



Town of Chebeague Island

To: Carol White, Chair of the Selectboard
From: Viktoria G. Wood, Town Administrator
Date: September 12, 2025
RE: Town Administrator Report

COMMITTEE MEMBERS NEEDED!

- Planning Board- 2 members
- BOAA-1 member

Audit- FY2024 Audit has been signed off on and we are now waiting to receive the final draft and several copies of the Audit. Marc Roy has been provided with access to TRIO and viewing access to the Towns bank statements. Per his suggestion, we are opening a separate account to house the FEMA money.

Cumberland County Sheriff- The sheriff is done for the season and has moved off island.

Cousins Island Bridge Improvements: I emailed MDOT the town comments about the Cousins Island Bridge improvements and received the following message back:

MaineDOT will coordinate with the towns of Yarmouth and Chebeague, knowing the importance of the Snodgrass Memorial Bridge to both. We will also take into consideration your input about the boat schedule to and from Chebeague and maintaining emergency access during construction. We welcome your input on these topics during the design process.

Emerald Ash Borer- On September 9th, 2 Forest Entomologists from Maine Forest Service came to the island. I drove them around the island before taking them to the Hall for a discussion with the residents. The purpose of the drive around the island was to gain their perspective on what the municipal responsibility is handling the Ash Borer issue on Chebeague. After this drive I have a better sense of what needs to take place. Between now and the next budget process, the Town should do an inventory of the impacted trees within the Town Right of Way and determine which trees should be removed and which treated. After having that information, it will be easier to budget. A specific location that I took them to is the large tree on Town property abutting Will and Maggie Vaughan's property. If you recall, I had a report on this a few weeks ago when the residents reached out with concerns about the safety of their barn. Michael Parisio told me that this tree, while missing some foliage at the top, appears to be healthy and is a good example for treatment. His professional recommendation was to wait and treat this tree in the spring, when it is the best time to treat. I have since received communication from the residents, who are still concerned and would like to see something be done, preference would be to remove the tree. While I have asked

for quotes and have an idea that removal of this large tree would be several thousand dollars, I have not received a paper copy of a quote. I would appreciate a direction from the board. Do you want to wait until spring for treatment option as suggested by the Maine Entomologist or would you like me to continue to pursue a more concrete quote. My recommendation for this cost, if you decide to remove it, will be from Selectboard Contingency.

The public discussion was very well attended, and people were extremely engaged. Residents had a chance to walk across the street where the experts were able to peel back bark and show what a diseased tree looks like and learned what to look for. I think there is an opportunity there for the Town to coordinate a collective purchasing agreement, like what is currently happening with heat pumps, to provide the residents with a chance to have access to treatment options or tree removal services at a bulk discount. If the board is in support of this, we can have one of the interns tasked with this project and plan for something in the spring.

MMA Conference- I will be attending the Maine Municipal Association (MMA) Conference in Bangor October 8th and 9th.

Selectboard Retreat- The Board retreat will take place on Friday, September 19th from 8:30-2:30 at Magno Terra Café in Yarmouth. It will again be facilitated by Kristina Egan, Executive Director of GPCOG. Carol emailed the Board a shared file where we are asking the board members to add in their suggestions for what you'd like to see be discussed. Please take the time and make sure to add your suggestions. The primary goal of this retreat is for the board to come up with goals for the coming year to focus on.

Respectfully submitted,
Viktoria Wood

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

Phone: 207-846-3148

www.townofchebeagueisland.org

Fax-207-846-6413

MEMO

To: Vika Wood, Town Administrator
From: Chief Ralph Munroe
Date: 8/24/25
Re: Monthly Report

The Chebeague Fire Rescue has responded to 100 calls to date. Between August 1 and August 24 we responded to 16 rescue calls and 6 Fire calls and 3 mutual aid calls to Long Island. Also responded to 1 mutual aid call to Falmouth and 1 mutual aid call to Harpswell. I would like to take this time to Thank the Chebeague Island Boat yard for the use of their boat as this is the only means of transportation we have to respond to mutual aid calls. We have responded to an abnormally high amount of high acuity calls this year. The members of the department have responded in a professional and caring manor on each call. I have received many messages thanking the members of our department for their timely and professional responses from the receiving mutual aid communities.

The Chebeague Fire Rescue Association has received a \$9000. Grant for a drone which the primary use will be search and rescue but not limited to just that. There is no doubt in my mind that this will have a significant impact in searches of casco Bay in years to come. Due to a change in FCC regulations, the Department is doing some extensive research to make sure we purchase the correct device. Once purchased we will be doing FAA required training before we put the drone in service.

The public safety building has had heat pumps installed. We are hoping that this will be financially beneficial to the town.

We have multiple members participating in this years Tunnel to Tower run walk in Portland on August 30 in Portland. Thank you to the members participating for supporting this great cause

Please all remember the fire danger is very high still and I would like to thank the community for their vigilance and fire safety. The states wild fire incidences have been very high this year but ours on Chebeague have been very low. Make sure to thank your local first responders as this has been a very difficult year.

Respectfully submitted
Chief Munroe

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

Phone: 207-846-3148

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MEMO

To: Vika Wood, Town Administrator
From: Harbormaster
Date: Sept 10
Re: Monthly Report

Stone pier

The 2025 season at the Stone pier and the float system ran like it should. The unloading and loading areas were kept clear with a few instances of abuse which were quickly rectified

This was the busiest season for boat traffic that I've seen in 10 years . there's always gonna be instances where things aren't perfect because of the small footprint of the stone wharf.

Chandlers

Chandler, sorry it's usual boat traffic, both commercial and recreational mostly everybody kept to the rules and some didn't and they were addressed

Cousins

The damaged pilot at cousins Island has been temporarily repaired and permanent repairs are being addressed

On September 8, I got a phone call from the deputy Harbor Master of Portland reporting a vessel of ground on a little Chebeague. Attached is text messages.

Respectfully submitted

Genaro Balzano

09/02/25
09:22

Cumberland County Sheriff's Office
Law Total Incident Report, by Nature of Incident

1196
Page: 1

Nature of Incident	Total Incidents
911 Cell Hangup	2
911 Misdial	1
Accident, w/ Personal Injury	1
Agency Assistance	5
Alarm	1
Citizen Assist	1
Community Policing	11
Criminal Mischief	1
FI Outside Fire	1
Found Property	1
Parking Problem	2
Property Check	9
Suspicious Person/Circumstance	1
Traffic Detail	3
Welfare Check	1

Total Incidents for This Report: 41

Report includes:

All dates between `00:00:01 08/01/25` and `23:59:59 08/31/25`
All agencies matching `0300`
All natures
All locations matching `D4CIS`
All responsible officers
All dispositions
All clearance codes
All observed offenses
All reported offenses
All offense codes
All circumstance codes

*** End of Report /tmp/rptzUUQwZ-rplwtir.r2_10 ***



Town of Chebeague Island

192 North Road
Chebeague Island, ME 04017
www.townofchebeagueisland.org

Sept. 15, 2025

Update on the Chebeague Housing Task Force

The CHTF is tasked with researching sustainable housing models on island and coastal communities to develop recommendations that have potential for consideration on Chebeague Island. The primary focus is to support year round island residents.

The CHTF community survey has been re- released and will remain open to accepting responses until Sept 26.

The results of the survey will be presented in a Community Conversation at the Hall on Tuesday, Sept 30 at 6pm. Community feedback will inform the CHTF on proceeding forward with next steps.

The CHTF is in communication with the Island Institute regarding models of housing efforts on Maine Islands and coastal communities.



Town of Chebeague Island

To: Carol White, Chair of the Selectboard
From: Viktoria G. Wood, Town Administrator
Date: September 10, 2025
RE: 25-069 Island Institute Intern, Lorren Ruscetta, Introduction

A little about Lorren:

Lorren Ruscetta (luh-REN roo-SHETTA) has recently begun her 2-year Island Institute Fellowship with Chebeague Island and is living on-island and with her husband Devanshu (dhey-VAHN-shoe, or Dev). They both relocated here from the Philadelphia area, where they spent the last 9 years. Lorren grew up in Cranston, Rhode Island and is thrilled to return to New England and join such a vibrant community.

This past May, Lorren graduated with a Master of Marine Policy from the University of Delaware (UD), where she was a Research Assistant in the Center for Research in Wind, engaging in mixed methods research to understand community perspectives of marine renewable energy development, such as offshore wind. She spent time designing and executing in-depth interviews and surveys with coastal and inland communities hosting project infrastructure, people in the commercial and recreational fishing industry, and energy development professionals to develop holistic and comprehensive policy recommendations to promote a just transition that centers communities that may be impacted by development to a decarbonized energy sector.

Before attending UD, Lorren spent over a decade in the social work field – where her work focused on supporting those navigating grief, trauma, and climate change-related loss and anxiety. She worked domestically and internationally, including spending time in Rwanda, Northern Ireland, and Cyprus to support communities that experienced violent conflict to identify paths forward that promoted restorative justice and collaboration. As a psychotherapist, Lorren’s expertise was in working with teenagers and young adults struggling with placing themselves in a future full of uncertainty.

As Lorren’s experience continued to weave within people and their relationships with themselves, their community, and the places they hold dear, she knew that she wanted a chance to utilize her diverse experiences to inform relational-based, collaborative community engagement practices that encourage climate and community resilience. Island Institute’s Fellowship program and Chebeague Island feel like fertile ground for Lorren to leverage her experiences and to be part of a community committed to action. Lorren is enthusiastic and energized by the opportunity to get to know the Chebeague Island community deeply. She is particularly excited to join the Rec Center and play pickleball and to spend time at the library!

What will Lorren be doing?

I will be Lorren's direct advisor. Lorren will be in the office with us Monday-Friday 9AM-4PM. We have a scheduled time to meet every Friday morning. This is a requirement from Island Institute and a time when Lorren and I will connect about the past week's work and the next week ahead.

There are 3 primary things that Lorren will be working on/with:

1. Public Access to Shore- The goal of this project is to create a detailed document available to the town and public of all the municipally owned access to shore.
2. Comprehensive Plan- In conjunction with the Planning Board schedule, Lorren will work to update the town Comprehensive Plan.
3. Chebeague Climate Action Team (CAT)- Work with CAT and become involved in the ETIPP project.

In the first quarter the primary focus will be on Public Access to Shore. Lorren will inventory each municipal access to shore and begin developing a roadmap. On her first day with the town, Lorren received an extensive tour of the locations and began her work. Over the next several months, Lorren will work on creating a detailed inventory of each location and include helpful information such as location, access, parking ADA accessibility etc. She will also begin to familiarize herself with the Comprehensive Plan and connect with CAT and Ellie Hughes, GPCOG Fellow. A page on the town site will be created for the work that Lorren will be doing so the community can see what she is up to and seek engagement opportunities. After a few weeks, we will likely have "Island Institute Intern Hours", allowing the public to come engage with Lorren and provide suggestions and input on the work she is doing.

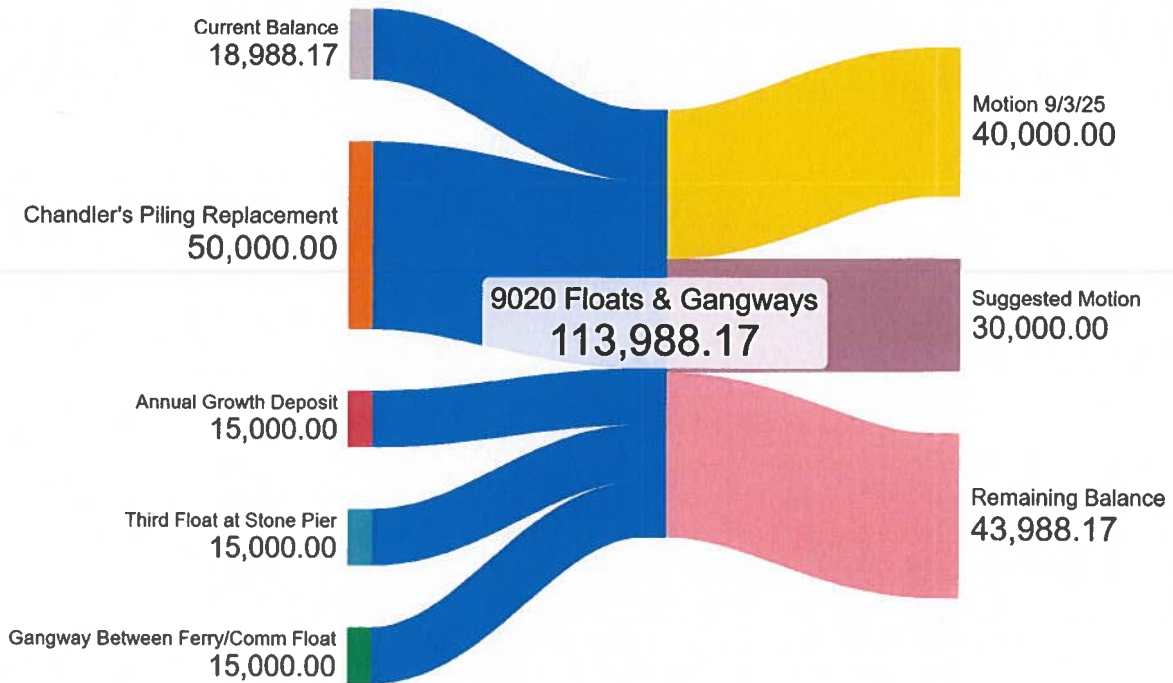
I have completed some training through Island Institute about the supervisory role I will be playing. One common obstacle interns often find themselves facing is people asking them to do things or providing projects to them. Island Institute told us that while this is common, Lorren should not be accepting any work unless approved by the advisor or it's been outlined in the initial application. I ask for your assistance in making sure that she is welcomed into this community but also that she is not overwhelmed with people giving her suggestions for work she can do. If you or members of the community have suggestions for other small projects she can be involved in, please reach out to me. We look forward to having Lorren part of the team and are eager to see these projects underway.

*Respectfully submitted,
Viktoria Wood*

9020: Floats and Gangways Analysis

FY 2026

Inputs		Outputs	
Current Balance	\$ 18,988.17	Motion: 9/3/25	\$ 40,000.00
<i>Recommendation From CW:</i>		Suggested Motion	\$ 30,000.00
Annual Growth Deposit	\$ 15,000.00	Remaining Balance	\$ 43,988.17
Third Float at Stone Wharf	\$ 15,000.00		
Chandlers Piling Replacement	\$ 50,000.00		
Gangway Between Ferry/Comm Float	\$ 15,000.00		
Total	\$ 113,988.17		





September 5, 2025

Jeff Wescott
Chebeague Island

Dear Mr. Wescott,

Waypoint Constructors is pleased to present the following proposal for the items listed below. The proposal is based on utilizing our crane barge "Phoenix", fully crewed, with all support vessels & tugs to work around the tides to safely complete this project.

1. **Replace 6EA Pile at Cousins Island Float \$36,920**
 - o Mobilization/Demobilization \$3,000 Each Way
 - o Install 6EA 40' Class B CCA 2.5 Pile \$5,000 Each
 - o Install 2EA 12' UHMW Rub Strip on Piles \$460 Each
2. **Replace 4EA Pile at Stone Pier \$37,155**
 - o Mobilization/Demobilization \$3,000 Each Way
 - o Install 4EA 40' Class B CCA 2.5 Pile \$5,000 Each
 - o Fabricate & Install New Ladder \$5,040
 - o Install 4EA 12' UHMW Rub Strip on Piles \$460 Each
 - o Install new pile chain kit w/UHMW \$275
 - o Fit/Fabricate/Drill/Install Top Bracing (see page two for design concept) \$500/Each
 1. Stainless Steel Angle & Hardware vs Carbon Steel Add +\$390/Each
 - o Fit/Fabricate/Drill/Install Bottom Bracing (see page two for design concept) \$500/Each
 1. Stainless Steel Angle & Hardware vs Carbon Steel Add +\$390/Each
3. **Replace 10EA Pile at Cousins Island & Stone Pier \$68,075**
 - o Mobilization/Demobilization \$3,000 Each Way
 - o Install 10EA 40' Class B CCA 2.5 Pile \$5,000 Each
 - o Install 6EA 12' UHMW Rub Strip on Piles \$460 Each
 - o Fabricate & Install New Ladder \$5,040
 - o Install new pile chain kit w/UHMW \$275
 - o Fit/Fabricate/Drill/Install Top Bracing (see page two for design concept) \$500/Each
 1. Stainless Steel Angle Brackets & Hardware vs Carbon Steel Add +\$390/Each
 - o Fit/Fabricate/Drill/Install Bottom Bracing (see page two for design concept) \$500/Each
 1. Stainless Steel Angle Brackets & Hardware vs Carbon Steel Add +\$390/Each

Pending approval, we can mobilize for the project immediately and work adjacent to the ferry and summer boat traffic without impact to the project. We are excited about the opportunity to be involved in this project and look forward to contributing in any way we can. If you have any questions or need further details regarding our proposal, please don't hesitate to reach out.

Respectfully,

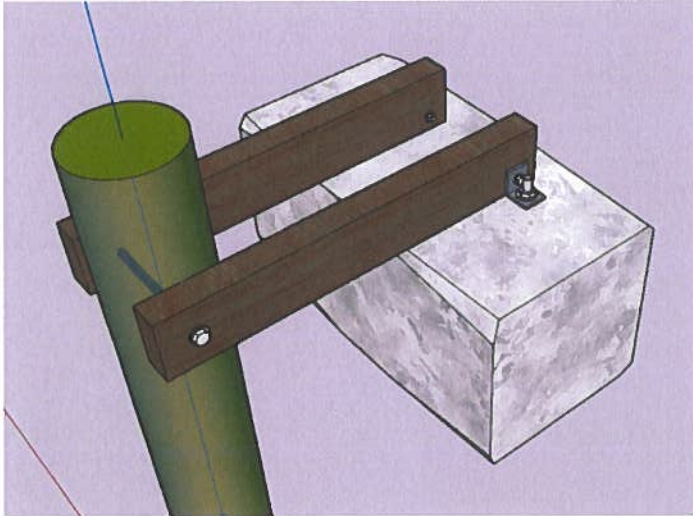
Ryan N Collet



PILE DRIVING	
DREDGING	BULKHEADS
	BEACH CONSTRUCTION
	EROSION CONTROL
	RETAINING WALLS

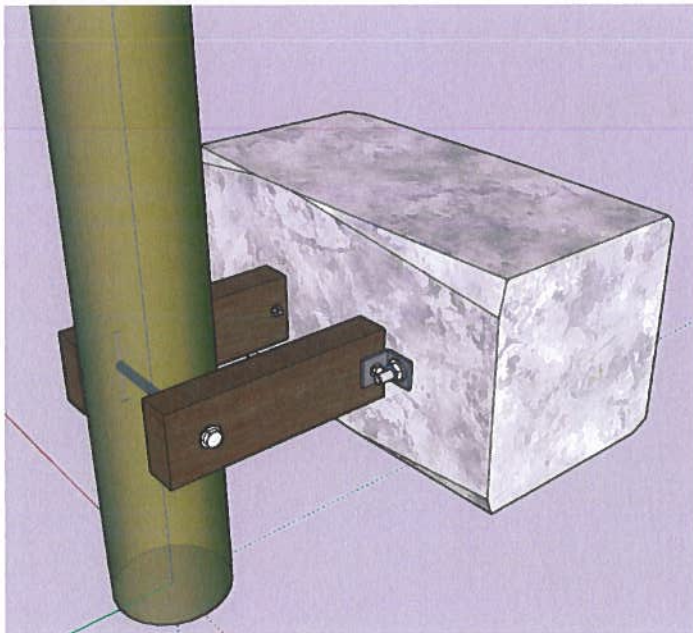


Top Bracing



- 4x8 Pressure Treated CCA 2.5 Lumber
- 1/2" Angle
- 1" Threaded Rod drilled & epoxied
- 1" Through Bolt on Pile
- 3" dock washers

Bottom Bracing



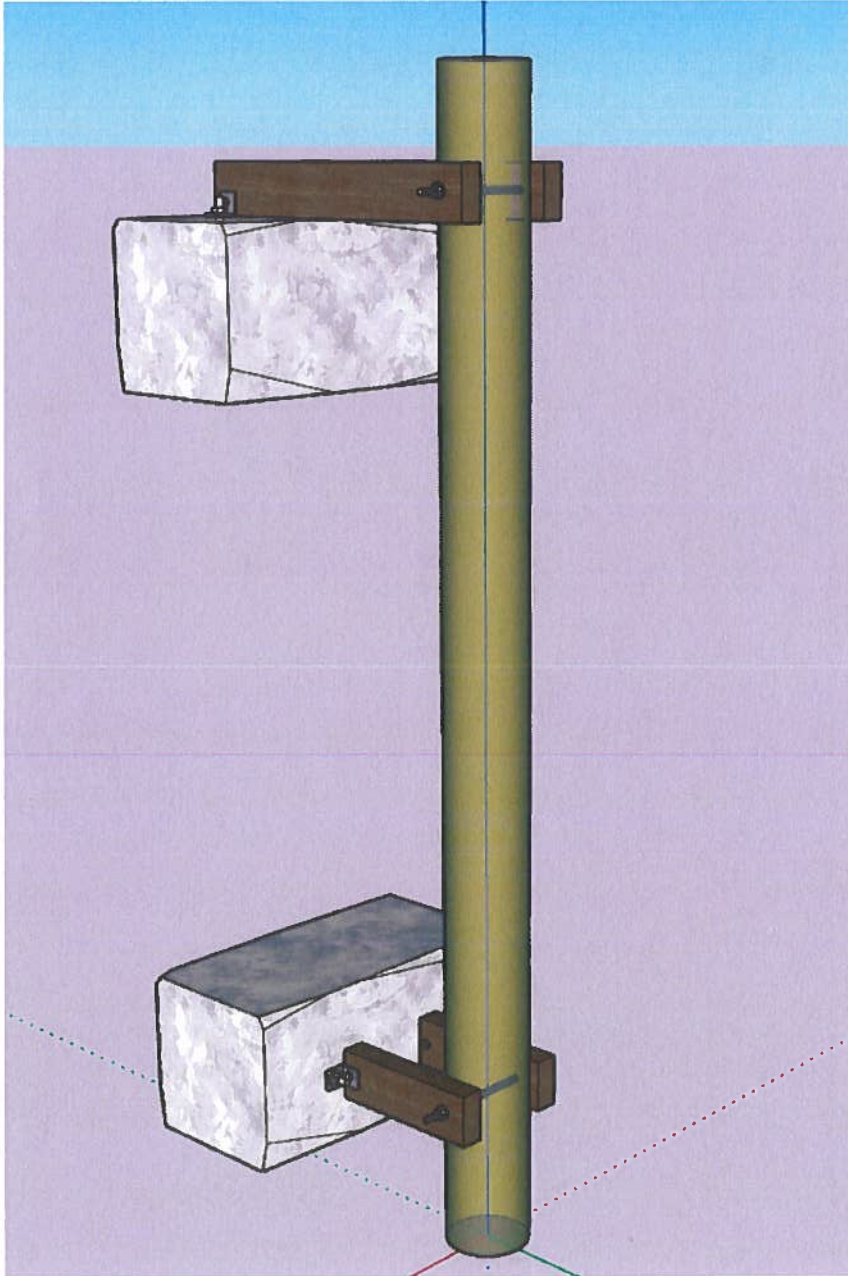
- 4x8 Pressure Treated CCA 2.5 Lumber
- 1/2" Angle
- 1" Threaded Rod drilled & epoxied
- 1" Through Bolt on Pile
- 3" dock washers



PILE DRIVING	
DREDGING	BULKHEADS
	BEACH CONSTRUCTION
	EROSION CONTROL
	RETAINING WALLS



Overall View



PILE DRIVING	
DREDGING	BULKHEADS
	BEACH CONSTRUCTION
	EROSION CONTROL
	RETAINING WALLS



Michael Morse
Principal
Senior Environmental Consultant
MMorse@ArchipelagoNA.com

1 Dana Street
Portland, Maine 04101
(207) 558-0102

August 20, 2025

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

Re: Town Right of Way, Waldo Point Road: Proposal for Shoreline Stabilization Project

Dear Members of the Chebeague Island Selectboard:

On behalf of my clients, Jeff Champagne (22 Waldo Point Road) and Craig MacArthur (30 Waldo Point Road), and for the Board's review and consideration, please find the enclosed proposal for a shoreline stabilization project. This proposal affects Town property that is identified on Town Tax Maps as a 40' right-of-way between lots 62 and 64 on Map I02 (between 22 and 30 Waldo Point Road).

The property and a public accessway to the shoreline are compromised as a result of storm damage and the resultant substantial erosion of the embankment. In addition to stabilizing their own properties from further erosion, our clients propose to assist the Town with stabilization of the Town property. Doing so would provide better stabilization of all three parcels and would help to preserve public access to the shoreline. This proposal also will also facilitate stabilization of the Town's property at a substantially lower cost to the Town.

We respectfully request the Board's consideration of this proposal. We would also appreciate an opportunity to discuss it with the Selectboard at its September 3rd meeting, if possible.

Thank you in advance for your consideration of this matter.

Sincerely,

Mike Morse



Michael Morse
Principal
Senior Environmental Consultant
MMorse@ArchipelagoNA.com

1 Dana Street
Portland, Maine 04101
(207) 558-0102

Town of Chebeague Island
Shoreline Stabilization Proposal
Waldo Point Road ROW

Project Description

This proposal seeks the Town of Chebeague Island's participation in a cooperative coastal bluff stabilization effort, which involves the construction of riprap along a 40-foot stretch of municipally owned land having shore frontage on Broad Sound. This project is located at the Town's shoreline accessway on Waldo Point Road.

The purpose of the project is to address an existing and progressively worsening coastal erosion and shoreline instability issue along the Town's parcel. As this section of the coastline is directly exposed to substantial wave energy and storm surges, as realized from recent storm events, the implementation of riprap stabilization will protect the Town's asset and reduce future erosion-related damage. Left unaddressed, the section of coastal bluff is expected to degrade further, potentially resulting in significantly higher remediation costs in the future and environmental impacts. Stability of the embankment on the Town's property and public access to the shoreline has been compromised.

The riprap would also connect with proposed riprap stabilization on the abutting properties owned by Jeffery Champagne and Craig MacArthur, thereby forming a continuous line of coastal defense and protecting the properties from abnormally strong storm events such as experienced in December 2022 and January 2024. This configuration is mutually beneficial as it would enhance overall bluff resilience for all three lots.

Both adjacent property owners have agreed to participate in cost-sharing for the construction on the Town's property, recognizing the mutual benefit of a cohesive solution. Specifically, the abutters are willing to contribute a combined 50% of the Town's total construction cost for work on its property, with the Town funding the remaining 50%.

Location

The project site is located along the Town of Chebeague Island's coastal right-of-way on Waldo Point Road between the Champagne and MacArthur properties. A location map and labeled site photographs are provided in the attached materials.

Estimated Cost

The total estimated construction cost for the 40-foot riprap project on the Town's property is \$40,000. This cost would be shared between the Town and the two adjacent property owners. Jeffery Champagne and Craig MacArthur have each agreed to contribute 25% of the construction cost, equating to \$10,000 each. The Town of Chebeague Island would only be responsible for funding the remaining 50%, or \$20,000.

State and Town regulations require that each property owner must obtain a separate permit for a project on their respective lot. Archipelago is presently assisting the adjacent landowners with permitting services. Archipelago would apply for permits (DEP, US Army Corps of Engineers, Town CEO) on the Town's behalf for a fee of \$6,000 to the Town. While the project should qualify for only a CEO permit under the current ordinance (confirmed by Paul Demers/CEO), if the Town deems Planning Board or other board/commission review necessary for the project, then our fee to the Town for permitting services would be increased to \$8,500. Our permitting services cost would be substantially lower due to efficiencies gained with the project spanning multiple contiguous properties, when compared to the Town independently proceeding with a stabilization project sometime in the future.

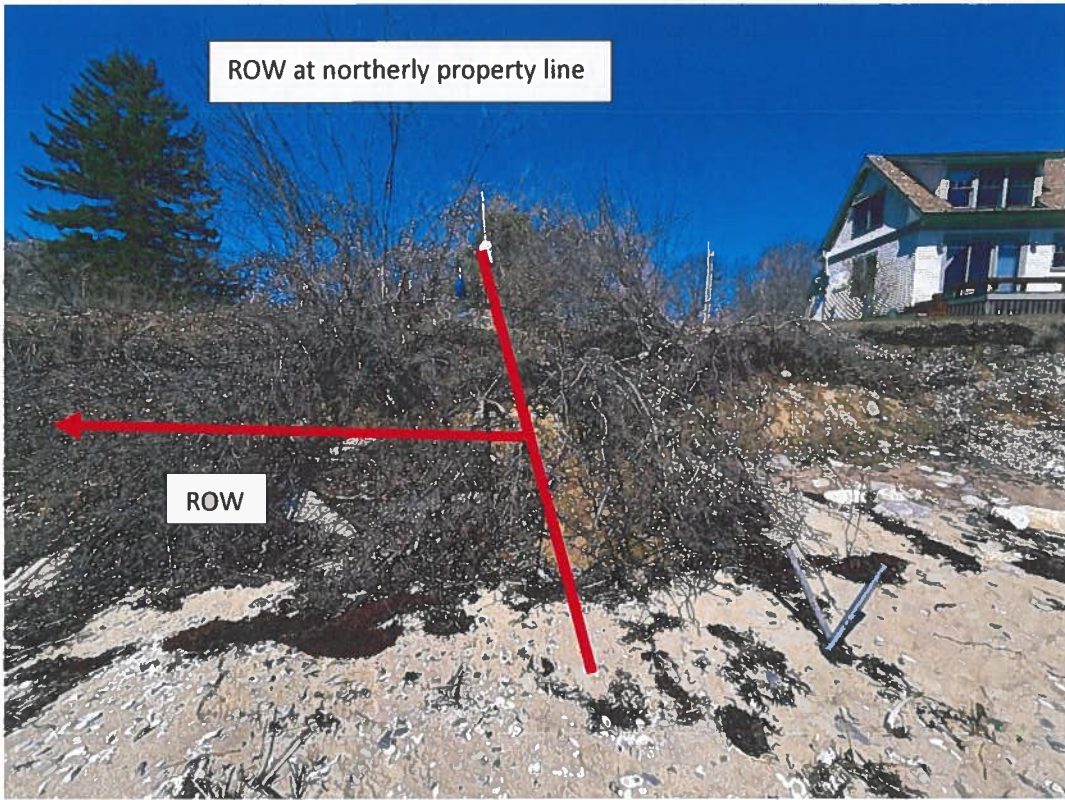
Shore Stabilization Location

- Legend
- Riprap 5-9' wide
 - Vegetated Buffer 10' wide (approx. 40' long)



Photos







The Boat Yard LLC

123 Even Keel rd.

Yarmouth, ME

207-632-5996

I am writing to formally submit our proposal for the design and construction of a 40' seawall for the town of Chebeague on Cousins Island. With The Boat Yard LLC's extensive expertise in marine construction and our commitment to delivering projects that exceed expectations, we are confident in our ability to provide a durable and cost-effective solution tailored to your needs.

Project Description:

One Seawall will be constructed at a town-managed site.

This wall will span 40 Linear feet with the same construction minus the wrap in for the ends.

Seawall locations will be excavated and prepared for the installation of two levels of concrete blocks with Heavy filter fabric separating the blocks from the excavated shoreline. The concrete block structure will be the foundation for a 6' tall wall consisting of 2'-4' boulders that will span and cover the top of the wall.

Materials: With the provided dimensions of each sea wall the materials break down into these quantities

Concrete blocks:

20 6' full bin concrete blocks for 40' wall

Boulders:

30 cubic yards of 2'-4' Boulders for 40' wall

The bin blocks will be stacked 2 high with corner blocks tying inshore every other block on the top row. Heavy Mirafi non-woven filter fabric will be placed between the blocks and the excavated shoreline.

The 2'-4' boulders will be placed seaward of the concrete at a 2-1 slope extending from -.5 HAT elevation to the top of the embankment.

Trucking and Barging:

The site can be accessed via the Chebeague ferry ramp by barge. Seven barge trips are required to transport 6' full bin concrete blocks directly to the site with our barge. The necessary machinery will also be transported in one round trip via barge. All barging and ramp fees are included in this proposal, as is remediation to any town ROW or roads.

Machine Operation and Labor:

For this project's successful completion, an experienced machine operator and skilled laborers from our team must work on-site for about 6 weeks. The machine operators will be responsible for handling specialized equipment such as excavators, cranes, and vessels to ensure precision in tasks like material placement and structural assembly. Supporting labor will assist with material handling, site preparation, erosion control measures, and maintaining a safe and efficient work environment.

Our rate for this project is \$1000/lf

40' comes out to \$40,000

TRAFFIC AND PARKING ORDINANCE

of the Town of Chebeague Island
MAINE

Adopted by the Town Meeting: 1/9/2010

Effective: 1/9/2010

Amended by Selectmen:

10/09/2013

2/13/2019

08/07/2024

02/05/2025

06/04/2025

09/17/2025

Attest:

Town Clerk _____

Seal:

Town of Chebeague Island Code of Ordinances
Chapter 21 – Roads and Paths
Article I – Traffic and Parking Ordinance

SECTION 101. TITLE

This Ordinance shall be known as and may be cited as the “Traffic and Parking Ordinance in the Town of Chebeague Island, Maine,” and shall be referred to herein as “this Ordinance” or “this chapter”.

SECTION 102. PURPOSE AND AUTHORITY

This ordinance was enacted to provide for the establishment of uniform rules governing the flow of traffic on Chebeague Island, and to regulate the parking of vehicles on the roads and public facilities of the Town of Chebeague Island. It is intended to ensure safety to people and property, to promote availability and use of public facilities, to encourage and protect traditional maritime and commercial activities, to make provision for commercial maritime activities and to create a fair and efficient framework for administration of those regulations. It supersedes the similar provisions of the Town of Chebeague Island Coastal Waters Ordinance, except those sections of the same, which may be incorporated herein.

This ordinance is adopted pursuant to the Home Rule Powers as provided for in Article VII-A of the Maine Constitution and Title 30-A M.R.S.A, Chapter 187, Subchapter IV. This ordinance shall be subordinate to existing Federal and State Laws governing the same matters and is not intended to preempt other valid laws.

SECTION 103. DEFINITIONS

- a) The definitions contained in Title 12-A M.R.S.A. for terms not otherwise defined in this chapter shall govern the construction of words contained in this Ordinance. Any words not otherwise defined therein shall be given their common and ordinary meaning.
- b) Compact Vehicle - Any vehicle that is less than 15’ in overall maximum length.
- c) Commercial Vehicle- Any vehicle whose primary use is for business purposes including but not limited to vehicles with commercial license plates and vehicles over 15’.
- d) Off island contractor, employee or Company- A person or company that undertakes a contract to provide materials or labor to perform a service or do a job on Chebeague Island. An individual or company specifically commutes to the island to do the work on island.

SECTION 104. TOWN ROADS

- a) Speed Limits - The Maine Department of Transportation has established the speed limit on the Town Roads of Chebeague Island to be 30 MPH. The Board of Selectmen may, from time to time, petition the Department to change the posted speed limit.
- b) Plowing of Snow – Title 29-A M.R.S.A. Chapter 21, Subchapter 2396 prohibits any person from placing in the public way snow or slush that has not accumulated there naturally. A violation of this section and 29-A M.R.S.A. Subchapters 103 and 104 state

that the exclusive penalty for which is a fine of not less than \$25, nor more than \$500, suspension of license, or both.

- c) Parking on Town Roads – It shall be unlawful to park a motor vehicle within the right-of-way of any town road so as to impede or create unsafe conditions for travel, maintenance, or emergency vehicle access. **The town has the right to provide designated off-street parking in certain areas, if they are properly marked and approved.**
- d) No overnight parking will be permitted on any town roads except Wharf Rd.
- e) Driver-attended parking (staging) shall be allowed on South Rd near the intersection of Deer Point and Bennetts Cove Rd. in the event a vehicle needs to wait for the Barge. No overnight parking shall be permitted in this area.
- f) No motorized vehicles shall be permitted on beaches except those owned by licensed commercial fisherman for work related duties.

SECTION 105. STONE WHARF AREA

It shall be unlawful to park a motor vehicle to block or restrict access to the Stone Wharf landing, ramp or pier. Vehicles cannot be left unattended outside of regularly marked parking spaces.

- a) Bicycles shall be parked only at a rack placed in a location on Stone Wharf.
- b) A designated area will be provided for mopeds and scooters at Stone Wharf. No ATV's or other off road like vehicles are permitted to park in the area.
- c) Motor vehicles shall be parked for no more than twenty-four (24) hours on the Stone Wharf or on the Wharf Road.
- d) A pedestrian safety zone six (6) feet wide is hereby established on the west face of the Wharf, as shown on the Stone Wharf Parking Plan. (Attachment A)
- e) Seven (7) parking spaces on the east face of the wharf shall be reserved for the use of handicapped people.
- f) Two (2) parking spaces shall be reserved for the captain and crew of the Chebeague Transportation Company on the south face of the wharf. (Attachment A)
- g) No vehicle shall be left parked and unattended in any area that is not identified in Attachment A as a regular or reserved parking space. Parking shall be permitted on the South shoulder of Wharf Road, and no parking shall be permitted on the North shoulder.
- h) Police, fire, rescue and other emergency vehicles and equipment shall be exempt from this ordinance during times of emergency or official duties.
- i) The areas shown on the Stone Wharf Parking Plan designated as "Seasonal Trap Loading" Area shall be reserved for loading and unloading only. No cars may be left parked and unattended in this area.
- j) Between Memorial Day and Labor Day, the "Seasonal Trap Loading" Area as shown on the Stone Wharf Parking Plan shall be limited to a staging area for those picking and dropping people up from the boat. There shall be no unattended parking. (Attachment A)

Town of Chebeague Island Code of Ordinances
Chapter 21 – Roads and Paths
Article I – Traffic and Parking Ordinance

- k) During the months of June and November, the “Seasonal Trap Loading” Area as shown on the Stone Wharf Parking Plan shall be limited to temporary use to allow fishermen access to load and unload gear. The Seven (7) spaces north of the barge ramp shall be “No Parking – June and November” as depicted on Attachment A.
- l) No person shall leave any commercial fishing equipment standing for a period more than forty-eight (48) hours anywhere on Stone Wharf.
- m) There shall be no overnight parking for commercial vehicles with trailers. All commercial vehicles **and off island contractors/companies** shall park in parallel spaces on Stone Wharf Road only. No Commercial vehicles shall park in the gravel parking area or Stone Wharf. This includes but is not limited to commercial trucks, vans and large size vehicles.
- n) **Municipality may provide up to 3 passes to Island Commons and 2 passes to Kids Place. The passes must be picked up at the Town Office and placed on the windshield. Passes are not transferable between cars and cannot be copied. Passes are not applicable to resident parking area and cannot exceed 48-hour parking.**
- o) All the spaces on Stone Wharf shall be reserved for residents only between Labor Day and Memorial Day (See Attachment B).
 - A. For this purpose, a resident is considered someone who is registered to vote on Chebeague Island.
 - B. Upon verification of voter registration status by the Town Administrator or designated town employee, a free sticker will be provided. The sticker must be placed in the front windshield of the vehicle. **One sticker per registered voter.**
 - C. All outstanding parking tickets must be paid in full.
 - D. Excludes handicapped and the 2 CTC parking spaces.

SECTION 106. CHANDLER’S COVE WHARF AREA

- a) Motor vehicles shall not be parked for more than twenty-four (24) hours in either of the two town-owned parking lots, except for vehicles owned by public utility companies.
- b) One space, if necessary, shall be reserved for employees of the U.S Postal Service.

SECTION 107. INDIAN POINT AREA

- a) No vehicles shall be parked and left unattended in front of any driveway and the chain linked fence across Indian Point Rd.
- b) Any additional parking beyond Four (4) spaces will take place on North Rd. on the straight section of the road.

Town of Chebeague Island Code of Ordinances
Chapter 21 – Roads and Paths
Article I – Traffic and Parking Ordinance

SECTION 108. BENNETT’S COVE AREA

- a) Overnight Parking of vehicles (12 midnight through 7:00 am) on Bennett’s Cove Road is prohibited.
- b) Parking vehicles in the turnaround area at the foot of Bennett’s Cove Road is always prohibited.
- c) Two (2) parking spaces shall be reserved for the use of handicapped people.
- d) No idling is permitted on Bennett’s Cove Rd. Any vehicles waiting for a barge should do so in the marked designated staging area near the intersection of Deer Point Rd and South Rd.
- e) **Vehicles parked Overnight or in front of No Parking sign will receive \$100 fine for each offense.**

SECTION 109. ADMINISTRATION AND ENFORCEMENT

This ordinance shall be administered by any duly sworn law enforcement officer and / or Parking Enforcement Attendant or any other person so designated by the Town Administrator.

Law Enforcement Officers of the Town of Chebeague Island, the Parking Enforcement Attendant or other person so authorized by the Town Administrator, shall have the authority to enforce this ordinance.

The Town Administrator shall cause fines to be collected via legal methods of collection. Any fines not collected after thirty (30) days of the issuance of a notice of violation shall be either turned over to a collection agency, prosecuted in Small Claims Court, or collected by other means such as prosecution by the Sheriff in conjunction with the District Attorney.

The Town Administrator shall have the authority to hear appeals of the issuance of the Notice of Violation. Any person aggrieved by the decision of the Town Administrator shall appeal, in writing, to the Selectboard, who shall hold a hearing on the grievance at their next scheduled regular meeting.

SECTION 110. PENALTIES

~~Any violation of this Ordinance shall be a civil infraction subject to a fine of not less than \$20 and not more than \$500.~~ Each violation shall be deemed a separate offense. In addition to any fine, the municipality may seek restitution for the cost of repairs to any damaged way or related structure and reasonable attorney fees and costs. Prosecution shall be in the name of the municipality and shall be brought in the Maine District Court.

Any person found in violation of the following parking provisions of this ordinance shall be subject to a fine as listed below:

- ~~\$25~~ **\$50** Parking in a no parking area
- \$25 Overtime parking (more than 24 hours)

Town of Chebeague Island Code of Ordinances
Chapter 21 – Roads and Paths
Article I – Traffic and Parking Ordinance

- \$50 Overtime parking (more than 48 hours)
- \$75 Overnight parking after 2 consecutive days (more than 72 hours)
- \$50 Parking in a handicapped parking space
- \$25 Parking in a loading zone

A boot may be placed on a vehicle that is not in compliance with the current rules at the discretion of the Town Administrator and the Parking Enforcement Officer. **All outstanding parking tickets must be paid prior to removal of the boot.**

SECTION 111. AMENDMENTS

After adoption of this Ordinance at a Town Meeting, and after a duly noticed hearing, the Selectboard have the authority to make amendments, deletions and additions to this Ordinance as they deem to be in the best interest of the Town of Chebeague Island.

SECTION 112. SEVERABILITY

In the event any portion of this Ordinance is declared invalid by a court of competent jurisdiction, the remaining portions shall continue in full force and effect.

Attachment A



Stone Wharf, Chebeague Island, Maine
September 17, 2025

Selectboard Communication Policy Statement

1. Purpose

The Selectboard (Board) recognizes that communication is critical to an efficient Board and Town government. Some forms of communication may, however, prove counterproductive with regards to their intended purpose and/or may violate State Law.

This policy provides guidelines to the members of the Board regarding communication of Town business with other members of the Board, the Town Administrator, Town employees, other Boards, agencies, and organizations, and to members of the Public at large. It applies to individual members of the Selectboard and not to the Selectboard acting as body, through it's chair.

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

The policy is enacted upon a majority vote of the Selectboard and may be amended or repealed from time to time, in the same manner.

4. Policy

Members of the Board shall conduct themselves in accordance with the following guidelines when communicating Town business:

- a. During Public Meetings,
Communicate respectfully with the public, employees and other members of the Board at all times. Avoid harsh words or profanity.
- b. With Other Selectboard Members,
 - Maine's "Right to Know" Law, officially titled the Freedom of Access Act or FOAA (1 M.R.S. §§ 400-414), was enacted to assure the public access to both the public proceedings and public records of governmental entities, including municipalities and quasi-municipal entities.
 - An unintended or unnoticed Selectboard meeting may occur when a quorum of municipal officers discusses town business outside of a publicly noticed board meeting. 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. Unintended public meetings can also occur when three or more Selectboard members have conversations about town business on the telephone, via text message or by email outside of a regularly scheduled public meeting about Selectboard business. Public proceedings that lack advance public notice and an opportunity for public attendance, even if unintentional, are a violation of the FOAA.
 - The Selectboard as municipal officers are in no way legally prevented from meeting socially and outside the public arena provided that town business is not discussed.

- c. With Town Employees (excluding the Town Administrator),
Communications by a Selectboard member with any Town employee should be limited to soliciting information to allow the Selectboard member to be informed. If the Town Administrator is the employee's supervisor, any communications for other purposes such as giving directions, instructions or suggestions should only be communicated by or at the direction of the entire Selectboard as a whole, to the Town Administrator.
- d. With the Town Administrator,
Communications by a Selectboard member with the Town Administrator should be limited to receiving or conveying information or opinions. Any directives to the Town Administrator must come through a motion and vote of the Selectboard as a whole.
- e. With the Public,
It is the responsibility of the Selectboard to keep the public informed of municipal affairs. 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 communications to the entire community 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.

- f. With Other Town Boards, Committees or Commissions,
Communication with other boards, committees, or commissions of the Town should come from the Board as a whole unless a Selectboard member has been explicitly authorized to represent the Board by a majority vote of the Selectboard.
While attendance and participation in meetings by individual Selectboard members is encouraged, they must be clear at each meeting when they have been authorized to represent the Board and when they have not.
Selectboard members who serve in an ex-officio capacity on town committees should not prepare agendas or minutes or run meetings and, unless otherwise approved by the Selectboard, they serve as non-voting members in an advisory capacity only.
- g. With the Town Attorney,
Communication with the Town attorney is made through the Town Administrator unless the Board has clearly designated some other individual (Selectboard 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 is a limited set of related questions. Selectboard members are permitted to contact Maine Municipal Association's Legal Services division independently, without permission from the Selectboard or the Town Administrator, to seek legal guidance on a town-related issue.
- h. With the Media,
Generally, communication with the media should be accomplished through press releases that have been reviewed and approved by the Selectboard. In most cases, inquiries from the media should be directed to the Town Administrator.

Communications by individual Selectboard members with members of the media should be done with great care and generally should be limited to reporting Selectboard actions and not personal opinion or speculation.

5. Email

- a. All Selectboard members will be issued a town email, and they should use that email account for all town-related business. Text messaging is not unacceptable form of communication for town-related business.
- b. Emails among Selectboard members shall be limited to transmitting factual information only; agendas, minutes, schedules, memos and reports are suitable for email distribution; opinions, positions, back and forth dialog and/or response (other than for scheduling or similar administrative issues) are not permitted.
- c. If the Selectboard member communicates via email about town business with town staff or contractors, the Town Administrator should be copied.
- d. If the entire Selectboard receives an email from a community member or another party, the Selectboard Chair will respond on behalf of the Board and indicate that the issue can be handled by the Town Administrator or by the entire Selectboard at a future meeting.
- e. All emails among Selectboard members are public documents, potentially subject to viewing and redistribution under Maine laws.

According to MMA "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." (Maine Townsman, May 2007)

6. Adoption and Revision History

Adopted on: 2/13/2013 YES 5 NO 0 Updated: September 17, 2025

Auto Fill Form for:
4501 - 4502 - 4503

Notification: <input type="text" value="10301197011"/>	<input checked="" type="checkbox"/> Not Published
Work Order: <input type="text" value="801000716476"/>	<input type="checkbox"/> Public Notice of this application has beengiven by publishing the text of the same
Field Planner Name: <input type="text" value="Samantha Osborne"/>	In: <input type="text"/>
Field Planner Phone #: <input type="text" value="N/A"/>	On: <input type="text"/>
Date: <input type="text" value="Mar 19, 2025"/>	

City / Town <input type="text" value="CHEBEAUGE ISLAND, PORTLAND"/>
To the: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> County of: <input type="text" value="Cumberland"/> , Maine

CMP applying for: <input checked="" type="checkbox"/> Overhead <input type="checkbox"/> URD
--

1. Starting Point: <input type="text" value="P8"/>
2. Road (State & CMP): <input type="text" value="JENKS RD"/>
3. Direction: <input type="text" value="NORTHEAST"/>
4. Distance: <input type="text" value="18"/> feet
5. Number of Poles: <input type="text" value="1"/>

TELCO: Consolidated Communications of Northern New England Company LLC	Refer To Field Planner Web Page for selecting the appropriate Tel Co.: Home Page > Field Planner Resources > Telco Information
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Print Button No longer supported, please use File Menu -> Print

Notification: 10301197011

CENTRAL MAINE POWER COMPANY

Work Order: 801000716476

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: CHEBEAUGE ISLAND, PORT, Maine

To the: [X] City [] Town [] County of: Cumberland, Maine

- [X] Central Maine Power hereby applies for permission to: [X] Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below. [] Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

[X] Central Maine Power Company and Consolidated Communications of Northern New England Company LLC jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

- 1. Starting Point: P8
2. Road (State & CMP): JENKS RD
3. Direction: NORTHEAST
4. Distance: 18 feet
5. Number of Poles: 1

- [X] Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code. [] Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

[] Public Notice of this application has been given by publishing the text of the same [X] Not Published

In: []
On: []

CENTRAL MAINE POWER COMPANY

Consolidated Communications of Northern New England Company LLC

By: Samantha Osborne

Date: Mar 19, 2025

By: Jessica Theriault Date: 8/4/2025
Jessica Theriault - Right of Way

CENTRAL MAINE POWER COMPANY

SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS

City / Town: CHEBEAUGE ISLAND, PORTLAND

Date: Mar 19, 2025

Street: JENKS RD

By: Samantha Osborne

Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available. Poles/ Pads are staked. For further information call: Samantha Osborne at Central Maine Power Company tel: N/A . Pole/Pad spans shown are approximate.

Feet Behind Curb	Feet Behind Guard Rail	Feet to C/L or ETW	Pole / Pad #	Higway Lines	Pole / Pad #	Feet Behind Curb	Feet Behind Guard Rail	Feet to C/L or ETW	Higway Lines
				JENKS RD					
				SANDY POINT RD					
				DRIVEWAY TO 40 JENKS RD					
				NEW P8.H					
				18'					
				EXISTING P8					
				250'					
				EXISTING P8.1					

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Consolidated Communications of Northern New England Company LLC

dated Mar 19, 2025, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of CHEBEAUGE ISLAND, PORTLAND,

approximately located as follows:

- 1. Starting Point: P8
2. Road (State & CMP): JENKS RD
3. Direction: NORTHEAST
4. Distance: 18 feet
5. Number of Poles: 1

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

Hook Road Parking

From Vickers, Lisa <LVickers@geiconsultants.com>

Date Thu 2025-09-04 8:52 AM

To Town admin <townadmin@townofchebeagueisland.org>; Carol White <cwhite@townofchebeagueisland.org>

Cc Bannon, Dan <dbannon@geiconsultants.com>

 1 attachment (11 MB)

Chebeague Island - Hook Road - Parking Plan Markup - 2025-09-03.pdf;

Hi,

We updated the plan to include the safe sight views assuming a 25-mph speed limit. Based on MDOT standards, the safe sight distance is 200 ft. The parking to the west of the driveway meets MDOT views; however, the parking to the east will block the drivers safe sight distance as shown on the attached plan. Based on this, we will need to shift these parking spaces to the other side of the utility pole. Will this work for the Town or do you want to explore alternative options?

Thank you,
Lisa

GEI

LISA VICKERS

Senior Coastal Professional

207.466.4689 | cell: 207.615.1527

5 Milk Street | Portland, ME 04101



