bins at Transfer Station  
Replaced worn float pins at Stone Pier  
Repaired cemetery lawn mower  
Repaired broken punt float boards at Stone Pier  
Road repair at South Shore, and Roy Hill  
Mowing South Rd and Chandlers Field  
Participated in July 4 Parade

7/7 - 7/11

Removed leaning tree from Chandlers access road  
Repositioned access rocks at Chandlers Beach  
Reinstall Stop sign at Bennetts Cove  
Road repair by Chebeague Library  
Place stones at Jenks parking area  
Paint parking lines at Stone Pier  
Install signage at Stone Pier, Bennetts, and South Rd

7/14 - 7/18

Reposition access rocks at Chandlers Beach  
Repaired Division Pt stairs  
Cleared walking path at Chandlers Beach  
Replaced worn float pins at Chandlers floats  
Participated in DOE site visit  
Facility cleaning of yard debris buried in the woods  
Mowed Rose Pt, Fenderson, and Bennetts

7/21 - 7/25

Visited Arundal Ford to look at a F-350  
Swept roads after rain washouts  
Raked Chandlers parking area  
Jet Blow Town Hall parking lot  
Cold patch problem spots on South Rd

7/28 - 8/1

Removed broken piling from punt float on Stone Pier  
Sweep Old Cart Rd  
Removed vandalism stickers from Stop signs  
Repaired Right of Way to Shore @ South Shore  
Repaired washouts on Wharf Rd  
Roy Hill washboard repair  
Temporary float repair at Stone Pier  
Mowed old landfill hill

Public Works Team: Aaron Bonville, Tanner Foley, Jeff Wescott



# Town of Chebeague Island

To: Chair of the Selectboard, Carol White  
From: Viktoria Wood, Town Administrator  
Date: August 1, 2025  
Re: July Solid Waste Report

## Containers Shipped Off Island

Month.		YTD
Household.	6.	25
Debris.	4.	24
Cardboard.	4.	14
Metal.	1.	10
Recycle.	1.	6
Total	16.	79

## Brush Dump Information

Month.		YTD
Visits.	66.	198
Comm.	29	110
Individual.	37.	88
Trees.	72cy.	201cy
Brush.	157cy.	388cy

117 Gal. Of Paint Cans In Size Shipped Off Island Via Maine Paintcare Program  
Compactor #3 repaired from burned out wire connection  
1000 Gal. pumped out from holding tank at facility

Submitted By Jeff Wescott



## Application Copy

File Number: 80481

Job Type: Renewal Application

LICENSE # HOT-10-101616	APPLICATION DATE RECEIVED 2025-07-08
LICENSE TYPE On-Premises: Beer, Wine & Spirits	LICENSEE CHEBEAGUE ISLAND INN LLC
AGENT NAME	EFFECTIVE DATE 2024-08-15
EXPIRES 2025-08-14	STATUS Active
PREMISES NAME CHEBEAGUE ISLAND INN	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Hotel	PREMISES NAME CHEBEAGUE ISLAND INN
OPERATOR CHEBEAGUE ISLAND INN LLC	
PHYSICAL ADDRESS 61 SOUTH RD CHEBEAGUE ISLAND ME 04017-3002	
MAILING ADDRESS 61 SOUTH RD CHEBEAGUE ISLAND ME 04017-3002	
CONTACT NAME CASEY W PRENTICE	PREFERRED CONTACT METHOD Email

CONTACT PHONE  
(207) 846-5155

ALTERNATE PHONE

FAX

EMAIL  
DINING@CHEBEAGUEISLANDINN  
.COM

QUESTIONS

### **On-Premises: Beer, Wine & Spirit**

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

Yes  
20102178DC

2. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

Yes  
EVO LLC&lt;br /&gt;443 Fore Street&lt;br /&gt;Portland, Maine 04101&lt;br /&gt;license # 7739

3. Is the applicant/licensee an individual, partnership, or association?

No

4. Are all licensees/applicants residents of the State of Maine?

Yes

5. Is your license for a club with a membership?

No

6. Is your license application for Vessel Corporation?

No

7. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?

Yes

(document uploaded)

8. Do you allow dancing or entertainment on the licensed premises? If so, You need to have a a license from the Maine State Fire Marshal. See <https://www.maine.gov/dps/fmo/plans-review/applications> for more information.

Yes

DAN50714

9. Will any law enforcement officer directly benefit financially from this license, if issued?

No

10 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

No

11 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

12 Do you have a manager employed?

Yes

David Lomba&lt;br /&gt;09/26/1997

13 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

14 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

17 Does the licensee/applicant(s) own the premises?

Yes

18 At which address are your business records located?

110 Thames Street  
Portland, ME 04101

19 What will be your business hours? Please indicate each day's open and close times.

Sunday=Saturday  
7am-10pm

20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

1.4 miles

21 Is your application for a Hotel or Bed & Breakfast?

Yes  
21

22 What is the gross food income for the licensure period that will end on the expiration date?

532,245.00

23 What is the gross income from beer, wine, and spirits for the licensing period ending on the expiration date?

359,807.46

24 Do you have a food menu?

Yes  
(document uploaded)

#### DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Maine Health or Agriculture License	DEPARTMENT OF HEALTH AND HUMAN SERVICES.pdf	
Premises Floor Plan	STATE OF MAINE2 (1).pdf	
Corporate Supplemental Form	STATE OF MAINE2 (1).pdf	
Food Menu	CII_Menu-Lunch-7.pdf	

#### APPLICANT

CHEBEAGUE ISLAND INN LLC

DECLARATION

- I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

# Dinner

Monday - Sunday • 5:00pm - 9:00pm

*Chebeague  
Island Inn*

## Starters

- Smoked Cheddar Chive Biscuit \_\_\_\_\_ 12  
Prosciutto, Pimento Cheese, Pickles
- Deviled Eggs \_\_\_\_\_ 15  
Smoked Trout Roe, Chives
- House Baked Focaccia \_\_\_\_\_ 7  
Sea Salt Butter, Sun-dried Tomato

## Entrees

- Summer Zucchini \_\_\_\_\_ 18  
Pistachio, Beets, Quinoa
- Pollock Schnitzel \_\_\_\_\_ 27  
Spätzle, Lemon Butter Sauce, Asparagus
- Steak Frites \_\_\_\_\_ 38  
Parmesan Fries, Chimichurri, Peppercorn Sauce
- Grilled Tuna \_\_\_\_\_ 42  
Bacon Potato Salad, Haricot Vert, Caper Vinaigrette
- Roasted Chicken \_\_\_\_\_ 28  
Fingerlings, Sugar Snap Peas, Chorizo Jus
- CII Cheeseburger \_\_\_\_\_ 22  
American Cheese, Caramelized Onions, Dijonnaise

## Sides

- Truffle Parmesan Fries \_\_\_\_\_ 10
- Seasonal Vegetable \_\_\_\_\_ 9
- Cucumber Salad \_\_\_\_\_ 6

## Appetizers

- Shrimp Cocktail \_\_\_\_\_ 19  
Lemon, Caper, Horseradish
- Casco Bay Mussels \_\_\_\_\_ 22  
Sailor Style, Green Garlic, Grilled Bread
- Tuna Tartare \_\_\_\_\_ 20  
Toast Points, Pickled Vegetables, Avocado
- Roasted Carrots \_\_\_\_\_ 14  
Romesco Sauce, Water Cress, Walnuts

## Soups & Salads

- Lobster Bisque \_\_\_\_\_ 18  
Chives, Sherry Wine, Paprika
- Green Goddess Salad \_\_\_\_\_ 14  
Baby Lettuce, Radish, Sunflower Seeds,  
Blueberries, Rhubarb
- Burrata \_\_\_\_\_ 16  
Asparagus, Mint Pesto, Aged Balsamic
- Classic Caesar Salad \_\_\_\_\_ 14  
Garlic Croutons, White Anchovy, Parmesan

Add: • Steak 18 • Tuna 20

## Dessert

- Strawberry Shortcake \_\_\_\_\_ 12  
Chantilly Cream, Sweet Balsamic
- Ice-Cream \_\_\_\_\_ 5
- Sorbet \_\_\_\_\_ 5
- Dewar's Chocolate Pot de Creme \_\_\_\_\_ 12  
Dark Chocolate Mousse, Smoked Almond

### Pie Of The Day

- by the slice \_\_\_\_\_ 10
- à la mode \_\_\_\_\_ 15

DF-Dairy Free • GF-Gluten Free • VG-Vegan • VE-Vegetarian

# State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
EST ID: 654

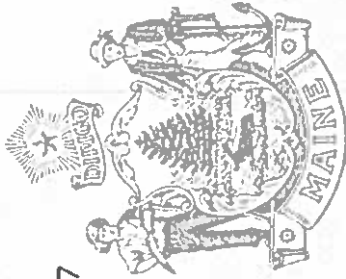
EATING AND LODGING 75 Seats (in)21 Rooms

CHEBEAGUE ISLAND INN  
61 SOUTH RD

CHEBEAGUE ISLAND ME 04017

EXPIRES: 05/17/2026

FEE: \$300.00



ATTN DAVE LOMBA  
CHEBEAGUE ISLAND INN LLC  
CHEBEAGUE ISLAND INN  
110 THAMES ST  
200  
PORTLAND ME 04101

Commissioner

▽ DETACH HERE ▽

NON-TRANSFERABLE

Employers must establish a written smoking policy that prohibits smoking in any business facility, including in vehicles used for work, and in outdoor areas where employees perform services under the control of the employer. Smoking in workplaces shall only be permitted outdoors. Employers shall only permit employer and employees to smoke outside within a Designated Smoking Area that is at least 20 feet away from the business facility and designed in a way to prevent smoke from escaping back into a workplace, public place or other areas where smoking is prohibited.

Eating Establishments shall prohibit smoking in outdoor eating areas and all enclosed areas of public places. Smoking includes the use of electronic smoking devices, whether or not they contain nicotine.

Tobacco Retailers are required to card all persons 30 years of age or younger by photographic identification that contains the persons date of birth. Tobacco products may not be sold to any person under 21 years of age unless the person obtained 18 years of age on or before July 1, 2018. Tobacco products include, but not limited to, a cigarette, a cigar, a hookah, pipe tobacco, chewing tobacco, snuff or snus, electronic smoking devices, and any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes and liquids used in electronic smoking devices, whether or not they contain nicotine.

For free guidance regarding Maine's retail tobacco and workplace smoking laws, please contact the Maine CDC Tobacco and Substance Use Prevention and Control program at [tsup.dhhs@maine.gov](mailto:tsup.dhhs@maine.gov) or call 207-287-4627.



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220

FAX: (207) 287-3434

EMAIL INQUIRIES: [maineliquor@maine.gov](mailto:maineliquor@maine.gov)

Thank you for your interest in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
  - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
  - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany all applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

**Important** – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station  
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
19 Union Street, Suite 301-B  
Augusta, ME 04330

The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau

Obtained	License/Permit	State/Federal Agency to Contact	Telephone Number	Physical Location
✓	Seller Certificate or Sales Tax Number	Maine Revenue Services <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>	(207) 624-9693	51 Commerce Dr, Augusta
✓	Health License	Health and Human Services <a href="http://www.maine.gov/dhhs">www.maine.gov/dhhs</a>	(207) 287-5671	286 Water St, 3 <sup>rd</sup> floor, Augusta
✓	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses <a href="http://www.maine.gov/dmr">www.maine.gov/dmr</a>	(207) 624-6550	<ul style="list-style-type: none"> <li>• 32 Blossom Lane, Augusta</li> <li>• 194 McKown Point Rd, West Boothbay Harbor</li> <li>• Lamoine State Park, Lamoine</li> <li>• 650 State St, Bangor</li> <li>• 317 Whitneyville Rd, Jonesboro</li> </ul>
✓	Dance or Entertainment License	Fire Marshall's Office <a href="http://www.maine.gov/dps/fmo">www.maine.gov/dps/fmo</a>	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
✓	Federal I.D. Number	<a href="http://www.irs.gov">www.irs.gov</a>	(800) 829-4933	
✓	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions <a href="http://www.maine.gov/sos/cec">www.maine.gov/sos/cec</a>	(207) 624-7752	111 Sewall St, 3 <sup>rd</sup> Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) <a href="https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers">https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers</a>	(877) 882-3277	



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

**Application for an On-Premises License**

*All Questions Must Be Answered Completely. Please print legibly.*

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS:    Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Section I:    Licensee/Applicant(s) Information;  
Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): Chebeague Island Inn LLC	Business Name (D/B/A): Chebeague Island Inn
Individual or Sole Proprietor Applicant Name(s): Casey Prentice	Physical Location: 61 South Road, Chebeague Island, ME
Individual or Sole Proprietor Applicant Name(s): David Lomba	Mailing address, if different: 110 Thames Street Suite 200, Portland, ME
Mailing address, if different from DBA address:	Email Address: gm@chebeagueislandinn.com
Telephone #                      Fax #: 540-246-5042	Business Telephone #                      Fax #: 207-846-5155
Federal Tax Identification Number: 27-2004242	Maine Seller Certificate # or Sales Tax #: 114001
Retail Beverage Alcohol Dealers Permit:	Website address: <a href="https://www.chebeagueislandinn.com/">https://www.chebeagueislandinn.com/</a>

1. New license or renewal of existing license?     New                      Expected Start date: \_\_\_\_\_

Renewal                      Expiration Date: 08/14/2025

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food:            \$ 532,245.00                      Beer, Wine or Spirits: \$ 359,807.46                      Guest Rooms: \$ 21.00

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

Malt Liquor (beer)     Wine                       Spirits

4. Indicate the type of license applying for: (choose only one)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Restaurant<br>(Class I, II, III, IV)  | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)         | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input checked="" type="checkbox"/> Hotel<br>(Class I, II, III, IV)  | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)            | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary                                       | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)  | <input type="checkbox"/> Other: _____                                    |   |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) |   |

*Refer to Section V for the License Fee Schedule on page 9*

5. Business records are located at the following address:

110 Thames Street Suite 200, Portland, ME 04101

6. Is the licensee/applicant(s) citizens of the United States?  Yes  No

7. Is the licensee/applicant(s) a resident of the State of Maine?  Yes  No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes  No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes  No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes  No

If yes, please provide details: \_\_\_\_\_  
 \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address
EVO Kitchen + Bar	7739	443 Fore Street, Portland, Maine 04101

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Casey Prentice	01/11/1986	Summit, New Jersey
David Lomba	09/26/1997	Warrenton, Virginia

Residence address on all the above for previous 5 years

Name Address:  
 Casey Prentice - 110 Exchange Street, Portland Maine  
 Name Address:  
 David Lomba - 58 Willow Street, Yarmouth Maine  
 Name Address:  
 David Lomba - 4 Beverly Terrace, Cape Elizabeth Maine  
 Name Address:  
 David Lomba - 1616 Fetterbush Lane, Johns Island South Carolina

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license?  Yes  No

17. Does the licensee/applicant(s) own the premises?  Yes  No

If No, please provide the name and address of the owner:

Casey Prentice \_\_\_\_\_

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: 21,00

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

21 Room hotel and 96 seat dining restaurant, including event lawn areas on property.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Chebeague Church

Distance: 1.40

**Section II: Signature of Applicant(s)**

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

*Please sign and date in blue ink.*

Dated: 06/19/2025



Signature of Duly Authorized Person

Signature of Duly Authorized Person

David Lomba

Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: \_\_\_\_\_

Who is approving this application?  Municipal Officers of \_\_\_\_\_

County Commissioners of \_\_\_\_\_ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

**B.** The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

**C.** If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

**D.** If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

**C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

**D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

**E.** A violation of any provision of this Title;

**F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

#### **Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

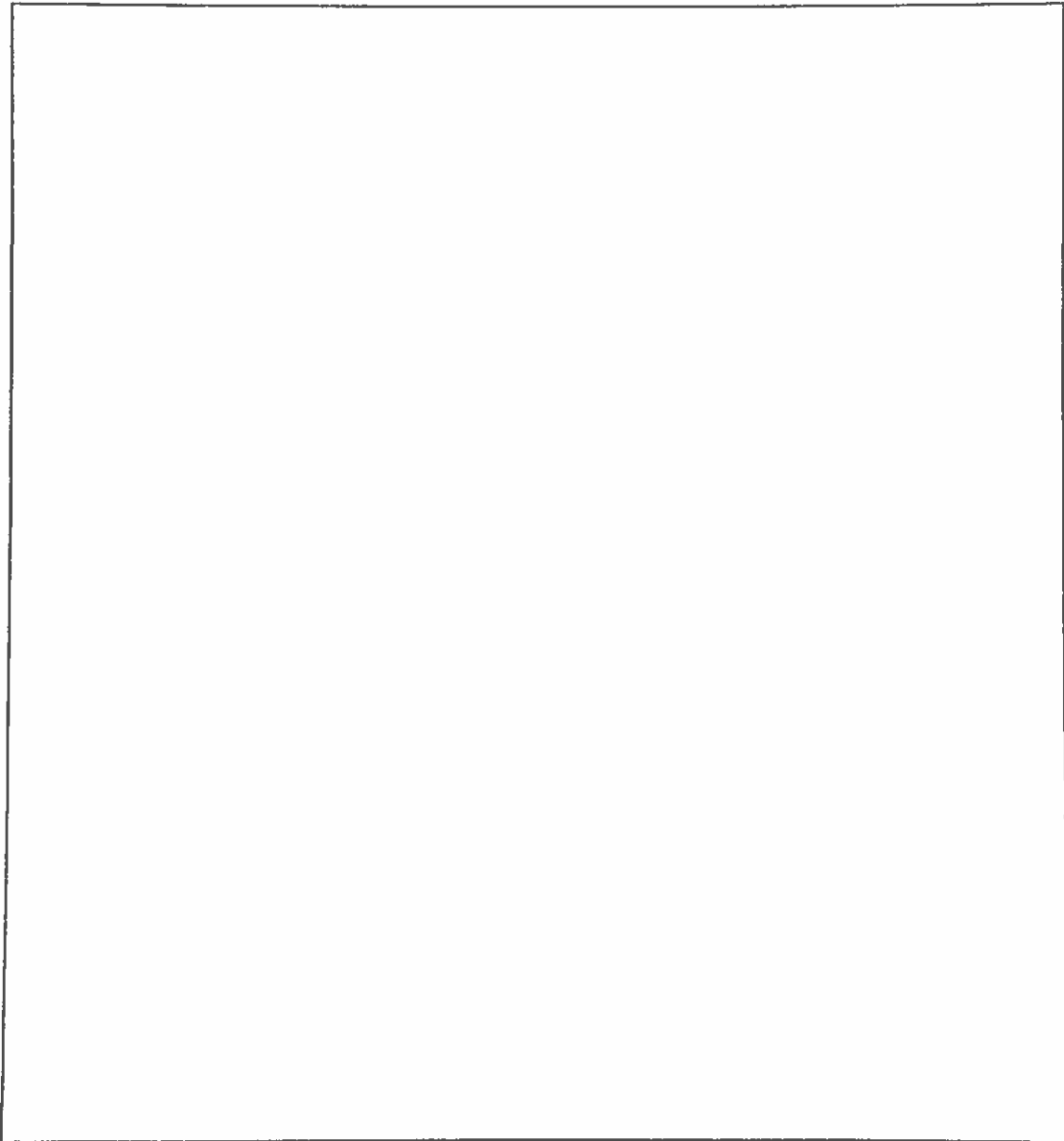
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<u>Class of License</u>	<u>Type of liquor/Establishments included</u>	<u>Fee</u>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00

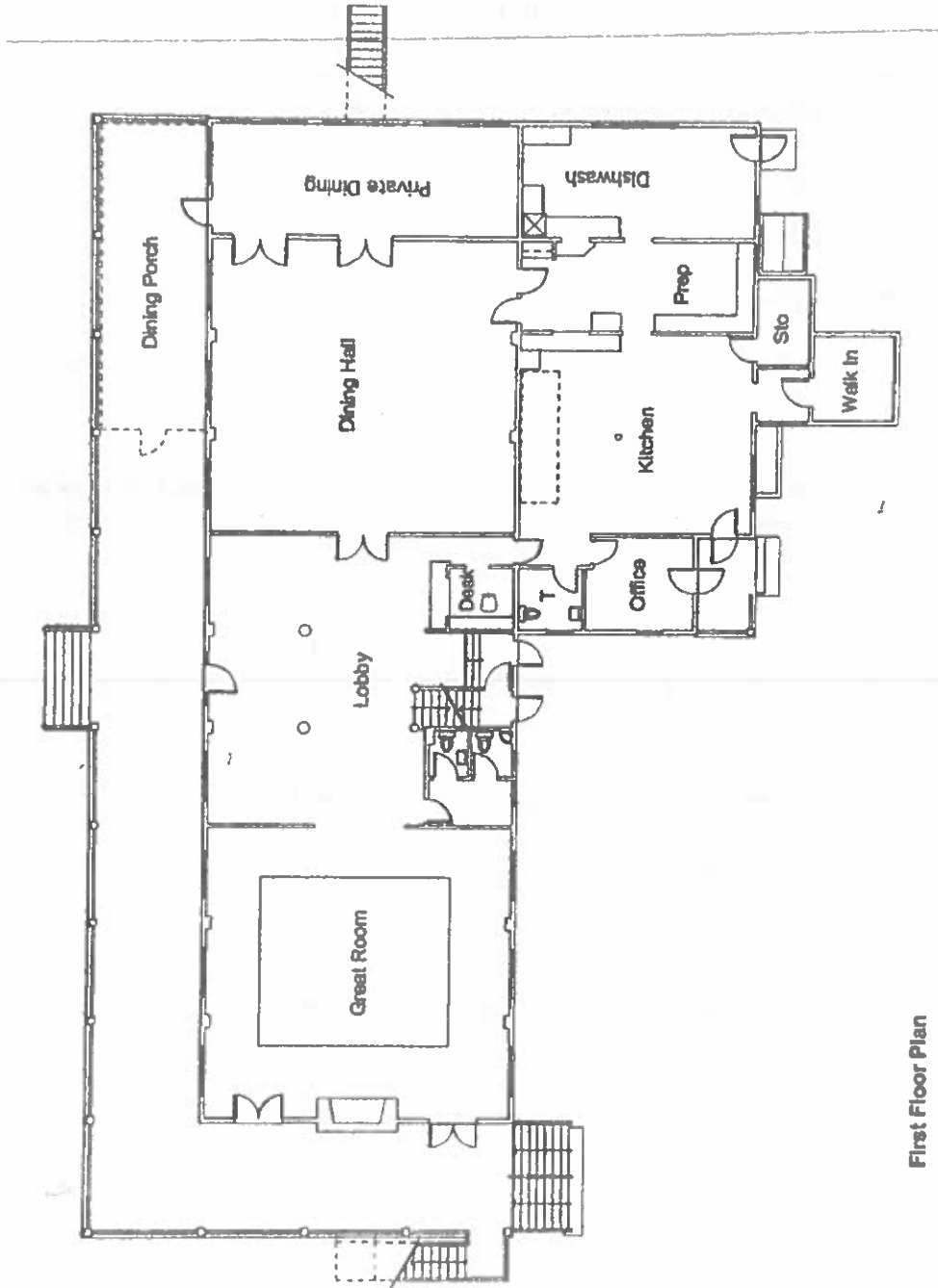
**Section VI Premises Floor Plan**

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.

A large, empty rectangular box with a thin black border, intended for the applicant to draw and label their premises floor plan. The box is currently blank.

**PREMISE DIAGRAM**



**First Floor Plan**

**Chebeague Island Inn**

**1/16" = 1'-0"**



**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Chebeague Island Inn LLC
2. Doing Business As, if any: Chebeague Island Inn
3. Date of filing with Secretary of State: \_\_\_\_\_ State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Casey Prentice	110 Exchange Street, Portland, ME	01/11/1986	Owner	45.0000
David Lomba	58 Willow Street, Yarmouth, ME	09/26/1997	GM	0.0000
Geraldine Prentice	Falmouth, ME	08/24/1955	Member	22.5000
Richard Prentice	Falmouth, ME	12/25/1955	Member	22.5000
Caitlin Day	Falmouth, ME, South Portland, ME	06/03/1983	Member	10.0000

(Ownership in non-publicly traded companies must add up to 100%.)



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220  
FAX: (207) 287-3434  
EMAIL INQUIRIES: [maineliquor@maine.gov](mailto:maineliquor@maine.gov)

Thank you for your interest in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
  - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
  - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany all applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

**Important** – all applications whether for a new license or to renew an existing license for an on-premises liquor license must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:  
Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station  
Augusta, ME 04333-0008
2. Courier/overnight address:  
Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
19 Union Street, Suite 301-B  
Augusta, ME 04330

The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau

Obtained	License/Permit	State/Federal Agency to Contact	Telephone Number	Physical Location
✓	Seller Certificate or Sales Tax Number	Maine Revenue Services <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>	(207) 624-9693	51 Commerce Dr, Augusta
✓	Health License	Health and Human Services <a href="http://www.maine.gov/dhhs">www.maine.gov/dhhs</a>	(207) 287-5671	286 Water St, 3 <sup>rd</sup> floor, Augusta
✓	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses <a href="http://www.maine.gov/dmr">www.maine.gov/dmr</a>	(207) 624-6550	<ul style="list-style-type: none"> <li>• 32 Blossom Lane, Augusta</li> <li>• 194 McKown Point Rd, West Boothbay Harbor</li> <li>• Lamoine State Park, Lamoine</li> <li>• 650 State St, Bangor</li> <li>• 317 Whitneyville Rd. Jonesboro</li> </ul>
✓	Dance or Entertainment License	Fire Marshall's Office <a href="http://www.maine.gov/dps/fmo">www.maine.gov/dps/fmo</a>	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
✓	Federal I.D. Number	<a href="http://www.irs.gov">www.irs.gov</a>	(800) 829-4933	
✓	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions <a href="http://www.maine.gov/sos/ccc">www.maine.gov/sos/ccc</a>	(207) 624-7752	111 Sewall St, 3 <sup>rd</sup> Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) <a href="https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers">https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers</a>	(877) 882-3277	



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

**Application for an On-Premises License**

*All Questions Must Be Answered Completely. Please print legibly.*

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Section I: Licensee/Applicant(s) Information;  
Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): Chebeague Island Inn LLC	Business Name (D/B/A): Chebeague Island Inn
Individual or Sole Proprietor Applicant Name(s): Casey Prentice	Physical Location: 61 South Road, Chebeague Island, ME
Individual or Sole Proprietor Applicant Name(s): David Lomba	Mailing address, if different: 110 Thames Street Suite 200, Portland, ME
Mailing address, if different from DBA address:	Email Address: gm@chebeagueislandinn.com
Telephone #      Fax #: 540-246-5042	Business Telephone #      Fax #: 207-846-5155
Federal Tax Identification Number: 27-2004242	Maine Seller Certificate # or Sales Tax #: 114001
Retail Beverage Alcohol Dealers Permit:	Website address: <a href="https://www.chebeagueislandinn.com/">https://www.chebeagueislandinn.com/</a>

1. New license or renewal of existing license?     New      Expected Start date: \_\_\_\_\_

Renewal      Expiration Date: 08/14/2025

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food:      \$ 532,245.00      Beer, Wine or Spirits: \$ 359,807.46      Guest Rooms: \$ 21.00

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

Malt Liquor (beer)     Wine       Spirits

4. Indicate the type of license applying for: (choose only one)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Restaurant<br>(Class I, II, III, IV)  | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)         | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input checked="" type="checkbox"/> Hotel<br>(Class I, II, III, IV)  | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)            | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary                                       | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)  | <input type="checkbox"/> Other: _____                                    |   |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) |   |

*Refer to Section V for the License Fee Schedule on page 9*

5. Business records are located at the following address:

110 Thames Street Suite 200, Portland, ME 04101

6. Is the licensee/applicant(s) citizens of the United States?  Yes  No

7. Is the licensee/applicant(s) a resident of the State of Maine?  Yes  No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes  No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes  No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes  No

If yes, please provide details: \_\_\_\_\_  
 \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address
EVO Kitchen + Bar	7739	443 Fore Street, Portland, Maine 04101

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Casey Prentice	01/11/1986	Summit, New Jersey
David Lomba	09/26/1997	Warrenton, Virginia

Residence address on all the above for previous 5 years

Name Address:  
 Casey Prentice - 110 Exchange Street, Portland Maine

Name Address:  
 David Lomba - 58 Willow Street, Yarmouth Maine

Name Address:  
 David Lomba - 4 Beverly Terrace, Cape Elizabeth Maine

Name Address:  
 David Lomba - 1616 Fetterbush Lane, Johns Island South Carolina

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license?  Yes  No

17. Does the licensee/applicant(s) own the premises?  Yes  No

If No, please provide the name and address of the owner:

Casey Prentice \_\_\_\_\_

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: 21,00

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

21 Room hotel and 96 seat dining restaurant, including event lawn areas on property.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Chebeague Church

Distance: 1.40

**Section II: Signature of Applicant(s)**

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

*Please sign and date in blue ink.*

Dated: 06/19/2025

  
\_\_\_\_\_  
Signature of Duly Authorized Person

David Lomba  
\_\_\_\_\_  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: \_\_\_\_\_

Who is approving this application?  Municipal Officers of \_\_\_\_\_

County Commissioners of \_\_\_\_\_ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of  
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

#### **Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

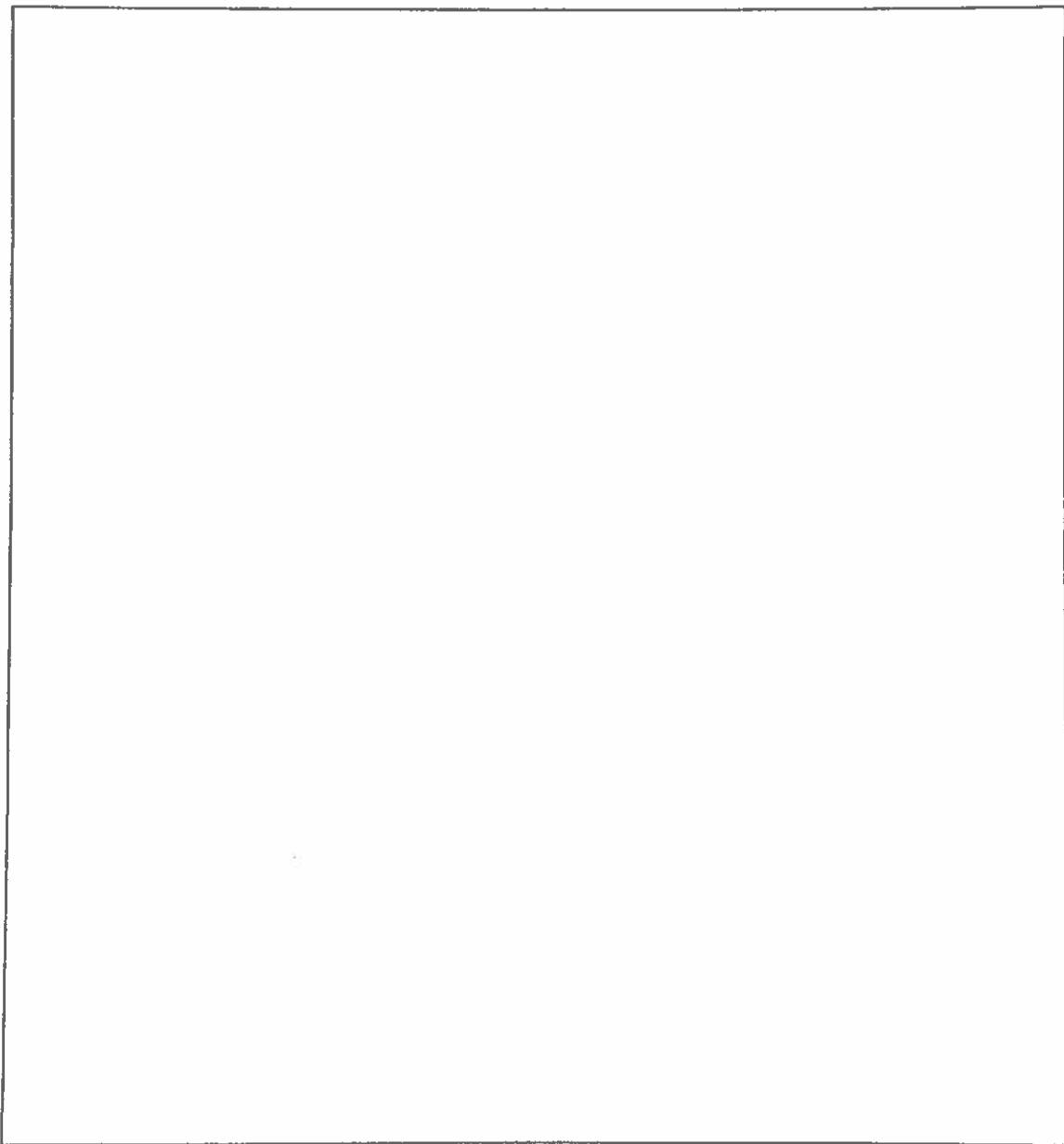
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00

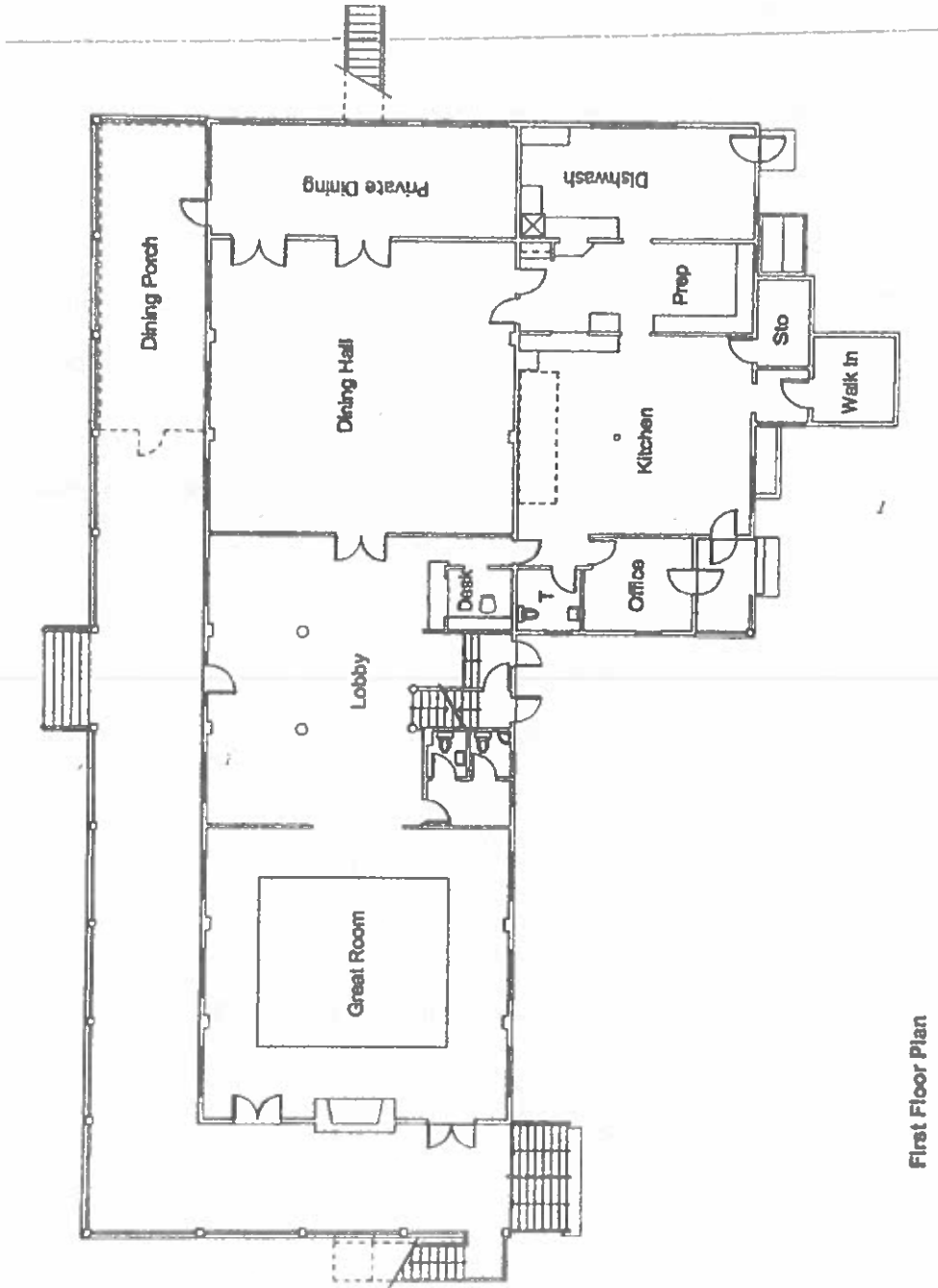
**Section VI Premises Floor Plan**

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



**PREMISE DIAGRAM**



First Floor Plan

Chebeague Island Inn

1/16" = 1'-0"



**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Chebeague Island Inn LLC
2. Doing Business As, if any: Chebeague Island Inn
3. Date of filing with Secretary of State: \_\_\_\_\_ State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Casey Prentice	110 Exchange Street, Portland, ME	01/11/1986	Owner	45.0000
David Lomba	58 Willow Street, Yarmouth, ME	09/26/1997	GM	0.0000
Geraldine Prentice	Falmouth, ME	08/24/1955	Member	22.5000
Richard Prentice	Falmouth, ME	12/25/1955	Member	22.5000
Caitlin Day	Falmouth, ME, South Portland, ME	06/03/1983	Member	10.0000

(Ownership in non-publicly traded companies must add up to 100%.)

## Memorandum | Residential Energy Efficiency and Electrification Collective Purchasing

To: Town of Chebeague Island Select Board

From: Ellie Hughes

Date: 7/29/2025

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The Town is coordinating a collective purchasing campaign for residential energy efficiency and electrification upgrades to help residents reduce their energy costs and greenhouse gas emissions. The Town released a Request for Proposals for home energy audits, insulation and air sealing, and ductless heat pump installations at a bulk discount. We received proposals from 14 Efficiency Maine registered residential vendors.

**For home energy audits, I recommend moving forward with Colin McCullough of All-Around Home Performance LLC.** McCullough is one of only a few independent energy auditors in the state, which means his recommendations are not sales pitches. He is vendor-neutral and does not receive any commissions from insulation contractors. McCullough has provided similar bulk energy auditing services on Peaks, Isleboro, and Eastport. He has proposed a per-home price consistent with market rate and offered a 20% discount if more than 5 homes participate.

**For insulation and heat pump installation, I recommend moving forward with A1 Remodeling and HVAC.** Of all the proposals received, A1 Remodeling and HVAC is the only vendor with a history of providing both insulation and heat pump services, with in-house electrical capabilities. Of the insulation and air sealing proposals we received, A1 Remodeling and HVAC offers the greatest diversity of insulation materials. Their proposed heat pump pricing was 15% below the group average across all proposals received. Their listed Fujitsu and Mitsubishi heat pump technology is efficient and cold climate-reliable. They are lesser known in the area because they're based in Lewiston, but all references spoke very highly of them.

Selected contractors will work directly with interested homeowners to scope, quote, and complete individual projects. Because the Town is playing a purely coordinating role, no contract is necessary between the Town and selected vendors.

Because this project advances community sustainability, public health, and energy affordability, I recommend that the Town consider covering some portion of associated transportation costs. I do not yet have an estimate of those costs because they're dependent on project volume. I recommend the Town discuss an upper limit it is willing to contribute to help me more transparently communicate the costs of participation to interested homeowners.

# Town of Chebeague Island Selectboard Memorandum

**To:** TOCI Selectboard, Town Administrator

**From:** Carol White, SB Chair

**Date:** 3 August 2025 (revised)

**Re:** Chebeague Climate Action Team Activities and Updated Committee Charge

The purpose of this memorandum is to provide some background on the town's Ad Hoc Chebeague Climate Action Team (CCAT) committee to provide context for the Selectboard's review and action on the attached, proposed updated CCAT committee charge.

The Ad Hoc CCAT committee was established in January 2023 as the result of our participation in the Community Resilience Partnership (CRP) program. Initially CCAT's primary responsibility was to manage and implement the town's CRP Community Action Grant (CAG) which included a GHG Emissions study, a Groundwater Sustainability study and a Marine focused Vulnerability Assessment. In 2024 CCAT submitted, and the town was awarded a second CAG, in collaboration with Long Island, to develop a Wildfire Protection Plan. In addition to the Community Resilience Partnership, in 2024 the town was accepted into the U.S. Dept of Energy's Energy Technology Innovation Partnership Project (ETIPP) which provides technical assistance to coastal, remote, and island communities. CCAT is working with the ETIPP team to evaluate biomass/energy options for the town. Since 2023 CCAT has also applied several climate and energy resiliency grants/programs for town-related projects.

## **Continuance of the Committee**

CCAT met last month and discussed the future of the town sponsored committee and unanimously agreed to recommend to the Selectboard that it continue. At this point it seems best to have the committee remain in an Ad Hoc format for the next few years at least.

## **Current Membership**

In 2023 the SB appointed four regular voting members: Aldric Terrel, Tracy Calder, Julia Maine, Bill Danielson and one student voting member Eva Neuman to the committee. Seinna Zuco was appointed in 2024. Currently Aldric Terrel, Tracy Calder, Julia Maine, Sienna Zuco and Bill Danielson serve as regular members and there are no student members. Carol White has served as ex-officio member from the Selectboard. At the last meeting Bill Danielsen expressed his desire to step aside as a regular member but plans to continue to participate as a non-voting member. The committee has been fortunate to have a number of non-voting members and supporters – teammates – that include seasonal residents who participate in activities based their interest in projects and their availability.

## **Meetings**

In general, CCAT committee meetings are held monthly and are posted on the town calendar. All meetings are open to the public. The initial ETIPP scoping process required several months of biweekly meetings which put quite a strain on CCAT. We expect ETIPP meetings to be less frequent going forward. Going forward CCAT may opt to schedule its regular committee meetings quarterly, with additional meetings on an as-needed basis. The Resiliency Fellow provides vital support to the Committee by helping to schedule meetings, prepare agendas and research questions for the committee.

## **GPCOG Resilience Fellow**

CCAT successfully applied for GPCOG Resiliency Fellows at a cost of \$3,500 in 2024 and \$5000 in 2025 which was paid out of CCAT-related grant funds. (the town paid an additional \$7,500 in 2025 due to the cancelation of AmeriCorps). Expanding the group's capacity through the addition of Resiliency Fellows has been critical to the committee's success and has also benefited other town projects. Acquiring additional capacity, either through GPCOG or another avenue, remains a priority for CCAT and will continue to be important to the Committee's efficacy for the foreseeable future.

# Town of Chebeague Island Selectboard Memorandum

## Committee Activities 2023-2025

CCAT is an active, engaged and collaborative team. Currently all the members are working full-time, and defying the demographic odds, most are between 25 and 50 years of age. And they are doers, hosting numerous community events, preparing reports and outreach materials, providing an important resource to the town and community while effectively moving the ball forward on both the climate and energy resilience fronts. To date, through CCAT's efforts, the town has been awarded over \$160,000 in grant funds (no match required) and an estimated \$150,000 - \$200,000 in technical assistance, in-kind services and energy rebate incentives. Below is a list of completed and on-going CCAT projects:

## COMPLETED CCAT PROJECTS

### CRP Community Action Grant Projects

- Greenhouse Gas Inventory completed in January 2024
- Groundwater Vulnerability Assessment completed in August 2024
- Marine Focused Vulnerability Assessment Completed in November 2024

### Other Completed Projects/Activities

- **Tide Gage:** Installed continuous tide gage on Chandlers Wharf in 2023 (temporarily removed for MDOT maintenance). Project funded by an Island Institute ShoreUp grant.
- **Coastal Erosion:** Collaborated with Casco Bay Islands, GPCOG, GMRI, Island institute and State agencies on Coastal Bluff Erosion Symposium, July 2024 and Coastal Erosion webinar April 2025.
- **Solar Array Purchase:** CCAT members evaluated performance and cost data, met with ReVision to understand the implications of purchasing the array, and provided a memo to the Selectboard in April 2024 on the pros, cons, and timing of the purchase. CCAT recommended that the Finance Committee be consulted on the purchase decision. In March 2025 CCAT organized a meeting between the Finance Committee and Matt Gamache, COO of Competitive Energy Services, to solicit his advice on how the town should evaluate the solar array purchase.
- **Wildfire Mitigation** Worked with the Maine Forest Service to conduct a Wildfire Mitigation Project in June 2025. Planned, and coordinated with the property owners, town staff, Team Rubicon, MFS and AmeriCorps Volunteers. Hosted MFS and Team Rubicon and organized a community dinner and outreach program as part of the mitigation weekend.
- **GPCOG Resilience Fellow:** CCAT completed successful applications for GPCOG Resiliency Fellows in 2023 and 2024; Maya Shyevitch served for 9 months in 2024, and Ellie Hughes is currently serving through December 2025.

## Town of Chebeague Island Selectboard Memorandum

### ONGOING CCAT PROJECTS

**Coastal Erosion and Resilience Projects.** CCAT applied for and the town received a Coastal Community Grant, and a Casco Bay Estuary Partnership grant to support facilitated meetings to solicit community input on coastal erosion and resiliency issues. The outcome will be used to inform the Town's future efforts to incorporate coastal resilience into our ordinances, Comprehensive Plan and municipal policy. CCAT hosted a Coastal Resilience Community Workshop, led by FB Environmental, in June 2022. FBE is currently working on recommendations for updates to the town's shoreline stabilization ordinance.

**ETIPP:** Admitted into Energy Technology Innovation Partnership Project (ETIPP) in September 2024 and currently working on a biomass/energy project. Hosted an ETIPP site visit and community and stakeholder meetings in July 2025.

**Wildfire Risk:** In collaboration with Chebeague Fire Dept, Town of Long Island, MFS and CC Emergency Management, the town was awarded a CRP Community Action Grant to complete a Wildfire Protection Plan for both towns. Project is expected to start in Fall 2025.

**Island Energy Program:** Solely through the efforts of our Resiliency Fellow, Ellie Hughes, she has organized a collective purchasing campaigns to make energy efficiency and electrification upgrades more accessible and affordable on the island. The goal of bulk purchasing program is to reduce the cost and hassle for homeowners to obtain energy audits, insulation, and/or heat pump installations for the homes. Ellie has also started an Energy Navigator program which provides free one-on-one guidance on all things energy efficiency and electrification, including mapping projects, navigating contractors, accessing incentives, and more.

**Community Engagement:** CCAT has worked to provide the community with meaningful opportunities to engage in all of these projects. The [Chebeague Climate Action Team](#) maintains a website to announce events and host reports and information. A link to website is provided on the committee page on the TOCI website. All reports and important documents resulting from CCATs activities are posted/linked on the town and CCAT websites. Outreach consists of mailings, newspaper articles, virtual and in-person meetings, community-wide workshops on CAG projects, field trips, and youth-focused projects with Chebeague Recreation Center and Chebeague Island School. CCAT has also collaborated with partner organizations to expand the array of climate programming accessible to residents, including a wildfire risk and prevention presentation by the Maine Forest Service, the Casco Bay Islands Bluff Erosion Symposium, and the Cumberland Land Trust's "Weathering Climate Change" event series, energy outreach and bulk purchasing programs.

Feel free to contact me if you have any questions about CCAT or the updated charge.

**AD HOC CLIMATE ACTION TEAM  
TOWN OF CHEBEAGUE ISLAND, MAINE  
DRAFT Updated Committee Charge, August 6, 2025**

**BACKGROUND:** In September 2022, the Town of Chebeague Island adopted a resolution to join Maine’s Community Resiliency Partnership (CRP). As a member of Climate Resiliency Partnership, Chebeague is committed to engaging the community in efforts to reduce greenhouse gas emissions and to increase resiliency to extreme weather and climate change impacts. As part of that resolution the town agreed to form an ad hoc **Chebeague Climate Action Team (CCAT)** to support these efforts. To remain in active status in CRP and to be eligible for grants, towns must reenroll in the CRP every two years and in November 2024 the town re-enrolled in the partnership. In addition to the CRP, in 2024 the town was accepted into the U.S. Dept of Energy’s Energy Technology Innovation Partnership Project (ETIPP) which provides technical assistance to coastal, remote, and island communities that are seeking to improve the resiliency, affordability, and reliability of their energy systems. CCAT is working with the ETIPP team to evaluate biomass/energy options for the town.

**PURPOSE:** The purpose of the **Chebeague Climate Action Team** is to coordinate planning, implementation, and monitoring of initiatives associated with the Town’s participation in the Community Resiliency Partnership, the Energy Technology Innovation Partnership Project and other energy and resiliency initiatives.

**MEMBERSHIP:** The town seeks community members interested in participating in a comprehensive climate-resiliency planning effort for Chebeague. The Climate Action Team is tasked with overseeing the Town’s participation in the Maine’s Climate Resiliency Partnership (CRP) and the DOE’s Energy Technology Innovation Partnership Project and other climate resiliency initiatives. The membership structure of the ad hoc Committee is as follows:

- Up to five members of the public at large (voting).
- Up to two Chebeague Island students enrolled in grades 9-12 or post-secondary education (voting).
- One member of the Board of Selectman or the Town Administrator (non-voting)
- GPCOG fellow or similar (non-voting).
- Senior Advisors: former committee members or others, as recommended by CCAT, that serve in an advisory capacity to the committee, (non-voting).

A quorum will be the majority of the voting members.

CCAT meetings will be open to the public and meeting dates and times will be posted on the town website.

**COMMITTEE RESPONSIBILITIES:** CCAT is directed, in coordination with the TA and the Selectboard, to pursue grant opportunities related the energy and climate resiliency on behalf of the town. In addition, CCAT will continue to pursue and support applications for interns and fellows to provide additional community capacity through GPCOG’s Resiliency Fellows program, the Island Institute and similar opportunities.

Grant funds will be used to support town energy and resilience efforts including education and outreach and to engage qualified consultants to complete the CRP, ETIPP and related projects. On grant funded projects, initiated by the Chebeague Climate Action Team, the committee will be responsible for:

1. **Consultant Evaluation and Recommendations:** CCAT will review qualifications or proposals submitted by consultants. CCAT will evaluate and make recommendations to the Selectboard on the best consultant(s) to complete the relevant project tasks. Final selection and approval of any contracted services will be the responsibility of the Selectboard.
2. **Acquisition of Local Data:** CCAT may assist or advise the consultant project team with local data gathering effort or direct a town fellow or intern in this effort.
3. **Public Outreach:** CCAT may prepare mailings and online updates on Town website and in monthly community newsletter on projects and solicit community input through meetings, surveys, and discussions.
4. **Report Review:** CCAT will review and provide comments on the draft reports and documents. The consultant(s) will be responsible for preparing final reports for projects.

In addition to the CRP and ETIPP grant-specific tasks CCAT may:

- Research, identify and, with BOS notification and approval, prepare applications for energy and climate resiliency related grants from the CRP or other entities.
- Prepare and distribute educational materials related to climate resiliency issues and initiatives.
- Organize and promote seminars and workshops on Climate-related topics of interest to the community.
- Serve as a resource to Town staff and the Selectboard on climate-related issues.

**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,

Town of Chebeague Island – Board of Selectmen Policy Statements

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:** Carol White, Chair of the Selectboard  
**From:** Viktoria G. Wood, Town Administrator  
**Date:** July 31, 2025  
**RE:** PW Vehicle Purchase

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In the fall of 2024, the 2008 Gray Ford that the town had since 2015 was fully rusted out and deemed unsafe. The town was unable to use it and junked the vehicle. In February of 2023, during the budget process, it was suggested that this vehicle was not inspectable, and the frame was coming apart, so this news did not come as a surprise.

This was a multi-use vehicle used daily for things such as picking up trash around the island and plowing dirt roads. At times it was also used by the Fire Dept, Assessor and Town Office. When the vehicle essentially fell apart, public works worked quickly to recreate their plowing tactic for the winter to make sure roads were still taken care of. During the F.Y. 2025 budget process, \$50,000 was set aside into the public works equipment specifically for the replacement of this vehicle.

Most recently, the 3 active public works members did their research and travelled to town to do test driving. They have found a great replacement. A 2022 Ford Super Duty F 350. It has 16,777 miles with current inspection. The vehicle also comes with a V Plow for better accessibility, and the base of the truck would be sprayed to prevent rust. Total cost is \$49,950.

Money was set aside for this purchase and voters approved of the funds at the June 2025 town meeting. I fully support the research the crew did and think this is a good choice for a vehicle that will last on the island and will cover the needs of what it is replacing.

I am asking for the board's support and a motion to authorize me to spend the funds for this purchase. Arundel Ford has been helpful and has agreed to hold the vehicle until the proper authorization is granted.

**Suggested Motion:**

*“To Authorize the Town Administrator to expend up to \$50,000 from Public Works Equipment Reserve Account 9055 for the purchase of a Truck”*



*Respectfully submitted,  
Viktoria Wood*