



# Town of Chebeague Island

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

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## **COMMITTEE MEMBERS NEEDED!**

- Planning Board- 2 members
- BOAA-1 member

**Audit-** FY 2024 Audit is complete and we have received the final copy. We have paper copies if a Selectboard member is interested in 1. We will also have it available online (<https://www.townofchebeagueisland.org/treasurer>).

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

**Pile Replacement Timeline and Funding-** I filled out the SHIP Grant and sent it to Chris Mayo at MDOT. The grant request was to cover 50% or roughly \$60,000 of the expected expenses for pile replacement on Cousins (6piles), Stone Wharf (4piles) and Chandlers Dock (9piles). After further discussion with MDOT, it was determined that the replacement on Cousins and Stone Wharf will not qualify for the SHIP Grant. The work that will be completed at Chandlers will qualify and I was told that we would receive the grant funds for half that cost (\$25,000). As things are currently unraveling, the work to be performed on Cousins and Stone Wharf is expected to be started the week of October 6<sup>th</sup>. We are in communications to remove the 2 floats at the Stone Wharf for the work to be completed. As to whether they will be removed or placed back in after is dependent on cost and timing. The other town floats will still be in allowing those that tie up in this area to relocate without inconvenience. On Cousins Island, it is slightly more difficult to accommodate the outboards when the work is being done. We will advertise that for 3-4 days while the work is being performed, people will need to take CTC seeing as there will be no area for outboards to tie up on Chebeague float. Public Works, Harbormaster and I are all in contact about it. Yarmouth has been contacted and are aware of this work. Chebeague will file for a Permit by Rule for Cousins and Chebeague. We will advertise and send out text alerts when we know more precise dates for the timing of the work.

*Respectfully submitted,*  
*Viktoria Wood*

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

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**MEMO**

**To: Vika Wood, Town Administrator**  
**From: Chief Ralph Munroe**  
**Date: 09/21/25**  
**Re: Monthly Report**

The Chebeague Fire Rescue has responded to 119 calls to date.  
This month we were called to Harpswell for mutual aid. We were returned enroute.

I was one of 8, chosen to be on a committee to study EMS to unbridged islands. We are working with Maine EMS and the Department of Transportation, to prepare a report for the Maine State legislature. The report is due January 1<sup>st</sup>. I expect this to be a lot of extra work but optimistic that it will be worthwhile. I look forward to working with this experienced group of people.

We had 8 members of the Chebeague Fire rescue compete in the Tunnel to Tower Run in Portland Maine on August 30.

Chief Ralph Munroe



# Town of Chebeague Island

To: Chair of the Selectboard, Carol White  
From: Viktoria Wood, Town Administrator  
Date: October 1, 2025  
Re: September Public Works Report

9/1 - 9/5

Remove a fallen tree on North Rd  
Remove a deceased item from School House Rd  
Construct a privacy fence at Town Hall  
Empty sand shed for structural inspection  
Begin 2nd mowing of road shoulders  
Begin emptying brush dump of mulch

9/8 - 9/12

Pre inventory of items needed for winter  
Repair fence behind Transfer Station  
Retrieved Sherrif vehicle for winter storage  
Completed mulching at Transfer Station  
Continued mowing road shoulders

9/15 - 9/19

Removed all metal debris from yard that was  
buried in the weeds and woods and opened  
up the yard for winter snow removal  
Continue mulch removal via placement around  
solar panels  
Inventory of shop filters and belts to remove items  
that we no longer have vehicles for

9/22 - 9/26

Finished 2nd mowing of road shoulders  
Reattached float bumper  
Attended DEP seminar on Erosion Control  
Trouble shoot repairs on Super N Backhoe  
Applied new logos on Truck #1  
Continual - Remove Island trash and road debris  
and clear both wharfs

Submitted by the 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: October 1, 2025  
Re: September Solid Waste Report

## Containers Shipped Off Island

Month.		YTD
Household.	4.	35
Debris.	3.	31
Cardboard.	2.	20
Metal.	1.	13
Recycle.	1.	8
Total.	11.	107

Jan - Sept 2025 Total = 107 Containers filled

Jan - Sept 2024 Total = 92 Containers filled

## Brush Dump Information

Month.		YTD
Visits.	46.	244
Comm.	20.	130
Individual.	26.	114
Trees.	40cy.	241cy
Brush.	89cy.	477cy

Submitted by Jeff Wescott

**Town of Chebeague Island  
Municipal Facilities Committee**

Chebeague Island Public Safety Alternative Concept  
Presentation to the Board of Selectmen  
September 26, 2025

**CONCEPT OPTION “C”**

1. The Facilities Committee is considering a course of action which would address the most pressing needs of the Chebeague Island Fire & EMS service in a cost efficient manner. This entails an approach of less scope and cost than the previously recommended solution as described in Port City Architects Chebeague Island Fire Department and Town Hall Assessment Study dated November 30,2023.
  2. Reduce the new building area across North Road from the currently designed 10,500 SF to 3,000 SF which would include:
    - 2,000 SF pre-manufactured metal building housing EMS functions of 2 apparatus bays for ambulances, EMS support, decontamination & storage
    - 1,000 SF modular building crew quarters for municipal staff
  3. Modest remodel of existing Fire Barn Building to provide exhaust ventilation and utilize space gained from EMS relocation.
  4. Target budget of \$2M: 50% TOCI, 50% Fed/State Funds
- 
5. Consider this implementation to be the first phase which would allow for a future phase build-out to meet the complete needs of Fire & Rescue and Town Office.

**PROS:**

- Reduced initial cost so the project might be implemented in coordination with other island needs
- Incremental approach allows for future phasing of Fire Department and Town Office needs.
- Shared use of site infrastructure (well & septic) for a variety of municipal staff needs, including Fire & EMS, crews Public Works, Sheriff.

**CONS:**

- Total initial Fire & Rescue Program is reduced from 10,500 SF to 6,500 SF (3,500 SF of Fire Dept remains in existing building)
- No initial solution for Town Office needs
- Fire & Rescue are split across the road in the initial phases
- Existing Fire Barn still does not meet modern Essential Facility standards

# Chebeague Island Fire & EMS Public Safety

Program Split for Concept C  
9/10/2025

	Located in: EXISTING FIRE BARN			Located in: NEW BUILDING(S)		
	SF	No.	Total SF	SF	No.	Total SF
<b>Apparatus Bay Areas</b>						
Fire Bays 16' x 50'	800	3	2400			
- Engine 4						
- Engine 8 Pump						
- Engine 9						
EMS Bays 16' x 30'				500	2	1000
- Ambulance 1						
- Ambulance 2						
- 4-Wheeler						
<b>Apparatus Bay Support</b>						
Decon Room				120	1	120
Turnout Gear / Lockers	220	1	220			
Gear Storage	200	1	200			
EMS Supply Room				120	1	120
SCBA Filling and Storage	125	1	125			
Machine Shop Room	100	1	100			
Storage/ Mech / Elec	130	1	130			
General Storage (Mezzanine)	220	1	220			
<b>Living Quarter Areas</b>						
Bunkroom				110	4	440
Bath / Shower				80	1	80
Dayroom	425	1	425	150	1	150
Kitchen / Eating	125	1	125	150	1	150
Laundry / Storage				120	1	120
				<i>Modular</i>		<b>940</b>
<b>Administrative Areas</b>						
Vestibule / Entry	0	0		0	0	
Public Rest Rooms	80	2	160	60	2	120
Office	150	1	150	0	0	
Report / Computer Room				100	1	100
Conference Room - Small				120	1	120
Records Storage				120	1	120
				<i>Pre-fab Metal</i>		<b>1700</b>
<b>Building Support</b>						
Janitor	35	1	35			
Hall	75	1	75			
<b>Subtotal Building Area</b>	Existing <b>3500</b>			<b>2640</b>		
Circulation, / Grossing Factor @ 15%	<i>incl.</i>			360		
<b>Total Building Area</b>	<b>3500 SF</b>			<b>3000 SF</b>		
				<b>Total Fire &amp; Rescue 6500 SF</b>		

**Sitework, includes:**

- Clearing and Grubbing
- Well & Septic
- Modular Foundation
- Parking and Apron

= desired program space unaccounted for

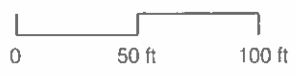


PLAN  
NORTH

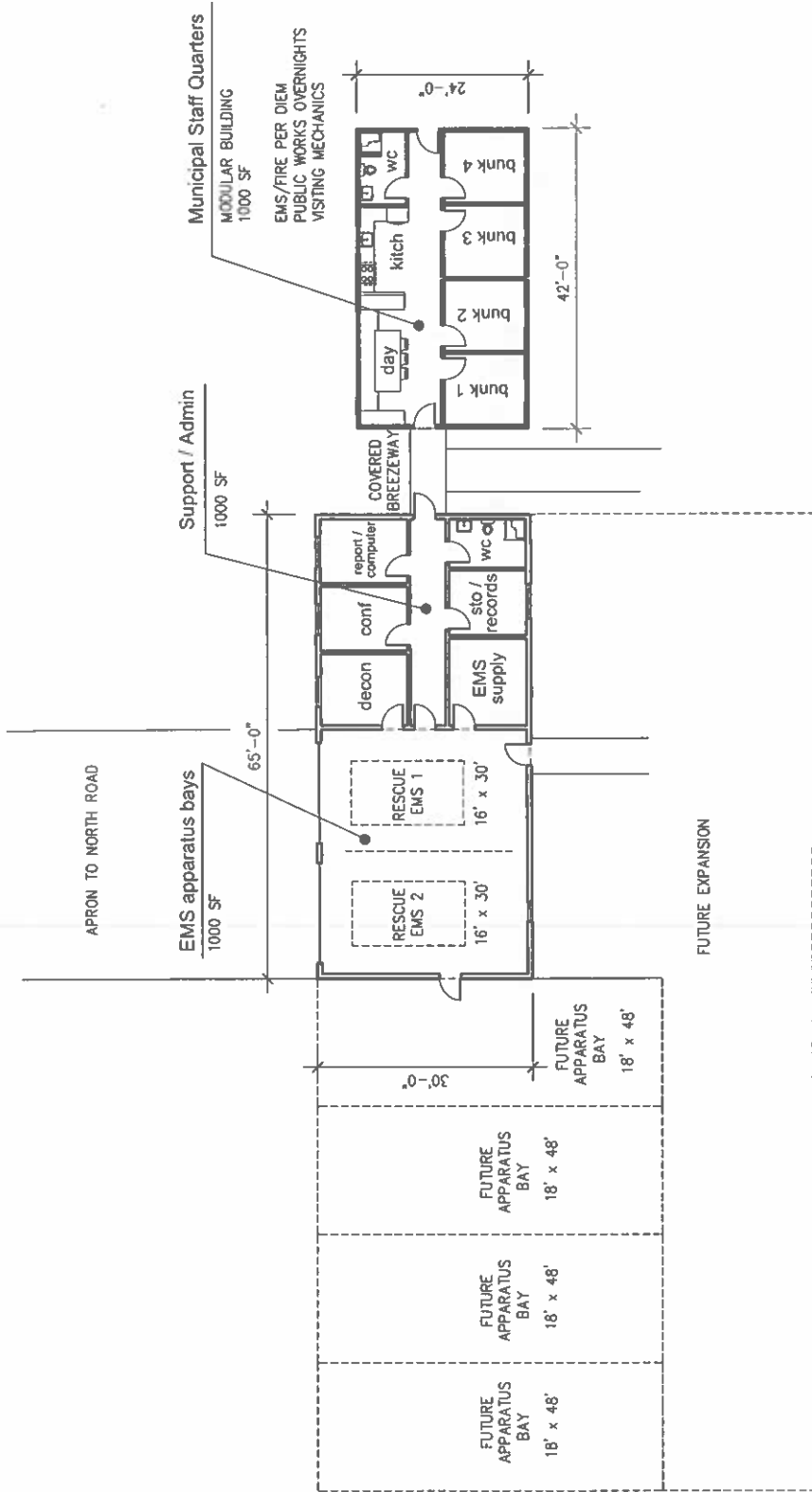


OVERALL SITE PLAN - OPTION "C"

SCALE: 1" = 50'



9/26/25

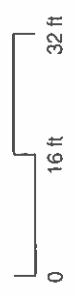


PLAN NORTH

**OPTION "C" PUBLIC SAFETY BUILDING FLOOR PLAN**

SCALE: 1/16" = 1'-0"

9/26/25

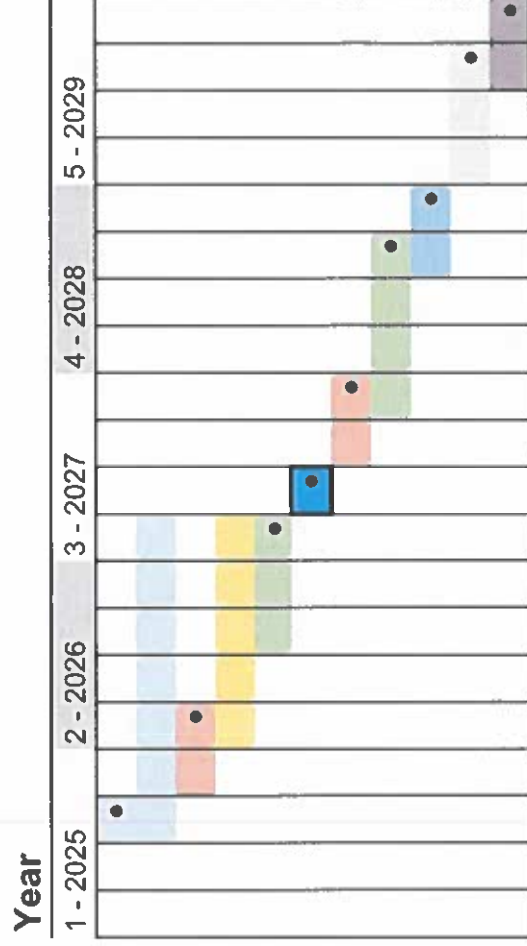


# Chebeague Island Public Safety Improvements Project

Critical Path Timeline - *POSSIBLE APPROACH*  
September 26, 2025

## Project Milestones

- Selectboard Support & Approval to Proceed
- Coordination with Finance Committee
- Preliminary Design
- Public Outreach
- Additional Funding - Preliminary Evaluation
- Town Approval to Proceed
- Final Design & Engineering
- Secure Additional Fed / State Funding
- Permitting / Bidding
- Building Construction
- Fire Barn Renovations



Sept 28, 2025

## Chebeague Housing Task Force Housing Survey Synopsis

14 questions, 126 respondents

Who responded:

45%	Property owner year round
32%	Property owner seasonal
12%	Year round renter
2%	Seasonal renter
5%	Occasional visitor
5%	None but I really want to live here

How important is the need for year round housing? 91% of respondents say it is important!

64%	Very Important
72%	Important

People want year round housing (91%) year round workforce housing (74%) ownership (77%), rentals (76%), seasonal workforce housing (62%).

**Affordability** is a primary characteristic of a successful program

People who indicated they needed housing described what they wanted: to be near family, housing for 1-2 people, modest housing, and housing because they had a job on the island.

A successful housing plan should include payment of property taxes in some manner, a variety of sizes (small, 1-3 bedrooms, clustered) with multiple pathways: rental, ownership, rent to own.

The planning of the project should have an emphasis on a sense of community, nature, reflect traditional homes of Chebeague, and be in a neighborhood.

Covenants on property, to limit the housing for year round residents and limit short term rental, has approval (50%) and a significant number of people who want more information (38%). This will be a key question discussed at the Community Conversation.



## Thank you for joining the Community Conversation About the Summer/Fall Housing Survey... What Works for Chebeague Island?

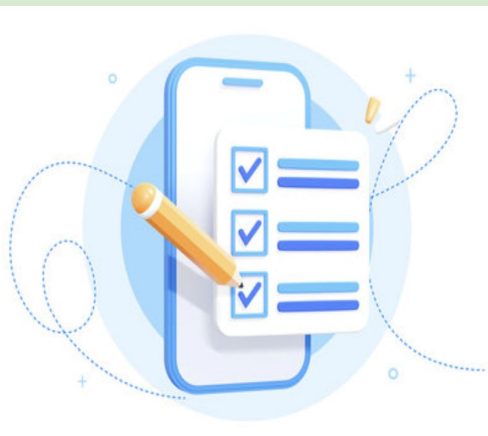
Presented by the Chebeague Housing Task Force

## What is the Chebeague Housing Task Force?

The CHTF was appointed by the Select Board in January 2024 to explore potential solutions for creating a comprehensive response which supports a vibrant year round community. Housing for year round residents is a priority of the Chebeague Comprehensive Plan for the island.

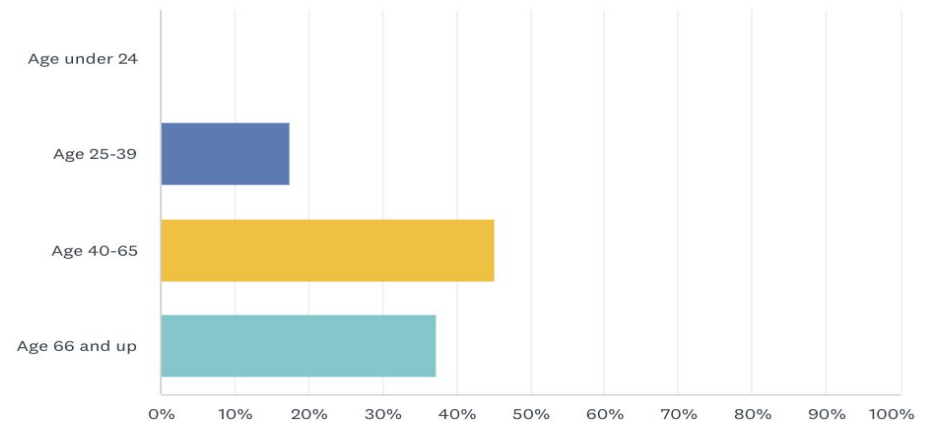
The CHTF is tasked with collecting community input, doing research of successful housing initiatives on island and coastal communities, and recommending a plan which provides a viable pathway for supporting year round housing opportunities for the island community.

This Community Conversation about the survey results is the first step in the process. Let's see the survey results....

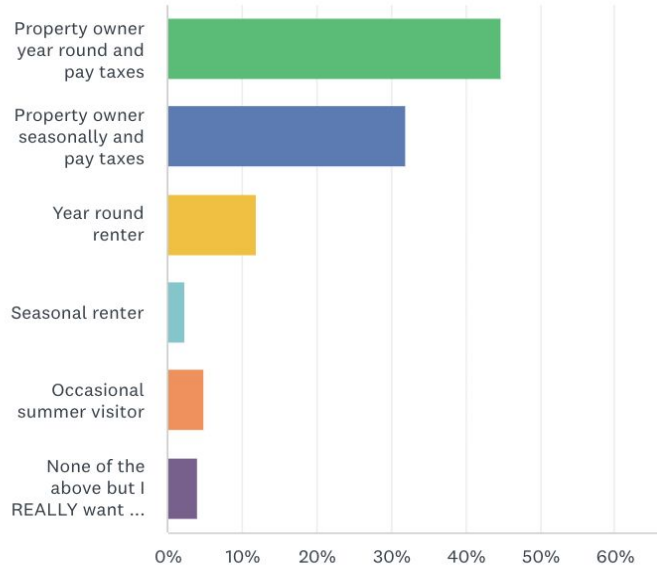


The survey was open from the end of July to September 25. The survey was advertised on two text alerts from the TOCI, on the TOCI website, flyers around the island, on Chebeague.org and on social media.

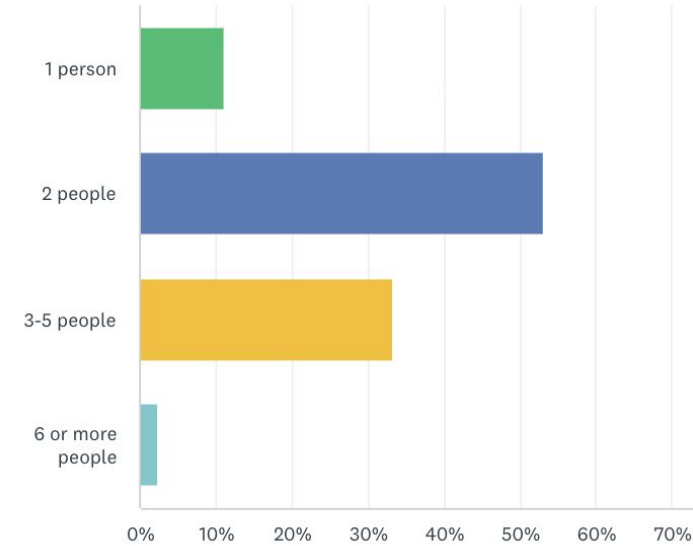
Q1: First, about you:



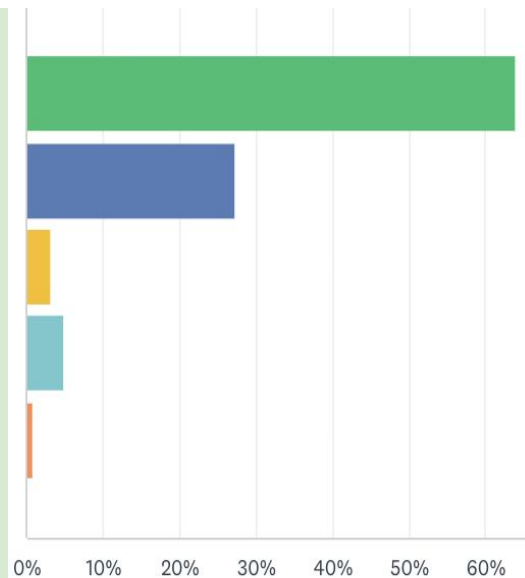
## Q2: What is your residency?



## Q 3: What is the size of your household?



Q 4: The Chebeague Island community has identified housing as a major need for the sustainability of our community, especially for the security of year round residents. How important is housing to the sustainability of the Chebeague Community? On a scale of 1-5, please rate the overall need for year round housing on Chebeague Island:

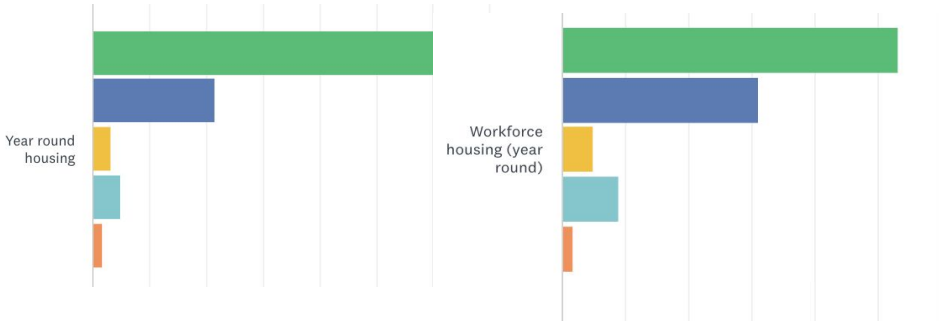


## Let's look at question 4 in detail:

91% of respondents rated housing on Chebeague as very important or important:

Very important	64%
Important	27%
No opinion	3%
Less important	5%
Not at all important	1%

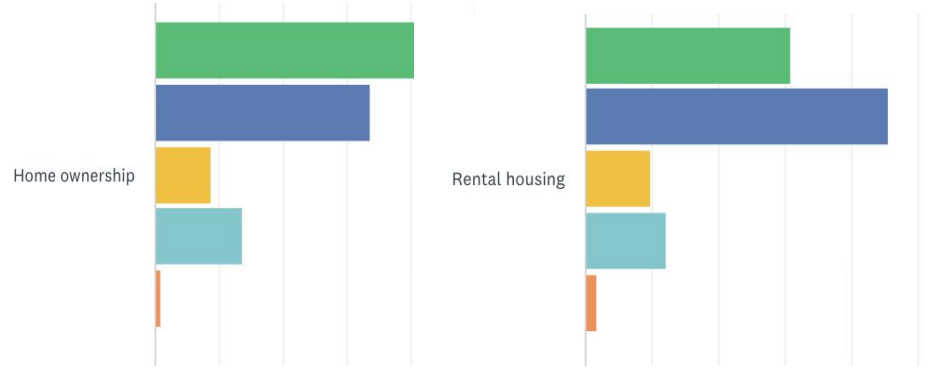
Q 5: Housing can take many forms. On a scale of 1-5, how important would you rate the need for these different types of housing options?



91% approval for year round housing

74% approval for year round workforce

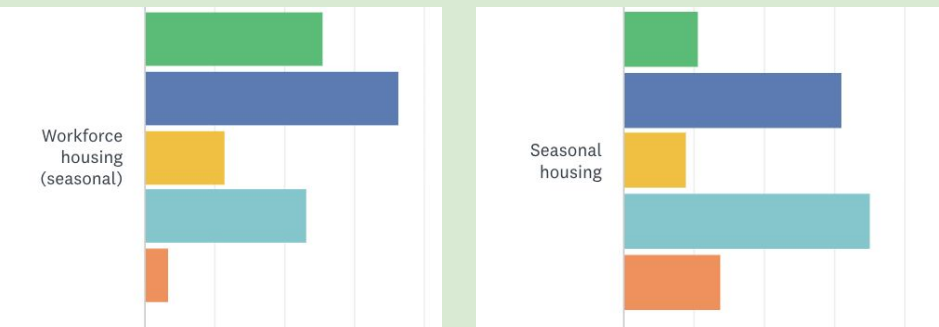
Q 5: Housing can take many forms. On a scale of 1-5, how important would you rate the need for these different types of housing options?



77% approval rating for home ownership

76% approval for rental housing

Q 5: Housing can take many forms. On a scale of 1-5, how important would you rate the need for these different types of housing options?



62% approval rating for workforce housing (seasonal)

42% approval rating for seasonal housing

Q 6: What do you think is important to consider in developing a plan for housing?

Question 6	
Affordable	39
Housing for people who work on island	7
Yes to an apartment building	7
Families	6
Sustainable	6
Economic and resident diversity	5
Small houses	4
A pathway that leads to ownership	4
Young people	4
Older people	3
Single people	3
Safe quality housing	3

Preserve character of Chebeague	3
Pet friendly	3
Private	3
Cluster or neighborhood	3
Update existing structures	2
Consider infrastructure	2
Year round	2
No aptment building	2
Keep rural areas	2
No more houses!	1
Zoning	1
Use town land	1
No rentals	1

**Q 7: Who needs housing and what is needed? If you need housing, answer with What is important for me?**

- 32% Housing for moving to the island and being a member of the community
- 24% Housing for family members to move to the island
- 27% Housing for 1-2 people
- 23% Housing with space for a caregiver
- 23% Housing which is modest but room for expansion
- 22% Workforce housing for a year round job
- 21% Housing for 3 or more people
- 20% Housing for an island resident ready to downsize
- 10% Workforce housing for a seasonal job

**Q 7: Who needs housing and what is needed? If you don't need housing answer with What is important for the island?**

- 78% Housing for 3 or more people
- 75% Housing for moving to the island and being a member of the community
- 71% Workforce housing for a year round job
- 70% Housing for 1-2 people
- 65% Workforce housing for a seasonal job
- 63% Housing for an island resident ready to downsize
- 61% Housing with space for a caregiver
- 50% Housing for family members to move to the island
- 23% Housing which is modest but room for expansion

**Q 8: What would a successful and sustainable housing solution look like?**

<u>Yes</u>	<u>No</u>	
59%	9%	Individual houses in different locations around the island
50%	12%	Specific architectural plans pre-approved for building
42%	26%	Housing in a neighborhood setting
41%	21%	Clustered housing with shared utilities
32%	12%	Potential homeowners can design and build their own house

**Q 9: Let's Consider Land and Taxes. Please indicate whether you prefer, do not prefer, unsure, or need more information:**

<u>Prefer</u>	<u>Not prefer</u>	<u>More info</u>	
54%	1%	30%	Property taxes for <u>land</u> paid by owner
55%	2%	28%	Property taxes for <u>house</u> paid by owner
15%	30%	34%	Housing on town/non-profit land, no taxes paid
32%	12%	38%	Housing on town land leased or sold, taxes paid

**Q 10: What types of housing do you think would be the best fit for contributing to a sustainable community now and into the future?**

Yes   No   Maybe

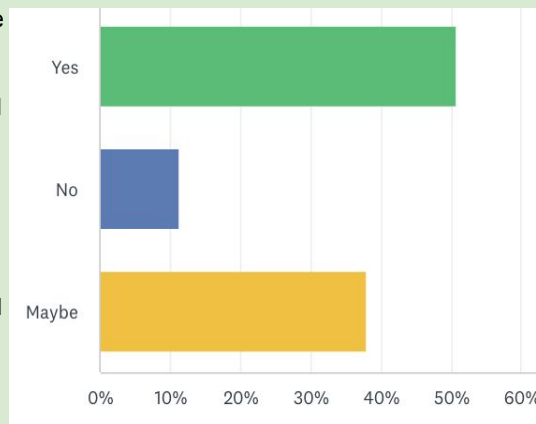
Yes	No	Maybe	
53%	16%	31%	Studio/1 Bedroom home
76%	7%	18%	2+ bedroom home
48%	25%	28%	Multi unit with small or modest apartments
43%	26%	31%	Tiny houses in a clustered (rent or own)
35%	20%	46%	Workforce housing owned by business, non-profit or resident

**Q 11: A strength of our Chebeague community is a strong sense of connection. How important are these connections in the planning for housing?**

Very important/Important

91%	Connection with the island community
83%	Connection with nature
71%	Architectural style reflects traditional Chebeague houses
54%	Connection with a neighborhood

**Q 12:** Some housing solutions on Maine islands have lowered the cost of home ownership by having covenant restrictions on the land. These covenants are designed to lower the initial cost of ownership and preserve the property for residents of the island. This may include restricting ownership only for full time island residents and having houses in a cluster setting. Covenants can include size of the house, number of occupants in the household, and exclude short term rentals. This option is possible on land owned privately, by a non-profit or by the town. Do you think the Chebeague Housing Task Force should pursue this type of option? To consider covenants?



**Q 13:** The plan for the Chebeague Housing Task force is to recommend a model that would support home ownership for residents. The phrase "multiple pathways to home ownership" means that there could be several options to pursue for financing a home. This could include conventional bank financing, funding through Maine State Housing, or any other financing options. Maine State Housing offers several opportunities for financing home ownership, with income guidelines that are at or below \$129,800 for 1-2 person households and \$149,270 for a household of 3+ members. FMI: <https://www.mainehousing.org/charts/homebuyer-limits> Housing affordability can mean many things. Please describe what affordability means to you, either as a potential home owner or how you would like to see the Chebeague Housing Task Force develop attainable housing solutions.

The concept of multiple pathways was a theme of the responses

Q 14: There are many ways you can join in and support this effort: Land for housing, land for a combination of housing and conservation, financial contribution toward a fund for home ownership, contribution toward a modest or tiny home which would be available for rental...Join the effort. How would you like to help?

40% answered financial contribution

22% answered they would help with building

25% would like to be involved in the efforts

Thank you!

While there may be questions, the next step in the community conversation will begin with small groups at each table with a facilitator.

The next slide will have question #1, and the table facilitator will collect your responses, and questions.

Community Conversation question 1:

You have had a chance to learn about the survey results of what the community has to say on the issue of housing. There are copies of the survey results on the table. What are your thoughts and reactions to these results?

Community Conversation question 2:

Please refer to question #12 on the survey. Copies of the survey are on the tables, and single page copies of this question.

This question is about the idea of having covenants on land to protect the housing opportunities to year-round residents. This model is currently in use in a variety of ways on Maine islands and coastal communities. On the survey, almost 50% of people supported this idea, and 39% responded with "maybe." What would you like to know and what are your thoughts?

**Town of Chebeague Island  
Selectboard Retreat  
September 19, 2025  
RESULTS**

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**Participants:**

Selectboard Members: Carol White, Chair; Eliza Adams, Vice Chair; David Hill; Richard Hackel; Erhardt Groothoff  
Town Staff: Vika Wood, Town Administrator  
Facilitator: Kristina Egan, GPCOG

**Results**

The group developed a shared list of Town priorities for the remainder of FY2026 and defined the next step and the responsible party for moving the priority forward. Goals were drafted for the top six priorities, listed below in rough order of priority. The group developed additional goals for “low-hanging fruit” action.

Top Priorities

1. **Barging.** Obtain a regulatory decision from Maine Department of Environmental Protection on a design that meets Town needs. Depending on the outcome, the Town will advance a design for a barge ramp or consider alternative actions, including a temporary barge ramp and/or legislative approach.

**NEXT STEP:** Town Administrator to schedule regular and recurring meetings with the Chair and Vice Chair.

**NEXT STEP:** Carol to report DEP’s answer and drive next steps; Erhardt to draft a fact sheet about the issue and next steps

2. **CTC Agreement.** Evaluate how well the responsibility is shared between the Town, CTC and MaineDOT for financially sustainable maintenance of the Stone Wharf infrastructure and the parking lot given stakeholder needs.

**NEXT STEP:** Town Administrator to reach out to stakeholders; Richard and Eliza to attend CTC meetings.

3. **Stone Pier.** To focus on parking and Wharf Road solutions to meet stakeholder needs at the Stone Pier and bring recommended actions and investments to the 2026 Town Meeting.

NEXT STEP: Ehrhardt to ensure the Stone Pier Subcommittee and GEI prepare a proposal for Selectboard consideration.

4. **Housing.** The Housing Task Force will engage the community in developing recommendations for how the Town can best support sustainable, accessible housing for year-round residents, which will be considered by the Select Board and for adoption at Town Meeting.

NEXT STEP: Carol to verify Housing Opportunity Funding is available to support the Task Force's work; if funding is available, Eliza and Carol work to ensure the funding is allocated; Eliza to work with the Task Force to prepare a proposal for how the Town can support housing for Selectboard consideration in early 2026.

5. **Beach Erosion.** The Selectboard to adopt a town goal on preserving the island's beaches.

NEXT STEP: Carol to direct Ellie to draft a proposed goal for Selectboard consideration.

6. **Coastal Erosion of South Shore Drive.** To research best practices on public/private partnerships with the outcome of being able to accept private money without its acceptance influencing the preferred design to mitigate coastal erosion.

NEXT STEP: Town Administrator to reach out to Tony Plante (GPCOG); Carol to share best practices on coastal erosion; David to share best practices on accepting private donations for public infrastructure

#### Low Hanging Fruit Actions

- **Comprehensive Plan.** The Selectboard will define the process for developing the comprehensive plan to ensure its implementation.

NEXT STEP: Carol to meet with the Maine Office of Community Affairs

- **Bennett's Cove.** Given existing barging activity, develop actions to improve the management of the Bennett's Cove area in partnership with neighbors and in the context of stakeholder needs.

NEXT STEP: Richard to work with the Bennetts Cove subcommittee to develop actions

- **Two Island Summit.** Convene the staff and elected leaders of Long Island and Chebeague Island to explore ways to work together to save money and address capacity challenges.

NEXT STEP: Carol to reach out to Long Island.

- **Stone Pier Status.** Create a short fact sheet about the Stone Wharf project explaining progress on the project and next steps.

NEXT STEP: Erhardt to draft the fact sheet.

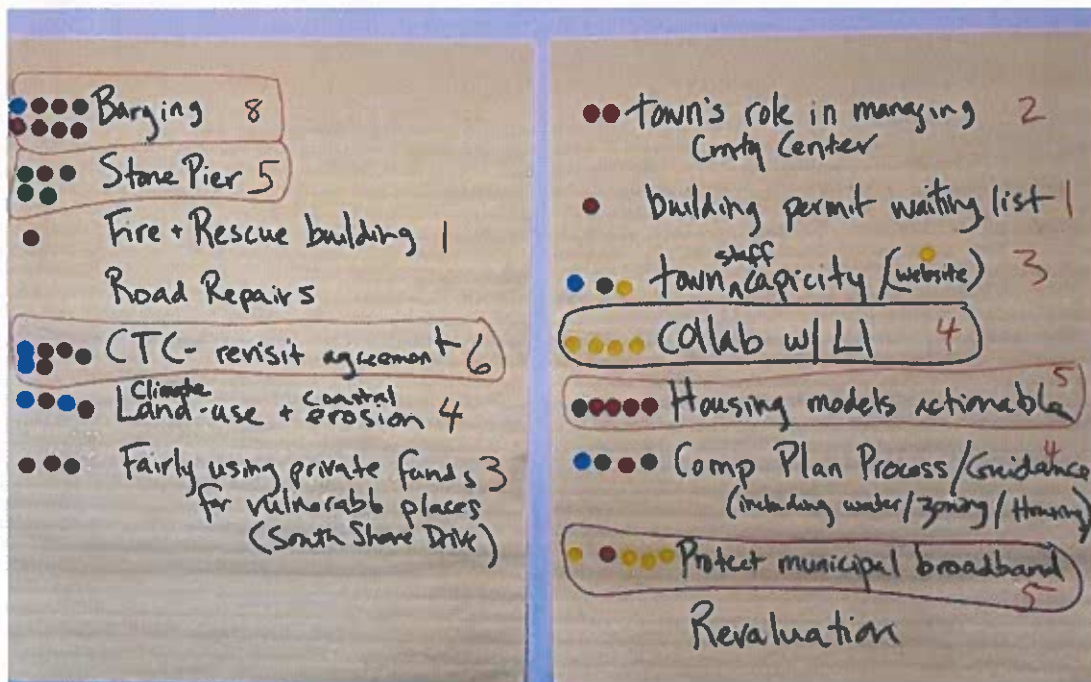
- **Broadband.** Communicate with the community to maintain the integrity of municipal-owned high speed internet, starting with an anniversary celebration.

NEXT STEP: Town Administrator to reach out to Axiom.

### Other Background on the Group's Discussion

The discussion leading up to the selection of priorities included reviewing progress on the 2025 priorities developed at last year's retreat. These were developing a capital plan, developing a plan to contain cost of living for year-round residents, enhancing the Town's capacity, addressing barging challenges, and advancing infrastructure and parking solutions for the Stone Pier.

Using a 'hot dot' process, the group voted for the highest priorities, with the total votes tallied in the image below. Yellow dots signaled "low hanging fruit" opportunities and were listed separately from the top 6 goals.



The group also identified issues for later discussion and put these in a parking lot. Parking lot items include:

- Convene the Island Institute and other islands for a conversation with Axiom about how to deliver high quality service
- Consider a short-term rental ordinance and fee structure
- Consider enhancing the Town's planning capacity and seasonal staff for parking
- Get up to speed on what's happening with the Cousin's Island power plant site

**DRAFT POLICY**  
**Town Communications and Meetings**

**TOWN COMMUNICATIONS**

**Maine Freedom of Access Act**

According to the State of Maine, "The Freedom of Access Act (FOAA) is a state statute that is intended to open the government of Maine by guaranteeing access to the "public records" and "public proceedings" of state and local government bodies and agencies." *(Further reading and exceptions specified in Title 1, Chapter 13.1 §402: <http://www.mainelegislature.org/legis/statutes/1/title1sec402.html>)*

The Maine Open Meeting law, included in the Maine Freedom of Access Act, establishes the methods by which public meetings are conducted. The act applies to all meetings where transactions that affect the citizens of the state have occurred. *(Further reading on the Maine Open Meeting law found at: [https://ballotpedia.org/Maine\\_Open\\_Meeting\\_Law](https://ballotpedia.org/Maine_Open_Meeting_Law))*

**Email, Texting, Telephone, and other Electronic Communications**

Communications between boards, committees or commissions (BBC) members via phone, email, text message, or any other electronic communication method must be limited to non-substantive administrative business. Substantive discussions or deliberations on public business involving more than two members that occur via email, telephone, or other electronic technologies are a violation of the Maine Open Meeting Law and are subject to the Maine Freedom of Access Act (FOAA). There is no distinction in law between written and electronic records. Communications sent or received using a member's personal computer or e-mail account are still considered a public record if it contains information relating to the transaction of public or governmental business unless the information is designated as confidential or excepted from the definition of a public record (1 M.R.S.A. §402). Employees and board/committee members acting in their official capacity shall have no expectation of privacy in their use of electronic mail. As a result, board members must be aware that all e-mails and e-mail attachments relating to a member's participation on a board are likely public records, subject to public inspection under the FOAA.

In no event shall any BBC member discuss with another board member the stance of an application that requires review and approval by the board. Such discussion shall only occur as part of a duly noticed public meeting. Communications such as inviting fellow members to an event unrelated to the work of the board are considered non-substantive,

but members shall always err on the side of caution and keep any communication outside of a public meeting strictly non-substantive. Board members must also avoid group replies to citizens that may become quorum discussions among the members that violate the Maine Open Meeting Law.

### **Town Website**

The town staff maintains a website for the Town of Chebeague Island. The website provides official communication methods for town businesses including the town calendar, meeting notices, resources, events, and other public notices. Every BBC has a dedicated page on the Town's website, which contains basic information about the board, meeting times, a list of board members and terms, and links to agendas and minutes of the board. BCC shall review their page periodically to ensure the information is current and accurate. Selectboard permission is required for a BCC to create and/or manage independent websites or social media account pages on behalf of the board or committee.

## **BOARD, COMMITTEE and COMMISSION MEETINGS**

### **Scheduling**

When possible, a regular meeting time, day, and place shall be established and then posted on the Town's website under the committee heading. Except in cases of emergency, Town boards shall not meet on major religious or official holidays. If a BBC is meeting in person that it must be at CHICC (leased by the town) or at a Town building that is open to the public. The board or committee may reserve a room in a Town building by contacting

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A board may conduct its meetings via Zoom/Hybrid if it has publicly adopted the Town's Remote Participation Policy.

### **Posting and Notice of Meetings**

All meeting agendas and notices must be submitted to the Town Clerk via email. It is the responsibility of each board or committee Chair (or designee) to give notice and provide an agenda to the Town Clerk with the meeting date, time, and place. Notices of meetings must be posted 48 business hours in advance (excluding Saturdays, Sundays, and legal holidays). Agendas must include all matters that the Chair anticipates will be discussed at the meeting. Any changes to the posted agenda must be submitted to the Town Clerk to re-post to the website.

In the case of emergency meetings (sudden, unexpected occasions which require immediate action by the board/committee), the Town Administrator must be informed, and the meeting posted as soon as possible. In the case of a meeting cancellation, notice must be given to the Town Clerk office as soon as possible to post notice of the cancellation. In the case of the Town offices closing due to weather, meetings are also generally canceled; the Town Administrator must approve of any exceptions.

Meetings will be posted on the town website, CTC ferry and the store

See existing policies:

Remote Meeting Participation policy [Remote Participation Policy](#)

Committee Guidelines Policy [Committee Guidelines Policy Statement](#)

Public Meeting Policy [Public Meeting Policy Statement](#)

September 17, 2025

To: Vika and Board of Selectman

Winslow Robinson and Fable Forestry seem to be just beginning their investigation into how the use of their robotic dogs to geotag invasive plants might reduce the number of ticks and the risk of tick-borne disease on research properties. They offer no data to support the success of their method .

A few of the problems I see with this proposal:

There are 3 life stages of deer ticks that are looking for a host to feed on at different times of the year. Timing of the "collection" of ticks that they propose would be very critical.

There is no evidence that I know of that deer ticks would be attracted to a robotic dog.

They do not refer to their process as being an eradication of barberry and other invasive plant species but merely a removal that most likely would need to be repeated periodically. Mere cutting or pulling up of these plants is rarely a permanent solution.

Some invasive plant species, especially Japanese Barberry have been shown to "harbor" ticks but that is primarily because the hosts that the ticks feed on ( birds and mice for non-adult ticks) are attracted to the berries and the shelter of those plants.

This technique does nothing to reduce the number of mice, other rodents, birds and deer that the deer ticks are feeding on.

I would suggest that Chebeague gently declines to participate at this time but we would like to hear about their work as it progresses and they have results to share.

Mary Holman

September 20, 2025

TO: Selectpersons and Town Administrator, Town of Chebeague Island  
From: Lynn Mills

"Traffic Trends on Chebeague Island"

During the summer of 2025, the Selectpersons held a meeting to discuss the parking situation on the Island with Island residents and summer residents. The topics ranged from parking on the Stone Pier, at access points to the beach, and the safety issues on the roads. I raised a concern that we had talked about everything but cars.

I decided to do a study about the number of cars on Chebeague. What follows is the data that I was able to gather. Please understand that this study should not be considered scientific, but does show some clear patterns.

Methodology: To plan for the future, I thought it would be helpful to look at the past. Vika explained that using the Town's car registration numbers would not be helpful because a car registered on the Island could be kept on the mainland. Instead, I examined the barging reports of the CTC, provided by Matt Ridgeway, for the months of April through November, in the years 2014 and 2024. For each month, I tallied the number of cars that came to Chebeague and the number that returned to the mainland. Then I tallied the annual total.

2014: Cars to Chebeague: 129    Cars to Mainland: 84    45 Cars remained on Chebeague

2024: Cars to Chebeague: 182    Cars to Mainland: 178    4 Cars remained on Chebeague

We had an 41% increase in the number of cars that came to the Island, April - November, in 10 years.

But, that is not the whole story because most of the cars barged over in 2024 returned to the mainland. It is fair to say that many who bring their car over are using their car as a container, but, of course, once it gets here it is used as a car until it becomes a container for the trip back. It could also be said that it is also cheaper to bring a car to the Island, than to leave it in the CTC lot, depending on the length of your stay on Chebeague. Nevertheless, it is true that there were many more cars, albeit coming and going, on Chebeague in 2024 than there were in 2014.

What about golf carts! Vika provided me with golf cart registrations.

2014: 1 golf cart was registered  
2024: 63 golf carts were registered

As a side note, the Town currently has 90 registered golf carts.

Anecdotal Information: I decided to talk informally to a number of people on the Island and explained I was doing a traffic/parking study. By and large most of the people I spoke to lived on the Island most of the year. This anecdotal information was very valuable in painting a picture of what the situation is. We don't just have more cars and more golf carts, we have ATVs, we have pickup trucks, large trucks used for hauling and construction, mopeds and scooters and bicycles.

I heard that those driving cars or trucks don't want to pass golf carts because they can't safely see what they will encounter on the other side. Another told me that the mainland was a safer place for a "new driver" to drive than the Island. Kids on bikes who seem to be all over the road are unclear what to do when confronting a car. Walkers and dog walkers don't adhere to the rule of walking on the side of the road facing oncoming traffic. Another told me that we are "outgrowing our little island" and should instigate a building moratorium.

I came to believe that parking issues, while important, are incidental to the safety concerns brought on by the glut of vehicles of all sorts that show up between Memorial Day and Labor Day. I believe we are looking at a tragedy waiting to happen.

It has been said that meaningful change in this country happens from the ground up. I think Chebeague is no different. It seems that if we are going to acknowledge and do something about the safety issues on Chebeague roads we will need to come together to develop a plan. We need to hear lots of voices, lots of ideas.

What would happen if during the Memorial Day to Labor Day period, the North Rd. was one-way North and the South Road, one-way south, from Cottage Road to the Historical Society. The roads would be divided, cars and trucks on the left, golf carts, bikes, etc. on the right. The side roads would be 2-way. Just an idea and that is as far as I got! I am sure there are many other ideas to be heard. Better to hear them than to hear the ambulance siren heading to a horrific accident.

I appreciate the opportunity to tell you what I found out about cars on Chebeague.

Lynn Mills