



Town of Chebeague Island

To: Carol White, Chair of the Selectboard

From: Viktoria G. Wood, Town Administrator

Date: October 10, 2025

RE: Town Administrator Report

COMMITTEE MEMBERS NEEDED!

- Planning Board- 2 members
- BOAA-1 member

Audit/Undesignated Fund Update- The FY 2024 audit has been completed, and we've received the final report. Paper copies are available for any Selectboard member who would like one, and the document will also be accessible online at www.townofchebeagueisland.org/treasurer.

Carol, Andrew, John, and I had a brief meeting with Marc Roy, who is making good progress. Andrew and I have been receiving valuable feedback from him. Regarding the undesignated fund, Marc is confident he can provide the necessary information before the budget process begins.

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

Pile Replacement – Piles on the Chebeague Island side were replaced during the week of October 6. Work on the Cousins Island piles is scheduled for the week of October 13. All outboard motors must be removed from the Chebeague float at Cousins Island by Sunday, October 12.

Originally, we were informed that pile work at Chandler's Cove would occur in November. However, we have now been advised that this work will take place from December 1 to December 11. We will continue to keep the public informed and post updates as needed. This change may more directly affect a small number of fishermen who rely on Chandler's Cove during December. The Harbormaster will coordinate with them to minimize any disruptions to their operations.

Facilitation Discussion- Compounding storms, sea level rise, and the resulting beach loss and erosion has significantly impacted the shoreline of Chebeague Island. In attempting to protect and restore the shoreline, property owners and the town have worked with federal

emergency management agencies (when applicable) and have had to work together to identify actions that balance both protection of homes as well as the environment. This has, at times, led to conflicts between residents, the town, and ultimately the shoreline itself. Use conflicts, shoreline access, town infrastructure degradation, barging, erosion, and habitat degradation are all salient concerns of everyone on Chebeague Island, and these problems are becoming protracted because of limited capacity to meaningfully address issues in a timely manner.

The town has taken steps to seek support from the Greater Portland Council of Governments (GPCOG) for the role of facilitating some of these conversations to ensure a productive path forward, but these kinds of professional facilitations are costly. While each of these dilemmas are different, they each share a common thread of shoreline resilience. Lorren, the Island Institute Fellow working with the town has been researching potential grant opportunities to support the town with adding capacity to address these concerns in a community-centered manner. Applying for a Community Climate Planning Grant (previously called Shore Up Grant) from the Island Institute is a potential option for the town to consider to comprehensively assess and respond to these intersecting issues. These grants offer flexible funding and support (up to \$10,000) for Maine island and coastal communities as they assess, implement, and/or plan for sea level rise. The grant could be utilized for outside facilitator costs, signage and community engagement opportunities to promote shoreline access, and to support the implementation of recommendations for nature-based strategies around the island for areas that are appropriate sites for such projects. Lorren would seek support from the Island Institute in applying for such a grant, should the Selectboard and the town deem it appropriate.

Lorren has additionally begun background research to ensure the Island Institute's Shore Corps Steward Emma would be able to visit the island to assess suitability for nature-based strategies on the island, and this can be seen in additional documents within the packet.

*Respectfully submitted,
Viktoria Wood*

Town Of Chebeague Island
Annual Capital Planning Process

An integral part of the Town's annual budgeting process is to develop a Capital Plan.

The Capital Plan requires:

1. Completing a comprehensive review of all existing assets
2. Establishing reasonable replacement dates and costs for existing assets that will need replacement.
3. Completing a Capital Request Form for assets to be acquired before the end of the next fiscal year.
4. Maintaining a high level summary of new infrastructure projects that forecasts project timing and costs.

The four steps above are to be completed by all departments and committees that have responsibility for assets and or infrastructure.

Departments and Committees with this responsibility include:

Public Works

Fire and Rescue

Transfer Station

Town Office

Road Commission

Coastal Waters

Process Steps and Timing

Completing a comprehensive review of all existing assets

The Town Bookkeeper will maintain a Master Asset List similar in format and detail to **Attachment 1**.

Prior to November 1st, the Bookkeeper will provide each department or committee a Departmental/Committee Asset Listing similar in format and detail to **Attachment 2**.

Establishing reasonable replacement dates and costs for existing assets that will need replacement.

By December 15, each Department or Committee will have completed a review of their assigned assets and updated both targeted replacement dates and current replacement costs.

These updated asset lists will be reviewed as part of the established departmental budgeting process.

Completing a Capital Request Form for assets to be acquired before the end of the next fiscal year.

Prior to the 1st draft review of Reserve Accounts, Capital Request Forms will be completed by the responsible department or committee for each requested purchase . see **Attachment 3**

Maintaining a high level summary of new infrastructure projects that forecasts project timing and costs.

Prior to the 1st draft review of Reserve Accounts , the Town Administrator will update the new infrastructure projects summary . This summary will be updated throughout the year as project milestones or costs are updated. see **Attachment 4**

APPENDIX M-2 T 1

Account	Project	Balance	NOIC	2018 Budget	Actual	Category	Estimate	Actual	Balance	Account	Project	Balance	NOIC	2018 Budget	Actual	Category	Estimate	Actual	Balance		
6010100	Capital	1,000,000								6010100	Capital	1,000,000									
6010101	Building	1,000,000								6010101	Building	1,000,000									
6010102	Equipment									6010102	Equipment										
6010103	Information Systems									6010103	Information Systems										
6010104	Other									6010104	Other										
6010105	Construction									6010105	Construction										
6010106	Other									6010106	Other										
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ATTACHED 3

Town of Chebeague Island, Maine

Capital Improvement Project Request Form

Department:

Project Title:

Project Description/Justification:

Project Type (Check All That Apply):

Replacement of Current Equipment	New Equipment	New Building	Expansion of Building	Maintenance/Replacement/Upgrade of Infrastructure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimated Project Cost

Construction	\$	-
Equipment	\$	-
Engineering	\$	-
Other (Specify)	\$	-
Total Cost	\$	-

Year Needed:

Expected Useful Life (Years)

ATTACHMENT 4

**Town of Chebeague Island
Large Potential Capital Projects - Quick High Level Snapshot**

Project Name	Project Cost Range	Project Start Estimate	Current Reserve \$'s	Potential Grant \$'s	Grant Source	Current Project Status
Stone Pier/Wharf Road	\$5,000,000	Fall/ Winter FY 27	\$928,000	\$1,200,000	Congressional Earmark	GEI developing 30% Design
Town Facilities	\$1,000,000		\$140,000			Facilities Committee to report to BOS on PSB options
South Shore Drive Storm Damage Remediation	\$1,000,000	FY27		\$948,000	FEMA	GEI-needs direction from BOS
Replace Tank Truck - Fire Department	\$500,000	FY27 ?	\$240,000			FD to submit Capital Request
Bennet's Cove Barge Ramp	???	FY27 ?	\$57,000			GEI-developing permit application
Cousin's Island Wharf	\$2,000,000		note 1			Need to engage an engineering study
Total \$'s	\$9,500,000		\$1,765,000	\$2,148,000		

Note 1 Reserve is held by Yarmouth \$400,000 WAG



Town of Chebeague Island

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

To: Carol White, Chair of the Selectboard

From: Lorren Ruscetta, Island Institute Intern

Date: October 10, 2025

RE: Island Institute Shore Corps Program

Program Overview

The town of Chebeague Island has a unique opportunity in the coming months to work alongside Island Institute Shore Corps Steward Emma Polhemus to promote a shared community understanding of the best practices for shoreline erosion management. To begin her position, Emma has gone through several training courses held by Maine Department of Environmental Protection to develop an understanding of their OUR SHORE principles and to be able to provide assessments and recommendations from the OUR SHORE model.

During her time with the Island Institute, Emma will work with islands throughout Casco Bay to provide technical support for nature-based strategies and to create outreach and education opportunities around shoreline stabilization and coastal resilience.

Island Institute Fellow Lorren Ruscetta has connected with Emma to provide local context around Chebeague's needs and history around shoreline stabilization, as well as information regarding the potential for specific shorelines throughout the island that may be good candidates for a demonstration project showcasing how nature-based strategies are designed and implemented.

Fall Visit Plans

Emma will be able to visit Chebeague Island sometime in the Fall months to work directly with the town, private property owners, and nonprofit organizations with conservation easements to engage in 5-7 site assessments.

She will provide recommendations for nature-based strategies, such as native plantings and the use of biodegradable materials in shoreline restoration projects.

Lorren will be working directly with Emma to coordinate this visit and is available to answer any questions you may have about Emma or the services she can provide for the island community.

Site Selection Tool

Lorren has done some background research to prepare for Emma's visits in the fall, using the state of Maine's Geological Survey Living Shoreline Decision Support Tool to help guide the choice of site visits, using suitability score as a driver.

The Decision Support Tool has mapped out the entire shoreline of Chebeague Island and was utilized to document suitability for nature-based living shoreline projects.



Town of Chebeague Island

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

Total Score

Total Class

- 0 - 15 (Probably Not Suitable)
- 16 - 22 (Likely Not Suitable)
- 23 - 28 (Possibly Suitable)
- 29 - 35 (Moderately Suitable)
- 36 - 44 (Highly Suitable)

Shoreline Access Points

Fenderson Rd
Waldo Point
Hamilton Beach
Central Landing
Soule Rd
Division Point Rd
Rose's Point
Jenks Rd
South Shore Dr
Deer Point
Bennetts Cove
Chandler's Cove Beach
The Hook
Sunset Rd



Site Recommendations

Highlighted above, there are many sites that are somewhat to very suitable for these kinds of projects.

Given that both Jenks and Waldo Point are both engaged in their own pre-existing dune and shoreline restoration projects, respectively, neither of these sites may make sense to put forth to consider for Emma's work.

However, there are other sites that are good candidates. Particularly, Hamilton Beach appears to be a suitable candidate for these kinds of projects, along with Chandler's Cove Beach, Bennet's Cove, The Hook, and Rose's Point all have high suitability scores.

Emma would be able to collaborate directly with CCLT with regards to The Hook and Rose's Point and work directly with both the town and property owners within the other sites.

Given the frequency that both islanders and visitors tend to visit Hamilton Beach, along with the amount of erosion that has already occurred throughout the shoreline despite shoreline restoration and hardening activities, I recommend that Hamilton Beach (and potentially Soule Rd, given its proximity) be prioritized as a potential demonstration site for Emma to consider.

The other suitable sites should also be considered for a site visit, in close collaboration with the abutters to have an opportunity to meet with Emma and hear about their options as property owners for these kinds of projects.