



Town of Chebeague Island

To: Carol White, Chair of the Selectboard
From: Viktoria G. Wood, Town Administrator
Date: October 30, 2025
RE: Town Administrator Report

COMMITTEE MEMBERS NEEDED!

- Planning Board- 2 members
- BOAA-1 member

Road Work Update- Sam Grande from All Sate Materials Group visited the island to assess road conditions and recommended continuing crack sealing and chip sealing for preservation. He advised against chip sealing South Road until drainage issues are resolved and suggested shimming damaged sections before sealing. An updated quote is expected by Thanksgiving. *Please see attached email summary from Herb Maine with more details.*

Chandlers Dock Repair- I've been in regular communication with Joe Stilwell, the Project Manager at DOT, who confirmed that the government shutdown will not cause any delays to the work at Chandlers. DOT has issued a general notice to municipalities regarding potential impacts to current and upcoming projects. However, Joe assured me that he has received the necessary approvals and that funding is secured to ensure the Chandlers project proceeds as planned. As of now, the pile replacement at Chandlers is still scheduled to begin in early December.

Pile Update- All piles were successfully replaced as planned on both the Chebeague and Cousins sides. While weather conditions caused some minor delays, boat owners cooperated by relocating their vessels, allowing the work to be completed. CWC and the Harbormaster provided a few suggestions, which Public Works communicated to the contractor. Overall, the projects on both sides proceeded smoothly.

*Respectfully submitted,
Viktoria Wood*

Sam Grande All States Materials Group Visit

From Herb Maine <herb.maine@outlook.com>

Date Mon 2025-10-27 3:09 PM

To Town admin <townadmin@townofchebeagueisland.org>; markdyer@chebeague.net
<markdyer@chebeague.net>

Cc sgrande@asmg.com <sgrande@asmg.com>

Mark and Vika,

Here is a summary of today's visit as I captured, please feel free to augment or correct anything I've misquoted. I didn't get a copy of the quote used in the meeting so I couldn't summarize that.

10:45 –Sam Grande, Vika Wood, Mark Dyer and Herb Maine reviewed the most recent paving quote which included chip sealing recently CMA paved road sections and a double chip seal on the section between Roy Hill Road and the Inn. The same group went out and viewed the paved road system.

The viewing was from the car except for the road section near Doughty's market where the group spent some time discussing the drainage issues there and walking the road. Vika offered that the plan was to ask GEI for a drainage design.

Action Items –

- Sam shared his summary of past work taken from available invoices. Herb left a copy on Vika's chair and will use a second copy to update a table from 2020 showing road stats and last date of work.
- Mark asked about having the town road crew do crack sealing. Sam said he would research an appropriate product that could be used by the crew, probably involving a torch to heat and apply a recommended product.
- Sam agreed that replacing the culvert directly in front of the Doughty residence (or otherwise addressing the drainage) should be done before surfacing. Optimally letting any disturbed road surface settle over the winter or longer.
- Sam said he would review the quote and update based on today's visit. Vika asked if could be delivered by Thanksgiving.

11:45 – Mark and Vika left the meeting. Sam and Herb returned to the roads to revisit the section between Roy Hill Road so that Sam could walk the section to measure the length and look, in detail, at the road condition.

Sam's walk and close-up inspection made him rethink the chip seal solution. His assessment, as I understand it, was that there are three separate subsections (totally about 3,500 linear feet) of the section that have enough deformation and damage that we should do a shim before chip sealing. However, we really don't have enough other shim work to warrant mobilizing the necessary equipment; we confirmed this by revisiting several areas. He seemed to be considering simply paving the section (after crack filling) and then chip sealing after a year or more.

So, it sounds as if we may have some new information once he reports to us and we may have some decisions to make regarding scheduling and funding before passing it on to the finance committee.

Sam left on the 2:00 boat. We spent the remainder of the time driving a couple sections missed earlier including Firehouse Road and Division point and visiting the Town garage to see the staging area for aggregate.

Town of Chebeague Island
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To: Vika Wood, Town Administrator
From: Paul A. Demers, Code Officer
Date: October 29, 2025
Re: Monthly Report

The month of October has been a busy month with 30 permits submitted and processed. The breakdown of permits/applications includes the following:

- 6 Building Permits
- 1 Subsurface Wastewater
- 7 Internal plumbing
- 12 Electrical
- 2 Shoreland Zoning
- 2 Planning Board application

All are accessible through the iWorQ system online. iWorQ also has a search feature to allow for individual permits to be viewed and determine status. Please note that in the monthly list it reports all applications and may not reflect the current permits issued as application numbers are added for every application. This does not ensure that a permit will be issued. I continue to work with residents and contractors using the online system (iWorQ).

Many of the electrical permits are associated with some energy efficiency improvements, including solar projects. I have been working with the golf course on some onsite improvements to tee boxes and greens. Minor grading and stabilization with turf. Also have investigated a few reports of activity which may result in future permitting to ensure compliance.

On going inspection of the Shoreline stabilization at Sandy Point. As well as several inspections of the guest house on the rear of the lot. Steady progress made which appears consistent with the approved plan.

Working with various consultants currently preparing Planning Board applications to also correct some storm damage in other areas of the island. These appear to be scheduled for December. I anticipate additional review, and work will be coming as more areas of damage have been brought to my attention.

Hope Island staff has been in contact with me regarding some hazard trees and other on-site issues. The review of the new residence has included a site visit by our Third-Party inspector. His report of progress on the house as being insulated and most interior utility work. Some drywall is being installed. Old residence has been removed.

I have also been working with the TPI for possible methods for certification of previous work on support structure occupancy permits. I anticipate completion of the following:

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Peacock barn (exercise room), Guest house, former Boat House and Taverna (remote bathroom and supply storage).

I would suggest we initiate a discussion of fees to adjust and add a few items that could be beneficial to the community. I would recommend some addition to the Shoreland fees for consulting with CEO regarding issues like hazard trees and compliance checks (what can I do questions). Also, the addition of a few items related to Flood Hazard permitting. This would include use of standard State/FEMA forms that aid in compliance with new flood maps and ordinance. I would be happy to attend a future Board meeting to discuss options and suggestions.

Lastly, I continue to be available to answer questions of homeowners and contractors, which are all welcome. These do help to avoid conflicts with existing code as well as zoning.

Respectfully submitted,
Paul Demers, CEO

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MEMO

To: Vika Wood, Town Administrator
From: Chief Ralph Munroe
Date: 10/25/2025
Re: Monthly Report

The Chebeague Fire Rescue has responded to 129 calls to date.

Thank you everyone for the caring, compassionate and professional responses to these emergencies. We responded to 2 calls to Hope Island, I would like to thank Long Island and the Chebeague Island Boat yard for their assistance with these calls.

We had the third meeting of the committee to study EMS to unbridged islands, Chebeague hosted this meeting. For the next meeting we will be traveling to Islesboro Island. This continues to be educational and eye opening to how EMS is provided on other islands. Our hope is to improve EMS to all islands and I am thankful for the opportunity to participate.

The department is demoing new breathing apparatus, we need to replace our current packs. We are trying to make the best decision and stay financially prudent throughout the process.

Respectfully submitted
Chief Ralph Munroe



Town of Chebeague Island

To: Chair of the Select Board, Carol White

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

Date: October 31, 2025

RE: Parking and Traffic Report

- As of October 31, 2025, the town's parking attendant has written 58 parking tickets in October.
 - Stone Wharf- 51 tickets.
 - Bennett's 0 tickets.
 - Chandlers. – 7 tickets.
- Majority of the contractors have been cooperative and have been parking parallel on Stone Wharf Rd.
- A Boot was placed on 1 car in October.
- We've observed a growing misuse of handicapped parking spaces, where individuals appear to be using permits issued to others. State law clearly stipulates that these permits are to be used only by the person to whom they are issued. The state also recommends a minimum fine of \$200 for violations. If this trend continues, we may propose increasing the fine to further discourage improper use and ensure these spaces remain available for those who truly need them.
- While most individuals follow the rules, there are a few who disregard them and act as though they don't apply to them.



Town of Chebeague Island

To: Chair of the Selectboard, Carol White
From: Viktoria Wood, Town Administrator
Date: November 5, 2025
Re: October Public Works Report

9/29 - 10/3

Repair flat tire on Sheriff vehicle
Gravel drag Chandlers beach parking area
Deliver Town Kia for inspection sticker
Deliver hydraulic hoses to NAPA to match
Weld & repair bed of T10. (F550)
Road repair Roy Hill & Littlefield
Start maintenance on waste oil burner unit

10/6 - 10/10

Install new hydraulic hoses
Mulch around solar panels
Oil change T11. (Chevy 5500)
Front & rear brakes replaced on T10. (F550)
Repair front sway bar on T10
Change oil & all filters on T10
Change oil & all filters on backhoe 580 SN
Greased all fittings on backhoe 580 SN
Replace light unit on backhoe 580 Sn

10/13 - 10/17

Emergency piling fix in Cousins side
Undercoated Town Kia, T10, T11, T1
Float check & tread repairs
Backhoe 580M oil change and all filters changed
Waste oil burner repair with new electrodes and complete cleaning
Gravel drag Chandlers beach parking area

10/20 - 10/24

Barge off T10 for inspection
Clear culvert on South Rd
Add sand bag weights to South Shore barricades
Post storm road clearing of branches
Replace mower belt on John Deere tractor
Continued complete overhaul of backhoe 580 SN
Deliver voting box to Town Office

10/27 - 10/31

Barge return T10 with a passed inspection
Attended DOT class on snow & ice road removal
Patch road/shoulder issues per mail carrier request
Ongoing trash removal, transfer station help as needed,
brush dump maintenance

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: November 5, 2025
Re: October Solid Waste Report

Containers shipped off island

October.		YTD
Household.	3.	38
Debris.	2.	33
Metal.	1.	14
Cardboard.	1.	21
Recycle.	1.	9
Total.	8.	115

2024 YTD containers shipped off island. 99
2025 YTD. 115

Brush Dump Information

October.		YTD
Visits.	64.	308
Comm.	40.	170
Individual.	24.	138
Trees	71cy.	312cy
Brush.	166cy.	643cy

One container shipped Off with Freon based units
22 Air Conditioners & 39 freezers or refrigerators

Started accepting textiles for recycling with an arrangement
through a company called " Apparel Impact "

Submitted by Jeff Wescott



Town of Chebeague Island

To: Carol White, Chair of the Selectboard

From: Viktoria G. Wood, Town Administrator

Date: October 30, 2025

RE: Treasurer's Report and Anticipated Service Estimate Update

Treasurer's Report – Status Update

Marc Roy is currently engaged in a comprehensive review and recinciliation of the FY25 financial records. This process began with a thorough analysis of FY24's ending balances and activities, as several reserve and other account balances require restatement to ensure accurate FY25 beginning balances. Once these outstanding issues are resolved, Marc will proceed, with assistance from Andrew, to evaluate FY25 transactions that impacted reserve balances. Once these tasks are complete, Marc will review the school funds and identify any adjustments required to the General Fund. The General Fund is addressed last due to its dependency on adjustments made to other funds. Marc anticipates completing this work by late November to mid-December, though earlier completion is possible.

Blue Star Proposal for Additional Financial Services and Estimated Costs

BlueStar Accounting has provided the following proposal and cost estimate for additional Financial services:

1. Chart of Accounts Overhaul & Training:

Marc proposes a redesigning of the chart of accounts and fund system to improve logical structure and reporting efficiency. This includes training for Andrew and Viktoria on transaction recording and Trio report generation. Estimated time for this task is 5 to 10 hours, with a projected cost of \$750 to \$1,500.

2. Training on Monthly Reconciliations and Adjustments:

Marc will provide training on monthly bank reconciliations and the necessary adjustments to maintain accurate records. This training is expected to take 10 to 15 hours, with an estimated cost of \$1,500 to \$2,250.

3. Periodic Reviews & Adjustments:

Marc will conduct monthly reviews of journals and ledgers to identify and correct any discrepancies. Given Andrew's proficiency, these reviews are expected to be efficient, requiring approximately 6 hours through the fiscal year. Estimated cost is \$900.

4. Capital Assets & Long-Term Debt Schedules:

Marc will assist in maintaining and updating the capital assets and long-term debt schedules, including training. This task is estimated to take 4 hours annually, with a projected cost of \$600.

5. FY25 Audit Preparation:

Marc will support the audit process by preparing documentation and coordinating with auditors. The time required depends on the auditor's approach and whether Marc prepares the financial statements. Estimated time ranges from 10 to 50 hours, with a cost range of \$2,000 to \$7,000.

6. Budgeting Assistance:

Marc offers flexible support for operating and capital budgeting, ranging from document preparation to attending meetings. Depending on the level of involvement, estimated costs range from \$500 to \$5,000.

7. Ongoing Advisory Services:

Marc will provide ongoing advisory services on accounting and municipal management, estimated at 2 to 3 hours per month. From January through June, this totals approximately \$1,800 to \$2,700.

In total, the estimated cost for these services ranges from \$12,500 to \$26,000. Marc recommends a budget allocation of \$20,000, which should adequately cover the anticipated services through the end of FY 26 barring any major unforeseen issues.

*Respectfully submitted,
Viktoria Wood*

Exp / Rev Summary Report
ALL Departments
October

Account	Budget	Current Month	Year To Date	Balance	Percent
1300 Admn/Select					
REVENUES					
302 AGENT FEE	5,200.00	204.00	2,255.00	2,945.00	43.37
303 EXCISE TAX	130,000.00	6,335.35	49,582.37	80,417.63	38.14
304 BOAT EXCISE	8,000.00	0.00	1,239.40	6,760.60	15.49
305 INT & PEN	4,500.00	599.24	3,879.78	620.22	86.22
307 LIEN COST	0.00	11.56	31.68	-31.68	0.00
308 ABATEMENTS	0.00	-7,312.63	-7,312.63	7,312.63	0.00
311 HUNT&FISH	0.00	0.00	60.00	-60.00	0.00
312 MARRIAGE LIC	0.00	0.00	97.40	-97.40	0.00
313 BIRTH CERT	0.00	0.00	24.20	-24.20	0.00
314 DEATH CERT	0.00	0.00	24.20	-24.20	0.00
315 CLERK LIC	0.00	0.00	6.00	-6.00	0.00
316 SHELLFSH LIC	1,500.00	35.00	275.00	1,225.00	18.33
326 TAX COMMIT	3,697,756.00	0.00	0.00	3,697,756.00	0.00
327 HOMEST REIMB	23,785.00	0.00	0.00	23,785.00	0.00
331 REV SHARING	39,995.00	4,503.89	19,992.54	20,002.46	49.99
351 POLICE FINES	1,500.00	1,695.00	5,595.00	-4,095.00	373.00
364 GROWTH PERM	500.00	0.00	0.00	500.00	0.00
366 BLDG PERMITS	18,000.00	100.00	4,680.55	13,319.45	26.00
367 ELEC PERMITS	2,000.00	240.00	2,185.20	-185.20	109.26
368 PLUMB PRMITS	2,500.00	120.00	870.00	1,630.00	34.80
369 OTHER PERMIT	1,000.00	0.00	950.00	50.00	95.00
378 EDUC-AID	82,281.00	0.00	0.00	82,281.00	0.00
379 INT INCOME	5,000.00	0.00	17,854.05	-12,854.05	357.08
390 MISC REVENUE	0.00	11,280.09	11,584.30	-11,584.30	0.00
395 UF TRANSFER	156,000.00	0.00	0.00	156,000.00	0.00
401 DOG REVENUE	300.00	1.00	2.00	298.00	0.67
403 MOORING FEES	8,000.00	57.00	4,616.00	3,384.00	57.70
411 DOT REV URIP	14,880.00	0.00	0.00	14,880.00	0.00
418 CI S/WASTE	50,000.00	3,892.00	26,480.12	23,519.88	52.96
500 RENT MOORING	500.00	0.00	2,316.00	-1,816.00	463.20
501 ST/WHF PMT	8,600.00	0.00	1,943.00	6,657.00	22.59
502 TRANS TIEFEE	3,200.00	0.00	1,711.00	1,489.00	53.47
512 Copy Fee Rev	0.00	20.00	120.00	-120.00	0.00
Revenue Total	4,264,997.00	21,781.50	151,062.16	4,113,934.84	3.54
EXPENSES					
1000 Wages - F/T	204,270.00	15,593.84	70,358.48	133,911.52	34.44
1010 Wages - P/T	42,850.00	3,386.12	15,450.00	27,400.00	36.06
1110 Elected Off.	6,000.00	0.00	3,000.00	3,000.00	50.00
1300 Bank Fees	300.00	0.00	77.08	222.92	25.69
2010 Gasoline	1,000.00	69.22	137.24	862.76	13.72
2030 Telephone	3,400.00	75.00	860.08	2,539.92	25.30
2041 Technology	33,000.00	901.71	20,261.34	12,738.66	61.40
3010 Advertising	900.00	0.00	0.00	900.00	0.00
3140 Member Dues	4,500.00	515.60	1,459.55	3,040.45	32.43
3160 Misc. Exp.	450.00	358.54	398.54	51.46	88.56
3202 Janitorial	250.00	0.00	20.56	229.44	8.22
3210 Postage	2,100.00	140.40	1,144.90	955.10	54.52
3220 Printing	1,800.00	0.00	427.29	1,372.71	23.74
3250 Reg of Deeds	250.00	0.00	0.00	250.00	0.00
3300 Office Supp.	4,000.00	50.57	1,180.70	2,819.30	29.52

Exp / Rev Summary Report
ALL Departments
October

Account	Budget	Current Month	Year To Date	Balance	Percent
1300 Admn/Select CONT'D					
3335 Travel	3,000.00	214.80	615.06	2,384.94	20.50
3405 Hall Rental	4,000.00	4,000.00	4,000.00	0.00	100.00
4000 Bldg Maint	1,500.00	90.32	90.32	1,409.68	6.02
4010 Equip Rental	1,000.00	167.19	386.09	613.91	38.61
5000 Contr. Svcs	25,000.00	3,517.90	22,264.35	2,735.65	89.06
5010 Auditing	17,250.00	0.00	0.00	17,250.00	0.00
5240 Training	4,000.00	0.00	350.00	3,650.00	8.75
Expense Total	360,820.00	29,081.21	142,481.58	218,338.42	39.49
Net Profit / (Loss)	3,904,177.00	(7,299.71)	8,580.58	(3,895,596.42)	
1400 Assessor					
EXPENSES					
3250 Reg of Deeds	250.00	24.00	63.00	187.00	25.20
3335 Travel	0.00	0.00	49.00	-49.00	0.00
3390 Assess Maps	1,800.00	0.00	0.00	1,800.00	0.00
5000 Contr. Svcs	12,600.00	1,000.00	4,000.00	8,600.00	31.75
Expense Total	14,650.00	1,024.00	4,112.00	10,538.00	28.07
Net Profit / (Loss)	(14,650.00)	(1,024.00)	(4,112.00)	10,538.00	
1650 Elect/Bd Reg					
EXPENSES					
1010 Wages - P/T	3,000.00	0.00	0.00	3,000.00	0.00
Expense Total	3,000.00	0.00	0.00	3,000.00	0.00
Net Profit / (Loss)	(3,000.00)	0.00	0.00	3,000.00	
1700 Planning					
EXPENSES					
1070 G.I.S.	700.00	0.00	700.00	0.00	100.00
3010 Advertising	200.00	0.00	0.00	200.00	0.00
3210 Postage	100.00	0.00	0.00	100.00	0.00
3240 Publications	50.00	0.00	0.00	50.00	0.00
5090 Cont. Serv.	8,000.00	0.00	625.00	7,375.00	7.81
5240 Training	175.00	50.00	50.00	125.00	28.57
Expense Total	9,225.00	50.00	1,375.00	7,850.00	14.91
Net Profit / (Loss)	(9,225.00)	(50.00)	(1,375.00)	7,850.00	
1900 Legal Svcs					
EXPENSES					
5540 Gen. Admin.	20,000.00	705.38	11,091.14	8,908.86	55.46
Expense Total	20,000.00	705.38	11,091.14	8,908.86	55.46
Net Profit / (Loss)	(20,000.00)	(705.38)	(11,091.14)	8,908.86	
2100 Law Enf Svcs					
EXPENSES					
1010 Wages - P/T	14,059.00	1,081.50	4,673.63	9,385.37	33.24
2010 Gasoline	4,000.00	217.00	1,525.92	2,474.08	38.15

Exp / Rev Summary Report
ALL Departments
October

Account	Budget	Current Month	Year To Date	Balance	Percent
2100 Law Enf Svs CONT'D					
2041 Technology	0.00	0.00	55.00	-55.00	0.00
3335 Travel	1,000.00	0.00	39.20	960.80	3.92
5000 Contr. Svcs	48,316.00	37.50	47,701.95	614.05	98.73
Expense Total	67,375.00	1,336.00	53,995.70	13,379.30	80.14
Net Profit / (Loss)	(67,375.00)	(1,336.00)	(53,995.70)	13,379.30	

2200 Fire Rescue

EXPENSES

1010 Wages - P/T	52,750.00	290.00	20,321.46	32,428.54	38.52
1135 Stipend	21,300.00	0.00	0.00	21,300.00	0.00
2000 Electricity	3,000.00	720.99	852.69	2,147.31	28.42
2010 Gasoline	750.00	208.84	679.72	70.28	90.63
2020 Heating Fuel	7,650.00	0.00	0.00	7,650.00	0.00
2030 Telephone	3,000.00	50.00	887.12	2,112.88	29.57
2041 Technology	1,150.00	0.00	37.50	1,112.50	3.26
2080 Diesel	550.00	0.00	0.00	550.00	0.00
3040 Equip Maint	25,000.00	891.05	22,676.43	2,323.57	90.71
3140 Member Dues	2,470.00	0.00	476.00	1,994.00	19.27
3200 F/R Supplies	7,000.00	0.00	1,069.66	5,930.34	15.28
3202 Janitorial	100.00	0.00	27.36	72.64	27.36
3300 Office Supp.	0.00	0.00	9.00	-9.00	0.00
3335 Travel	3,000.00	70.70	109.90	2,890.10	3.66
3350 Uniforms	250.00	0.00	0.00	250.00	0.00
4000 Bldg Maint	4,000.00	146.00	584.00	3,416.00	14.60
5000 Contr. Svcs	15,000.00	0.00	3,090.58	11,909.42	20.60
5240 Training	7,000.00	0.00	500.00	6,500.00	7.14
6110 Radio/Tele	7,500.00	0.00	75.36	7,424.64	1.00
6230 Apparel/Gear	4,000.00	0.00	0.00	4,000.00	0.00
Expense Total	165,470.00	2,377.58	51,396.78	114,073.22	31.06
Net Profit / (Loss)	(165,470.00)	(2,377.58)	(51,396.78)	114,073.22	

2300 Recreation

EXPENSES

6240 Med Supplies	0.00	0.00	619.00	-619.00	0.00
Expense Total	0.00	0.00	619.00	-619.00	0.00
Net Profit / (Loss)	0.00	0.00	(619.00)	(619.00)	

2400 Code Enf.

EXPENSES

1010 Wages - P/T	54,600.00	3,300.00	17,100.00	37,500.00	31.32
2030 Telephone	900.00	25.00	100.00	800.00	11.11
2041 Technology	5,000.00	0.00	0.00	5,000.00	0.00
3140 Member Dues	100.00	0.00	45.00	55.00	45.00
3240 Publications	1,500.00	0.00	0.00	1,500.00	0.00
5240 Training	250.00	0.00	0.00	250.00	0.00
Expense Total	62,350.00	3,325.00	17,245.00	45,105.00	27.66

Exp / Rev Summary Report

ALL Departments
October

Account	Budget	Current Month	Year To Date	Balance	Percent
Net Profit / (Loss)	(62,350.00)	(3,325.00)	(17,245.00)	45,105.00	
2500 Harbor Shell					
EXPENSES					
1010 Wages - P/T	15,000.00	440.46	8,588.98	6,411.02	57.26
2010 Gasoline	1,000.00	0.00	0.00	1,000.00	0.00
2030 Telephone	300.00	25.00	100.00	200.00	33.33
3120 Marine Supp	700.00	0.00	0.00	700.00	0.00
3140 Member Dues	150.00	0.00	250.00	-100.00	166.67
3350 Uniforms	150.00	0.00	0.00	150.00	0.00
5240 Training	750.00	0.00	0.00	750.00	0.00
Expense Total	18,050.00	465.46	8,938.98	9,111.02	49.52
Net Profit / (Loss)	(18,050.00)	(465.46)	(8,938.98)	9,111.02	
2600 Animal Cont.					
EXPENSES					
1010 Wages - P/T	3,200.00	0.00	800.00	2,400.00	25.00
2030 Telephone	300.00	25.00	100.00	200.00	33.33
3160 Misc. Exp.	100.00	0.00	0.00	100.00	0.00
3290 Shelter	500.00	0.00	291.06	208.94	58.21
3350 Uniforms	150.00	0.00	0.00	150.00	0.00
5240 Training	600.00	0.00	0.00	600.00	0.00
Expense Total	4,850.00	25.00	1,191.06	3,658.94	24.56
Net Profit / (Loss)	(4,850.00)	(25.00)	(1,191.06)	3,658.94	
3100 Public Srvc					
EXPENSES					
1000 Wages - F/T	110,032.00	3,200.00	14,511.82	95,520.18	13.19
1010 Wages - P/T	9,750.00	3,614.04	15,794.59	-6,044.59	162.00
1020 Overtime	3,500.00	0.00	195.00	3,305.00	5.57
2000 Electricity	2,000.00	950.45	1,082.15	917.85	54.11
2010 Gasoline	3,000.00	98.41	98.41	2,901.59	3.28
2020 Heating Fuel	3,200.00	0.00	0.00	3,200.00	0.00
2030 Telephone	1,000.00	50.00	337.92	662.08	33.79
2041 Technology	610.00	67.49	337.45	272.55	55.32
2080 Diesel	8,000.00	0.00	0.00	8,000.00	0.00
3040 Equip Maint	17,000.00	1,661.89	5,279.22	11,720.78	31.05
3120 Marine Supp	1,500.00	0.00	159.85	1,340.15	10.66
3202 Janitorial	100.00	0.00	0.00	100.00	0.00
3300 Office Supp.	200.00	0.00	0.00	200.00	0.00
3335 Travel	2,000.00	71.40	169.40	1,830.60	8.47
3350 Uniforms	800.00	148.00	148.00	652.00	18.50
4000 Bldg Maint	7,000.00	0.00	302.75	6,697.25	4.33
4600 Cold Patch	3,000.00	0.00	0.00	3,000.00	0.00
4605 Culv/Drain	1,000.00	0.00	0.00	1,000.00	0.00
4630 Road Matls	12,000.00	6,854.00	6,854.00	5,146.00	57.12
4640 Sand & Salt	8,000.00	0.00	0.00	8,000.00	0.00
4645 Street Signs	500.00	0.00	306.34	193.66	61.27

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ALL Departments
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Account	Budget	Current Month	Year To Date	Balance	Percent
3100 Public Svcs CONT'D					
5000 Contr. Svcs	17,000.00	500.00	500.00	16,500.00	2.94
5020 Barging	13,000.00	4,480.00	4,480.00	8,520.00	34.46
5230 Pave Marking	100.00	0.00	0.00	100.00	0.00
5240 Training	1,500.00	80.00	150.00	1,350.00	10.00
6010 Tools	1,500.00	337.10	935.09	564.91	62.34
6120 Safety Equip	500.00	0.00	0.00	500.00	0.00
6140 Veh Parts	0.00	1,112.97	1,112.97	-1,112.97	0.00
Expense Total	227,792.00	23,225.75	52,754.96	175,037.04	23.16
Net Profit / (Loss)	(227,792.00)	(23,225.75)	(52,754.96)	175,037.04	

3200 Solid Waste

EXPENSES

1010 Wages - P/T	45,000.00	3,034.96	14,240.89	30,759.11	31.65
2000 Electricity	1,100.00	301.72	433.42	666.58	39.40
2030 Telephone	940.00	25.00	237.92	702.08	25.31
3040 Equip Maint	2,000.00	0.00	2,760.10	-760.10	138.01
3202 Janitorial	400.00	0.00	0.00	400.00	0.00
3350 Uniforms	250.00	74.00	74.00	176.00	29.60
4000 Bldg Maint	6,000.00	8.27	608.27	5,391.73	10.14
4655 Chipping Bru	25,000.00	0.00	0.00	25,000.00	0.00
5020 Barging	52,000.00	21,600.00	25,683.00	26,317.00	49.39
5110 Hauling	85,000.00	8,657.94	33,144.82	51,855.18	38.99
5120 Landfill Mon	600.00	0.00	395.00	205.00	65.83
5130 Haz Waste	9,000.00	0.00	342.45	8,657.55	3.81
5240 Training	1,000.00	0.00	0.00	1,000.00	0.00
5251 Sanitation	3,500.00	0.00	0.00	3,500.00	0.00
Expense Total	231,790.00	33,701.89	77,919.87	153,870.13	33.62
Net Profit / (Loss)	(231,790.00)	(33,701.89)	(77,919.87)	153,870.13	

4400 Misc-MainInd

EXPENSES

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

4600 Contribution

EXPENSES

3150 Library	25,000.00	12,500.00	12,500.00	12,500.00	50.00
3151 Comm Center	37,200.00	18,600.00	18,600.00	18,600.00	50.00
3160 Misc. Exp.	5,000.00	5,000.00	5,000.00	0.00	100.00
3164 VNA	397.00	0.00	0.00	397.00	0.00
3166 Isl. Council	5,000.00	0.00	5,000.00	0.00	100.00
3167 Recreation	69,500.00	34,750.00	34,750.00	34,750.00	50.00
3168 CRC-Kids Pla	30,000.00	15,000.00	15,000.00	15,000.00	50.00
3169 Island Comm	18,500.00	18,500.00	18,500.00	0.00	100.00
Expense Total	190,597.00	104,350.00	109,350.00	81,247.00	57.37

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Net Profit / (Loss)	(190,597.00)	(104,350.00)	(109,350.00)	81,247.00	
5810 Genl Assista					
EXPENSES					
3160 Misc. Exp.	500.00	0.00	0.00	500.00	0.00
Expense Total	500.00	0.00	0.00	500.00	0.00
Net Profit / (Loss)	(500.00)	0.00	0.00	500.00	
5910 Health Svcs					
EXPENSES					
1010 Wages - P/T	2,000.00	0.00	0.00	2,000.00	0.00
Expense Total	2,000.00	0.00	0.00	2,000.00	0.00
Net Profit / (Loss)	(2,000.00)	0.00	0.00	2,000.00	
6200 Cemetery					
EXPENSES					
1010 Wages - P/T	6,962.00	0.00	1,931.25	5,030.75	27.74
2010 Gasoline	250.00	16.13	106.88	143.12	42.75
3040 Equip Maint	500.00	0.00	112.79	387.21	22.56
3140 Member Dues	50.00	0.00	0.00	50.00	0.00
3163 Cemetery Gen	600.00	0.00	0.00	600.00	0.00
5000 Contr. Svcs	5,000.00	0.00	0.00	5,000.00	0.00
5240 Training	150.00	0.00	0.00	150.00	0.00
Expense Total	13,512.00	16.13	2,150.92	11,361.08	15.92
Net Profit / (Loss)	(13,512.00)	(16.13)	(2,150.92)	11,361.08	
6900 Debt Service					
REVENUES					
691 Axiom Paymt	74,584.00	0.00	0.00	74,584.00	0.00
Revenue Total	74,584.00	0.00	0.00	74,584.00	0.00
EXPENSES					
6500 MBB Interest	5,259.00	0.00	0.00	5,259.00	0.00
6510 MBBPrincipal	195,099.00	0.00	195,099.00	0.00	100.00
6511 MMBSchInt	31,801.00	0.00	16,311.61	15,489.39	51.29
6512 MMBSchPrin	80,250.00	0.00	80,250.00	0.00	100.00
6516 PlowTrkInter	582.00	0.00	337.90	244.10	58.06
6517 PlowTrkPrinc	20,667.00	0.00	20,666.67	0.33	100.00
6520 MMBrdbdInt	39,291.00	0.00	17,969.61	21,321.39	45.73
6521 MMBrdbdPrinc	35,293.00	0.00	39,290.74	-3,997.74	111.33
6550 MMBDrdgeInt	5,421.00	0.00	3,089.58	2,331.42	56.99
6551 MMBDrdgePrin	41,668.00	0.00	41,666.67	1.33	100.00
Expense Total	455,331.00	0.00	414,681.78	40,649.22	91.07
Net Profit / (Loss)	(380,747.00)	0.00	(414,681.78)	(33,934.78)	
7500 Benef/Insur.					
EXPENSES					
1015 Pay Raises	10,000.00	0.00	0.00	10,000.00	0.00

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ALL Departments
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Account	Budget	Current Month	Year To Date	Balance	Percent
7500 Benef/Insur. CONT'D					
1210 Health/Life	140,616.00	11,442.29	56,975.33	83,640.67	40.52
1220 FICA / MED	46,800.00	2,480.66	13,903.17	32,896.83	29.71
1230 ICMA-Retire	16,800.00	0.00	2,352.26	14,447.74	14.00
1270 Unemployment	2,500.00	0.00	1,015.00	1,485.00	40.60
1280 Workers Comp	14,000.00	2,262.15	4,524.30	9,475.70	32.32
3060 Liabil. Ins	35,140.00	0.00	18,470.50	16,669.50	52.56
Expense Total	265,856.00	16,185.10	97,240.56	168,615.44	36.58
Net Profit / (Loss)	(265,856.00)	(16,185.10)	(97,240.56)	168,615.44	

8000 School

REVENUES

800 Meal Reimbur	10,000.00	0.00	0.00	10,000.00	0.00
805 Sch UF Trans	20,000.00	0.00	0.00	20,000.00	0.00
807 Misc Sch Rev	0.00	16,832.41	20,158.42	-20,158.42	0.00
808 IDEA Local E	9,000.00	0.00	0.00	9,000.00	0.00
810 CIS Tuition	40,000.00	0.00	0.00	40,000.00	0.00
811 CDS	0.00	0.00	6,708.52	-6,708.52	0.00
Revenue Total	79,000.00	16,832.41	26,866.94	52,133.06	34.01

EXPENSES

8807 Contingency	10,000.00	0.00	0.00	10,000.00	0.00
8900 Debt Service	27,457.00	27,456.72	27,456.72	0.28	100.00
Expense Total	37,457.00	27,456.72	27,456.72	10,000.28	73.30
Net Profit / (Loss)	41,543.00	(10,624.31)	(589.78)	(42,132.78)	

8001 System Admin

EXPENSES

8101 Sup. Sal	72,800.00	5,600.00	25,200.00	47,600.00	34.62
8102 Sec. Sal	17,386.00	1,667.38	4,114.24	13,271.76	23.66
8106 Work Comp	4,000.00	0.00	0.00	4,000.00	0.00
8107 Conf/Train	500.00	75.00	75.00	425.00	15.00
8110 Comm/Phone	4,500.00	56.00	1,052.72	3,447.28	23.39
8112 Advertising	700.00	0.00	0.00	700.00	0.00
8115 Equip/Softwre	300.00	2.99	8.97	291.03	2.99
8116 Travel	100.00	0.00	0.00	100.00	0.00
8117 Stipends	1,200.00	0.00	0.00	1,200.00	0.00
8118 FICA	92.00	0.00	0.00	92.00	0.00
8119 Legal	3,500.00	0.00	0.00	3,500.00	0.00
8120 Ins	3,000.00	0.00	2,785.00	215.00	92.83
8121 Dues&Fees	500.00	0.00	845.53	-345.53	169.11
8122 Misc	800.00	0.00	3.91	796.09	0.49
8124 Unem Comp	1,500.00	311.65	311.65	1,188.35	20.78
8131 Sup Health	19,053.00	0.00	6,343.04	12,709.96	33.29
8132 Sec Health	6,362.00	0.00	2,289.92	4,072.08	35.99
8141 Sup WithH	1,419.00	101.26	455.67	963.33	32.11
8142 Sec WithH	1,417.00	96.68	237.28	1,179.72	16.75
8151 Sup Retire	3,254.00	244.16	1,098.72	2,155.28	33.77

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ALL Departments
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Account	Budget	Current Month	Year To Date	Balance	Percent
Expense Total	142,383.00	8,155.12	44,821.65	97,561.35	31.48
Net Profit / (Loss)	(142,383.00)	(8,155.12)	(44,821.65)	97,561.35	

8002 School Admin

EXPENSES

8202 Secr. Sal	17,386.00	1,667.38	4,114.01	13,271.99	23.66
8208 Postage	500.00	0.00	370.00	130.00	74.00
8209 Printing	1,000.00	0.00	772.00	228.00	77.20
8210 Supplies	1,000.00	168.07	599.38	400.62	59.94
8211 Copy Supp	300.00	0.00	0.00	300.00	0.00
8213 Dues & Fees	500.00	100.00	608.00	-108.00	121.60
8217 CIS Stipends	5,000.00	0.00	0.00	5,000.00	0.00
8232 Sec Health	6,362.00	0.00	2,289.92	4,072.08	35.99
8242 Sec WithH	1,417.00	96.72	237.34	1,179.66	16.75
Expense Total	33,465.00	2,032.17	8,990.65	24,474.35	26.87
Net Profit / (Loss)	(33,465.00)	(2,032.17)	(8,990.65)	24,474.35	

8003 Elementary

EXPENSES

8301 K-2 Tch Sal	89,533.00	7,040.16	17,114.85	72,418.15	19.12
8302 3-5 Tch Sal	107,750.00	8,115.48	20,612.40	87,137.60	19.13
8303 Ed-TechSal	25,126.00	1,877.50	4,693.75	20,432.25	18.68
8304 Temp Sal	2,000.00	0.00	0.00	2,000.00	0.00
8309 AssessmtTest	2,000.00	0.00	0.00	2,000.00	0.00
8310 GenSupplies	4,000.00	415.36	2,016.92	1,983.08	50.42
8311 Travel Reimb	750.00	0.00	0.00	750.00	0.00
8312 Books & Per	3,000.00	135.00	3,945.68	-945.68	131.52
8313 AudioVisual	500.00	99.00	162.96	337.04	32.59
8314 Equip.	0.00	253.02	1,630.00	-1,630.00	0.00
8318 MS Tuition	17,837.00	0.00	7,653.05	10,183.95	42.91
8319 Second Tuit	165,890.00	0.00	63,363.96	102,526.04	38.20
8331 K-2 Health	12,724.00	0.00	4,241.20	8,482.80	33.33
8332 3-5 Health	12,724.00	0.00	4,579.84	8,144.16	35.99
8333 ETech Health	6,361.00	0.00	0.00	6,361.00	0.00
8341 K-2 WithH	1,746.00	137.28	333.72	1,412.28	19.11
8342 3-5 WithH	1,975.00	135.82	345.89	1,629.11	17.51
8343 ETech WithH	617.00	36.60	91.52	525.48	14.83
8351 K-2 Retire	4,002.00	306.94	746.19	3,255.81	18.65
8352 3-5 Retire	4,527.00	339.72	849.30	3,677.70	18.76
8353 ETech Retire	1,412.00	81.86	204.65	1,207.35	14.49
Expense Total	464,474.00	18,973.74	132,585.88	331,888.12	28.55
Net Profit / (Loss)	(464,474.00)	(18,973.74)	(132,585.88)	331,888.12	

8004 Support

EXPENSES

8401 Soc Wages	23,520.00	0.00	0.00	23,520.00	0.00
8402 Course Reimb	3,200.00	0.00	1,593.00	1,607.00	49.78

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8004 Support CONT'D					
8403 OthrProfSvcs	4,000.00	0.00	0.00	4,000.00	0.00
8405 OtherPurServ	0.00	1,650.00	3,300.00	-3,300.00	0.00
8406 Software	1,000.00	0.00	0.00	1,000.00	0.00
8407 Repair	200.00	0.00	29.49	170.51	14.75
8413 Supplies	500.00	190.34	190.34	309.66	38.07
8441 Soc WithH	459.00	0.00	0.00	459.00	0.00
8451 Soc Retire	1,051.00	0.00	0.00	1,051.00	0.00
Expense Total	33,930.00	1,840.34	5,112.83	28,817.17	15.07
Net Profit / (Loss)	(33,930.00)	(1,840.34)	(5,112.83)	28,817.17	

8005 SPED

EXPENSES

8501 Teach Sal	62,103.00	4,772.08	11,930.20	50,172.80	19.21
8502 Sp Dir Sal	12,800.00	0.00	0.00	12,800.00	0.00
8503 Ed Tech	66,170.00	5,837.50	13,521.25	52,648.75	20.43
8504 OT Salaries	32,000.00	3,200.00	7,600.00	24,400.00	23.75
8505 SpLa Salarie	0.00	2,310.00	2,940.00	-2,940.00	0.00
8507 ExtYr Prog	3,500.00	0.00	10,558.75	-7,058.75	301.68
8508 Supplies	1,500.00	464.53	753.60	746.40	50.24
8509 TestSupplies	250.00	0.00	0.00	250.00	0.00
8510 Books & Per	100.00	384.11	495.94	-395.94	495.94
8511 Contr SpLa	33,600.00	0.00	0.00	33,600.00	0.00
8512 Contr Psych	5,000.00	0.00	0.00	5,000.00	0.00
8519 SpEd SecTuit	15,000.00	0.00	0.00	15,000.00	0.00
8531 Sp Teach Hea	12,724.00	0.00	4,241.20	8,482.80	33.33
8533 Sp Tech Heal	19,085.00	0.00	2,120.60	16,964.40	11.11
8541 Sp Teach Wit	1,211.00	93.06	232.64	978.36	19.21
8542 Sp Dir WithH	250.00	0.00	0.00	250.00	0.00
8543 SpEd Tech Wi	1,290.00	113.86	285.68	1,004.32	22.15
8544 OT WithH	625.00	62.40	288.60	336.40	46.18
8545 SpLa WithH	0.00	45.04	100.83	-100.83	0.00
8551 SpEd Teach R	2,776.00	208.06	520.15	2,255.85	18.74
8553 SpEd Tec Ret	2,958.00	254.52	638.69	2,319.31	21.59
8554 OT Retire	1,430.00	139.52	645.28	784.72	45.12
8555 SpLa Retire	0.00	0.00	124.75	-124.75	0.00
Expense Total	274,372.00	17,884.68	56,998.16	217,373.84	20.77
Net Profit / (Loss)	(274,372.00)	(17,884.68)	(56,998.16)	217,373.84	

8006 Maintenance

EXPENSES

8601 FacMain Sal	16,733.00	1,632.40	3,777.28	12,955.72	22.57
8606 Conferences	500.00	0.00	0.00	500.00	0.00
8607 Contr Serv	11,000.00	1,170.00	3,743.00	7,257.00	34.03
8608 Rep Eq	7,500.00	0.00	0.00	7,500.00	0.00
8609 Rep Serv	0.00	207.00	577.95	-577.95	0.00
8611 Insurance	3,000.00	0.00	0.00	3,000.00	0.00
8612 Supplies	3,000.00	448.12	686.10	2,313.90	22.87

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8006 Maintenance CONT'D					
8613 Electricity	2,000.00	1,805.09	1,894.97	105.03	94.75
8614 Fuel Oil	5,000.00	0.00	0.00	5,000.00	0.00
8617 Cont Serv	5,000.00	0.00	75.00	4,925.00	1.50
8631 Fac/Main Hea	6,362.00	0.00	2,289.92	4,072.08	35.99
8641 Fac/Main Wit	1,364.00	133.02	307.84	1,056.16	22.57
Expense Total	61,459.00	5,395.63	13,352.06	48,106.94	21.73
Net Profit / (Loss)	(61,459.00)	(5,395.63)	(13,352.06)	48,106.94	

8007 Transport

EXPENSES

8701 Tran Sal	22,618.00	1,632.40	4,021.11	18,596.89	17.78
8702 TrSub Sal	500.00	0.00	0.00	500.00	0.00
8707 PurProf.Serv	40,000.00	0.00	4,413.76	35,586.24	11.03
8708 Repairs	5,000.00	27.41	45.91	4,954.09	0.92
8709 Auto Ins	2,500.00	0.00	0.00	2,500.00	0.00
8711 Fuel	4,000.00	210.24	459.16	3,540.84	11.48
8731 Trans Health	12,724.00	0.00	2,289.92	10,434.08	18.00
8741 Trans WithH	1,844.00	133.06	327.72	1,516.28	17.77
Expense Total	89,186.00	2,003.11	11,557.58	77,628.42	12.96
Net Profit / (Loss)	(89,186.00)	(2,003.11)	(11,557.58)	77,628.42	

8008 Food Service

EXPENSES

8801 Food Sal	16,733.00	2,798.40	6,333.92	10,399.08	37.85
8805 OthrContServ	2,000.00	84.95	184.95	1,815.05	9.25
8806 Supplies	15,000.00	2,911.92	4,994.96	10,005.04	33.30
8807 Contingency	0.00	926.65	1,337.91	-1,337.91	0.00
8831 Food Health	6,362.00	0.00	2,120.60	4,241.40	33.33
8841 Food WithH	1,364.00	228.04	516.22	847.78	37.85
Expense Total	41,459.00	6,949.96	15,488.56	25,970.44	37.36
Net Profit / (Loss)	(41,459.00)	(6,949.96)	(15,488.56)	25,970.44	

8100 Street Light

EXPENSES

2000 Electricity	8,400.00	137.99	2,463.28	5,936.72	29.32
Expense Total	8,400.00	137.99	2,463.28	5,936.72	29.32
Net Profit / (Loss)	(8,400.00)	(137.99)	(2,463.28)	5,936.72	

8300 Contingency

EXPENSES

3160 Misc. Exp.	30,000.00	2,422.00	2,422.00	27,578.00	8.07
Expense Total	30,000.00	2,422.00	2,422.00	27,578.00	8.07
Net Profit / (Loss)	(30,000.00)	(2,422.00)	(2,422.00)	27,578.00	

8800 Out Isl tax

EXPENSES

Exp / Rev Summary Report
ALL Departments
October

Account	Budget	Current Month	Year To Date	Balance	Percent
8800 Out Isl tax CONT'D					
0001 Out Isl Tax	56,932.00	56,932.00	56,932.00	0.00	100.00
Expense Total	56,932.00	56,932.00	56,932.00	0.00	100.00
Net Profit / (Loss)	(56,932.00)	(56,932.00)	(56,932.00)	(0.00)	
8900 County Tax					
E X P E N S E S					
3050 County Tax	234,049.00	234,049.00	234,049.00	0.00	100.00
Expense Total	234,049.00	234,049.00	234,049.00	0.00	100.00
Net Profit / (Loss)	(234,049.00)	(234,049.00)	(234,049.00)	(0.00)	
9000 Capital Impr					
E X P E N S E S					
9015 Stone Wharf	300,000.00	15,146.06	15,146.06	284,853.94	5.05
9016 Barge Ramps	20,000.00	6,806.25	6,806.25	13,193.75	34.03
9020 Floats/Ramps	95,000.00	23,209.35	23,209.35	71,790.65	24.43
9025 Fire Dept	50,000.00	0.00	0.00	50,000.00	0.00
9030 Bldg Facilit	80,000.00	24,550.00	24,550.00	55,450.00	30.69
9031 Town Office	10,000.00	0.00	0.00	10,000.00	0.00
9032 Land Acquis	7,000.00	0.00	0.00	7,000.00	0.00
9040 Grant Match	30,000.00	0.00	0.00	30,000.00	0.00
9045 Reval Rese	10,000.00	0.00	0.00	10,000.00	0.00
9050 Paving	25,000.00	0.00	0.00	25,000.00	0.00
9055 PW Equip	50,000.00	49,950.00	49,950.00	50.00	99.90
9057 Transfer Sta	10,000.00	2,833.28	2,833.28	7,166.72	28.33
9070 Coastal Fund	10,000.00	0.00	0.00	10,000.00	0.00
9195 Storm Damage	75,000.00	0.00	0.00	75,000.00	0.00
9197 Sch Cap Rsv	0.00	71,172.00	71,172.00	-71,172.00	0.00
Expense Total	772,000.00	193,666.94	193,666.94	578,333.06	25.09
Net Profit / (Loss)	(772,000.00)	(193,666.94)	(193,666.94)	578,333.06	



Town of Chebeague Island

To: Carol White, Chair of the Selectboard

From: Viktoria G. Wood, Town Administrator

Date: October 30, 2025

RE: Summary of Option C Proposal for Fire and EMS Service and suggested motion

Curtis Robinson from Port City Architecture submitted a proposal in response to the Town of Chebeague Island's RFP for Concept Option C related to Fire and EMS services.

Attached is Option C and it outlines a Phase 1 architectural study for a reduced-scope facility of approximately 3,000 square feet. The design will be based on initial programming provided by the Facilities Committee and will explore cost-effective construction methods. The proposal includes schematic site and floor plans and renderings. The estimated effort is 103 hours at a total cost of \$16,500 plus reimbursables, billed hourly.

Suggested Motion:

"To Authorize the Town Administrator to sign the proposal from Port City Architectural for Phase 1 - Concept option "C" for Chebeague Island Fire and EMS Services and expend up to \$17,000 from Reserve Account 9030- Building Facilities"

*Respectfully submitted,
Viktoria Wood*

PROPOSAL

Architectural Design

October 28, 2025

Viktorija G. Wood | Town Administrator
Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017



RE: Phase 1 - Concept option "C" for Chebeague Island Fire and EMS Services

Dear Ms. Wood,

It is a pleasure to provide this proposal for the Fire and EMS Service option "C" building study. The first study to move the entire Fire Department we provided was successful and a pleasure to be a part of. It is our understanding that the project scope will be reduced to approximately 3,000 square feet. The facilities committee has worked with the chief and provided the initial programming and "first pass" floor plan layout of this reduced scope. PCA will use this work as the base. Once a schematic floor plan is established, the town would like to explore cost saving options/opportunities with Pre-engineered metal building construction, pre-manufactured buildings, and/or a combination of both. This is a reduced scope of the actual services that will eventually be relocated from the existing station, and the proposed design will need to provide future expansion opportunities for both apparatus equipment and support spaces.

The Tasks:

- Develop functional schematic level site plans and floor plans based on the programming sheet provided by the Facilities Committee.
- Work with a trusted construction manager proficient in the field (and agreed upon by the Town) to help price estimate the costs of 3-4 different building construction options and come up with the most cost-effective solution for the Town of Chebeague.
- Analyze those options for cost/benefit of initial costs versus the overall building performance and longevity.
- Evaluate the long-term operational costs, including renewable energy options with the Town.
- Provide a remodel plan for the existing Fire Station once EMS services have moved out.

The Deliverables:

We will provide the following documents that the town is requesting schematic site plan, schematic floor plan, and renderings of the new EMS and Fire Service building. A schematic floor plan for the small renovation at the existing station. Cost estimates evaluating the best cost-saving solutions for the building construction, whether PEMB or pre-manufactured saves costs.

The project schedule provided by the Town is sufficient in accomplishing the goals and objectives intended. We will meet the goals.

Other Project Assumptions:

- As this is Phase 1, we are assuming that no MEPS will be required at this time and will not be carried in this contract. If for any reason a sub-consultant will be needed, it will be

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- an additional fee.
- No Geotech or surveyor will be carried at this time.

Project Professional Fee:

We propose to provide the work on an **hourly basis** plus direct reimbursable expenses. With each indicated scope of work or deliverable item, we have estimated a reasonable number of hours based on our experience. They do not however, include unforeseeable circumstances which could arise.

- Analyze the provided reduced program scope and floor plan – **3 hours**
- Develop functional schematic level site plan and floor plan for new building - **12 Hours**
- Coordinate and collaborate with a construction estimator regarding cost-effective building measures – **16 Hours**
- Meetings with the Facilities Committee (estimated 3 meetings) - **12 Hours**
- Conduct cost/benefit analysis for initial cost versus building performance of the different options – **16 Hours**
- Evaluate long-term operational costs, including renewable energy options. - **8 Hours**
- Attend public workshop (estimated 1 meeting) - **4 hours**
- Develop renovation plan for existing fire station. - **8 Hours**
- Provide cost estimates of potential options for Chebeague to make an informed decision – **8 hours**
- Provide Renderings of selected option – **16 hours**

Estimated Hours – 103 hours - Estimated Total Costs \$16,500 plus reimbursables

As this is estimated hours, it could be less or more depending on circumstances. Charges shall be billed hourly only on the work performed.

Invoicing/ Billing:

- Invoices will be submitted monthly based on the work completed.

Attachments:

- Port City Architecture Standard Hourly Rates and Reimbursable Expenses
- Port City Architecture Standard Terms and Conditions
- Fee Matrix

This proposal is valid for thirty (30) days. If the outlined scope and proposed fees are acceptable, I would ask that you please sign this letter in the space provided and return a copy to this office via standard mail or e-mail. Thank you.

Sincerely,
PORT CITY ARCHITECTURE

Curtis Robinson
Associate
Port City Architecture

Accepted,
Viktoria G. Wood
Town Administrator
____ / ____ 2025



STANDARD HOURLY RATES 2025

Professional Fees

Principal Architect	\$176.00/hour
Associate Architect	\$154.00/hour
Staff Architect	\$143.00/hour
Senior Architectural Designer	\$132.00/hour
Interior Designer	\$132.00/hour
Architectural Designer	\$110.00/ hour
Technical Assistant/CADD	\$105.00/hour
Administrative Services	\$ 83.00/hour
Expert Witness or Legal Consultation	\$165.00/hour

REIMBURSABLE EXPENSE SCHEDULE

Reimbursables shall be charged at 5% of the total Design Fee or as direct expenses below

Laboratory Testing	Cost Plus 10%
Printing	
Clean Prints (blueprints)	\$ 0.50/sf
Copies-8 ½"x11"	\$ 0.20 each
11"x17"	\$ 0.45 each
Sepias, Mylar	\$ 4.75/sf
Sepias, Paper	\$ 2.50/sf
Bindings	\$ 4.00/ea
Postage	Cost Plus 10%
Travel Mileage	\$ 0.62/mile
Lodging Cost Not to Exceed	\$200/Day/Person
Food Cost Not to Exceed	\$ 90/Day/Person
Photography Reproductions (not in-house)	Cost Plus 10%
Advertising	Cost Plus 10%
Consultants	Cost Plus 10%
Color Renderings	Cost Plus 10%
Communication/Technology charge:	2% of invoice
<i>Phone calls, faxes, scanning, website plan room, emails, and other forms of communication.</i>	

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Port City Architecture 2025 Terms and Conditions

1. ABSENCE OF WARRANTY

All services of ARCHITECT and its subsidiaries, independent professional associates, subconsultants and subcontractors will be performed in a reasonable and prudent manner in accordance with generally accepted architecting practice. All estimates, recommendations, opinions and decisions of the ARCHITECT will be on the basis of the information available to the ARCHITECT and the Architect's experience, technical qualifications, and professional judgment. There are no warranties of merchantability or fitness for a particular purpose or any other warranties or guarantees whatsoever, express or implied, with respect to any service performed or materials provided under this Agreement.

2. INVOICES

Invoices will be submitted periodically (customarily on a monthly basis), and are due and payable upon receipt of invoice. Unpaid balances shall be subject to an additional charge at the rate of one (1.0) percent per month from the date of invoice if the unpaid balance is not paid within 30 days. In addition, the ARCHITECT may, after giving seven days written notice to OWNER, suspend services without liability until the OWNER has paid in full all amounts due the ARCHITECT on account of services rendered and expenses incurred, including interest on past-due invoices. Payment of invoices is not subject to discounting by OWNER. Time is of the essence in payment of invoices, and timely payment is a material part of the consideration of any Agreement between the ARCHITECT and OWNER.

3. CHANGES OR DELAYS

Unless the accompanying Proposal provides otherwise, the proposed fees constitute the Architect's estimate to perform the services required to complete the Project as we understand it to be defined. For projects involving conceptual or process development work, required services often are not fully definable in the initial planning. Accordingly, developments may dictate a change in the scope of services to be performed. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, whether or not changed by any order, an equitable adjustment shall be made and the Agreement modified accordingly.

Costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by the OWNER's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences or force majeure, such as fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdown, acts of God or of the public enemy, or acts or regulations of any governmental authority. Temporary work stoppage caused by any of the above will result in additional cost (reflecting a change in scope) beyond that outlined in the accompanying Proposal.

4. PAYMENT

Where the method of contract payment is based on a cost reimbursement (i.e. hourly rates, time-and-material, direct personnel expense, or per-diem) basis, the following provisions shall apply:

- a. The minimum time segment for charging of field work is four (4) hours. The minimum time segment for charging the work done at the ARCHITECT's office(s) is one-half hour. When applicable, rental charges will be applied to the Project to cover the cost of pilot-scale facilities or equipment, apparatus, instrumentation, or other technical machinery. When such charges are applicable, the OWNER will be advised at the start of an assignment, task, or phase.
- b. Expenses properly chargeable for the services which are reimbursable at cost shall include: travel and subsistence expenses of personnel when away from their office on business directly or indirectly connected with the Project; identifiable communication, shipping, printing, and reproduction costs; professional and technical subcontractors/subconsultants; identifiable drafting and stenographic supplies; computer time and software; and expendable materials and supplies purchased specifically for the Project. A ten percent (10%) handling and administrative charge will be added to those foregoing items which are purchased from outside sources. When ARCHITECT, subsequent to initiation of services, finds that specialized equipment is needed to perform the services, it will purchase and/or lease, as appropriate, the equipment as a reimbursable expense.
- c. Invoices for effort on a cost-reimbursement basis will be submitted showing labor (hours worked) and total expenses, but not actual documentation. If requested by OWNER, documentation will be provided and the cost of providing such documentation, including labor and copying costs, will be paid by OWNER.

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5. TERMINATION

No termination of this Project by the OWNER shall be effective unless seven days written notice of intent to terminate, together with the reasons and details therefore, has been received by a principal or officer of the ARCHITECT and an opportunity for consultation been given. A final invoice will be calculated on the first or fifteenth of the month (whichever comes first) following receipt of such termination notice and the elapse of the seven day period (the effective date of termination).

Either the ARCHITECT or OWNER may terminate this Agreement, in whole or in part, in writing, if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party. Where method of contract payment is "lump sum," the final invoice will include all services and expenses associated with the Project up to the effective date of termination. Where method of contract payment is based on cost reimbursement, the final invoice will include all services and expenses associated with the Project up to the effective date of termination. In any event, an equitable adjustment shall be made to provide for termination settlement costs the ARCHITECT incurs relating to commitments which had become firm before termination, and for a reasonable profit for services performed.

6. LIMITATION OF LIABILITY

Notwithstanding any other provision of these General Terms and Conditions to the contrary, the ARCHITECT's liability to the OWNER for any loss or damage, including, but not limited to, special and consequential damages, arising out of or in connection with the accompanying Proposal or any related Agreement from any cause, including the ARCHITECT's professional negligence, strict liability, breach of contract or breach of warranty, shall not exceed triple the contract payment hereunder. OWNER hereby releases the ARCHITECT from any liability above such amount and such amount shall be the **sole and exclusive remedy** to OWNER.

7. INSURANCE

The Architect agrees to purchase at its own expense, Worker's Compensation, Professional Liability and General Liability insurance and will, upon request, furnish insurance certificates to OWNER. ARCHITECT agrees to purchase whatever additional insurance is requested by OWNER (presuming such insurance is available from carriers acceptable to the ARCHITECT) provided the premiums for additional insurance are reimbursed by OWNER.

8. INDEMNIFICATION

The Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner, its officers, directors and employees (collectively, Owner) against all damages or liabilities, to the extent caused by the Architect's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Architect is legally liable.

The Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees and subconsultants (collectively, Architect) against all damages or liabilities, to the extent caused by the Owner's negligent acts, errors or omissions in connection with the Project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom the Owner is legally liable.

Neither the Owner nor the Architect shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

9. DISPUTE RESOLUTION

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Owner and the Architect agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation.

The Owner and the Architect further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements.

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9. GRATUITIES

The ARCHITECT represents that no gratuities (in the form of the entertainment, gifts or otherwise) were offered or given to any officer, agent, employee or representative of the OWNER with a view towards securing this Agreement or securing favorable treatment with respect to the wording, amending or the making of any determination with respect to the performance of this Agreement.

10. CONFIDENTIALITY

The ARCHITECT shall maintain as confidential and not disclose to others without OWNER's prior written consent, all information obtained from OWNER, not otherwise previously known to the ARCHITECT or in the public domain, as OWNER expressly designates in writing to be "CONFIDENTIAL". The provisions of this paragraph shall not apply to information in whatever form which (1) is published or comes into the public domain through no fault of the ARCHITECT, (2) is furnished by or obtained from a third party who is under no obligation to keep the information confidential, or (3) is required to be disclosed by law on order of a court, administrative agency or other authority with proper jurisdiction.

11. REUSE OF DOCUMENTS

All documents, including drawings and specifications, prepared or furnished by ARCHITECT and its subsidiaries, independent professional associates, subconsultants and subcontractors pursuant to this Agreement are instruments of service in respect of the Project and the ARCHITECT shall retain an ownership and property interest therein whether or not the Project is completed. OWNER may make and retain copies for information and reference in connection with the Project; however, such documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on any other project. Any reuse without written verification or project-specific adaptation by the ARCHITECT will be at the OWNER's sole risk and without liability or legal exposure to ARCHITECT or its subsidiaries, independent professional associates, subconsultants and subcontractors. Accordingly, OWNER shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the ARCHITECT from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions and damages whatsoever arising out of or resulting from such unauthorized reuse. Any such verification or project-specific adaptation will entitle the ARCHITECT to further compensation at rates to be agreed upon by OWNER and the ARCHITECT.

12. CONTROLLING AGREEMENT

To the extent they are inconsistent or contradictory; the express terms of the accompanying Proposal take precedence over these General Terms and Conditions. It is understood and agreed that the services performed under the accompanying Proposal or any related Agreement are not subject to any provision of the Uniform Commercial Code. Any terms and conditions set forth in OWNER's purchase order, requisition, or other notice or authorization to proceed are inapplicable to the services under this Proposal or any related Agreement, except when specifically provided for in full on the face of such purchase order, requisition, or notice or authorization and specifically accepted in writing by the ARCHITECT. The ARCHITECT's acknowledgment of receipt of any purchase order, requisition, notice or authorization, or the ARCHITECT's performance of work subsequent to receipt thereof, does not constitute acceptance of any terms or conditions other than those set forth herein.

13. PROPRIETARY DATA

The technical and pricing information contained in the accompanying Proposal or Agreement is to be considered Confidential and Proprietary and is not to be disclosed or otherwise made available to third parties without the express written consent of ARCHITECT.

14. GOVERNING LAW

This Agreement is to be governed by and construed in accordance with the law of the principal place of business of ARCHITECT.

-END OF ITEMS

PORT CITY ARCHITECTURE

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Page 6 of 6



Town of Chebeague Island

To: Carol White, Selectboard Chair

From: Viktoria Wood, Town Administrator

Date: November 2, 2025

RE: 25-086: Summary of Current and Anticipated Town Infrastructure Projects

As we move into the FY27 budget planning process, I am providing the Selectboard with this summary on the status of current town infrastructure projects. As part of the budget process, the Selectboard will need to evaluate the urgency, timeline, costs and funding sources of these projects in the context of FY27 operational and capital budget. Once the Selectboard has identified and prioritized which infrastructure projects will be included in the FY27 budget, we can work with the Finance Committee to integrate these projects into capital budget planning and to align them with budget goals for the upcoming year.

1.0 LARGE ONGOING PROJECTS

1.1 Stone Wharf Improvement Project

In 2024, the town received a \$75,000 Maine infrastructure grant (with a 50/50 match) to develop a design for the Stone Wharf. Following an RFP process, the town selected GEI Consultants to develop a 30% Design for the Stone Wharf. The town entered into a contract with GEI in February 2025. GEI was provided with guidance on the design criteria in a memo from the Selectboard. The current design does not include any significant expansion of the existing footprint of the wharf.

The wharf improvements focus on:

- Increasing the wharf deck elevation to reduce flood risk and improve resilience
- Improving traffic flow, parking and pedestrian safety
- Improvements to gangway and float access

At the direction of the Selectboard, GEI is prioritizing improvements to Wharf Road including widening, pedestrian pathways and parking.

Timeline

The Selectboard indicated their goal is to begin construction on the Wharf Rd Improvements in the fall/winter of 2026-2027.

Estimated Cost

In 2025, GEI estimated that the total cost for the project was between \$6.5 to \$7 million dollars. The Wharf Road widening, parking, and paving is estimated to cost between \$1.5 to 2 million dollars depending on the scope.

Funding Sources

FEMA: \$137,351.23 pavement repairs on Stone Wharf.

Stone Wharf Reserve Fund: \$915,982.52

Congressional Earmark: In 2025 the town submitted Congressionally Directed Spending requests to Collins and Pingree's offices. Pingree selected Chebeague's project for funding in the amount of \$1

million, Collins did not select Chebeague's project in this round. The Pingree request remains in the pipeline, but similar to last year, the prospect of receiving funding seems rather bleak.

1.2 Bennetts Cove Barge Landing

In November 2024, GEI completed a feasibility analysis of the Bennetts Cove Barge Landing. Based on the report's recommendations and subsequent discussions with DEP, the Selectboard endorsed Option 2, which consisted of the construction of a permanent subsurface barge ramp. Based on discussions at a pre-application meeting with Maine DEP, GEI recommended that the town request an Advisory Ruling on the proposed barge ramp design at Bennett's Cove. Last month GEI submitted a request for advisory ruling from the Maine DEP on the subsurface ramp design option. The DEP acknowledged receipt and indicated that they will issue a ruling based on the requirements in Chapter 2. Once it is received, this ruling should help to clarify the path forward on a potential barge ramp at Bennetts Cove which in turn should help the Selectboard to estimate potential near-term and long-term capital costs.

Timeline

We expect to receive an advisory ruling from the DEP by the end of November. Depending on the outcome, a permit application could be submitted to DEP before the end of 2025, or other alternatives could be considered.

Cost Estimate

According to GEI, the estimated cost for a subsurface ramp at Bennetts Cove is on the order of \$300,000. There would also be an ongoing maintenance cost if this is constructed.

Funding Sources:

FEMA: \$21,525.08

Reserve Funds – No funds specifically for Bennett's Cove Barge Landing have been allocated.

1.3 South Shore Drive

In May 2025 GEI issued their report on the Coastal Slope Stabilization Analysis for South Shore Drive. In their report, GEI provided both short-term and long-term alternatives to address the erosion along South Shore Drive. The short-term alternatives consist of stabilization of the road embankment, and the long-term alternatives include abandonment and relocation of the road or relocation of the road in the existing ROW. Following issuance of the report the town conducted stakeholder outreach, solicited input and requested a legal review. Next the Selectboard will need to discuss the alternatives and select a path forward to address the erosion along South Shore Drive.

Timeline

In its current state the road is vulnerable to future storm events. Both of the short term alternatives will require further design and permitting, which is estimated to take at least 6 months.

Estimated Cost

Based on the GEI report the cost for the short-term stabilization alternatives range from \$1 to 1.5 million dollars, depending on the amount of riprap employed. No cost information was provided for the Long-term alternatives.

Funding Sources:

FEMA funding: A total of \$878,128.36 has been received from FEMA for repairs and mitigation of the erosion on South Shore Drive.

Private funding: Some property owners along South Shore Drive have proposed providing private funds to the town to supplement the cost of the slope stabilization project. To date there have been no detailed discussions with the property owners about the amount or acceptance process/constraints on accepting private funds for a town infrastructure project.

Legal Considerations

The Town Attorney was consulted about the feasibility of accepting private funds for a public infrastructure project. He concluded that approval of the legislative body (i.e Town Meeting) was recommended (required?) in order to accept private funds for a town project. He indicated that the next steps should be:

1. **Public Discussion by the Selectboard concerning Shoreline Stabilization and Resilience:** The Selectboard holds a meeting to determine the most appropriate path forward for shoreline stabilization and resilience planning for the town. The Selectboard adopts a town position.
2. **Selectboard public discussion and selection of action to address Erosion on South Shore Drive**
The Selectboard selects an alternative to address the erosion at South Shore Drive. Selectboard identifies funding source for any costs in excess of the FEMA award.
3. **Warrant Article Preparation:** Preparation of a warrant article for Town Meeting regarding the proposed work on South Shore Drive.
4. **Town Meeting Vote:** If the Selectboard agrees to pursue accepting private funding, the proposal must be brought before a Town Meeting for voter approval.

1.4 East Shore Drive

The FEMA allocation addresses the repair of the length of East Shore Drive. Considering the expanded nature of the project than what was originally envisioned, the TA is recommending having an engineer design the repair and improvements.

Timeline:

Spring 2026?

Estimated Cost:

TBD

Funding Sources:

FEMA: \$ 144,384.23

2.0 COASTAL ACCESS STORM DAMAGE REPAIRS AND PARKING RELOCATION

The town has received \$ 100,482.73 in FEMA funds to address storm repair to coastal the access points: Waldo point, Central Landing, Fenderson Road, and Willow Street (Hamilton Beach). FEMA combined these locations as one project under the declaration, so it is still unclear how much funding is allocated for each individual location. I have reached out to FEMA to get an answer for that.

2.1 Relocation of Parking at the Hook

As part of the post storm plans for The Hook, the town agreed to provide designated parking along North Road since the road access and parking in the dune area had been abandoned. There have been multiple iterations of the parking layout due to site constraints. Once the Selectboard endorses the final parking layout – expected at the 11/5/25 meeting - the plan will be finalized and submitted to the planning board for review.

Timeline:

Project construction completed before Memorial Day 2026.

Estimated Cost: On August 7, 2024, the Selectboard authorized the Town Administrator to hire SKB Contracting, represented by Stew Brown, to carry out the parking-related work on Hook Road. A budget of \$19,500 was allocated for the project. Given the ongoing challenges GEI continues to encounter, it wouldn't be surprising if the final cost exceeds the original estimate.

Funding: Funds were allocated from Reserve Account 9195 Storm Damage Repair and Restoration.

2.2 Relocation of Parking at Jenks Road:

To limit damage to the dunes and improve resiliency the town is relocating the existing parking near the beach, which is mostly on private property, further up along Jenks Road. GEI has completed a parking plan which will be submitted to the planning board for review. The town also plans to restore the dune area that has been damaged by foot and vehicle traffic near the ear of Jenks Road.

Timeline:

Project construction completed before Memorial Day 2026.

Estimated Cost:

TBD

Funding Sources:

FEMA: No funds were allocated by FEMA in this location.

2.3 Storm Damage Repairs at Waldo Point Rd

No formal plans have been developed for repairs at the Waldo Point ROW.

The town was contacted by Mike Morse of Archipelago on behalf of the property owners on either side of the public shore access at Waldo Point. The offer is to incorporate stabilization of the Town's ROW on Waldo Point Road into his client's project. The proposal is to extend riprap across the Waldo Point access. The property owners propose a 50/50 split for the cost of riprapping the 40-foot-wide access at Waldo Point, which they have estimated to be \$40,000, so the town's share would be \$20,000. In addition, the proposal includes the condition that Archipelago also serve as the town's representative in the permitting process with associated costs ranging from \$6,000 to \$8,500, depending on Planning Board involvement.

Legal counsel has advised that the Select Board may accept this "gift" without town meeting's approval, provided it is unconditional and FEMA funds have already been accepted and appropriated for similar work. However, concerns were raised about potential conflicts of interest in shared permitting representation. The Town attorney recommended that the Selectboard evaluate whether this arrangement best serves the Town's interests and may opt to seek town meeting approval for transparency.

A review by GEI of the proposal concluded that there was not insufficient detail to understand the full scope of stabilization project. GEI also noted the presence of ledge outcropping seaward of the Town's ROW likely offering some natural form of wave protection the shoreline of the town's ROW.

Timeline:

Archipelago indicated that they wanted an answer from the town immediately so they can move forward with their project.

Estimated Cost

The estimated cost to the Town to implement the Archipelago proposal is \$26,000 -\$28,500

2.4 Storm Damage Willow Street, Hamilton Beach

No formal plans have been developed for repairs at the Waldo Point ROW. Lorren has made arrangements for the Shore Corps Steward, Emma Polemus to evaluate the feasibility of a natura-based approach to shorefront stabilization at this location

Timeline:

TBD

Estimated Cost

TBD

2.5 Storm Damage Central Landing

No formal plans have been developed yet for repairs at Central Landing

Timeline:

TBD

Estimated Cost

TBD

2.6 Storm Damage Fenderson Road

No formal plans have been developed yet for repairs at Fenderson Road

Timeline:

TBD

Estimated Cost

TBD

3.0 POTENTIAL FUTURE INFRASTRUCTURE PROJECTS

- EMS Building
- Road Paving/Repairs
- Cousins Island Wharf
- Transfer Station
- Cousins Island Wharf improvement



Town of Chebeague Island

To: Carol White, Chair of the Selectboard

From: Viktoria G. Wood, Town Administrator

Date: October 30, 2025

RE: 25-087 Municipal Priorities and Policies for Coastal Resilience and Adaptation

As sea levels rise and climate change intensifies the frequency and severity of coastal storms, protecting property and infrastructure from storm surge and flooding has become an urgent priority for communities across Maine. The Town of Chebeague Island is no stranger to these challenges and has experienced firsthand the impacts of coastal storms. As a community, we continue to grapple with how best to promote shoreline resilience and restoration in a way that reflects our values and long-term goals to preserve our natural areas.

In recent discussions with the Town Attorney, GPCOG, and other partner agencies regarding municipal infrastructure and coastal erosion, a recommendation was made for the Town to formally adopt a clear and consistent position on shoreline stabilization practices. Establishing an endorsed municipal approach will help guide future infrastructure and environmental projects, ensuring alignment with the town's strategic priorities. It will also strengthen coordination with state and regional partners—particularly in promoting nature-based solutions over traditional hard armoring methods, which have been shown to contribute to beach loss and increased erosion on neighboring properties.

The Maine Department of Environmental Protection (DEP) has recently adopted a new rules aimed at encouraging property owners to consider nature-based shoreline stabilization techniques rather than relying on hard infrastructure such as seawalls, bulkheads, or riprap. This decision is supported by scientific evidence demonstrating that hardened shorelines often accelerate erosion and degrade coastal ecosystems. To assist property owners and municipalities, the DEP has published the [OUR SHORE Guide](#), which outlines ecologically based approaches that reduce erosion, improve water quality, support wildlife habitat, and enhance climate resilience.

In alignment with this state-level guidance, the Town of Chebeague Island should consider adopting a local policy that promotes shoreline resilience informed by science and best practices. When appropriate, the town encourages property owners to collaborate with neighbors, town officials, and outside consultants to design shoreline restoration projects that reflect the principles outlined by the

DEP—favoring nature-based solutions and living shorelines while balancing the need to protect private property.

To support this effort, Lorren Ruscetta is coordinating nature-based site visits on Chebeague Island this fall, with Emma Polhemus from the Island Institute leading assessments at five locations. Proposed dates span mid-November to early December. Participation from CEO Paul Demers, Select Board members, and property owners is encouraged. Feedback is requested on scheduling, community engagement strategies, and whether to invite abutters to the site visits.

Respectfully submitted,

Viktoria Wood

TOWN OF CHEBEAGUE ISLAND
DRAFT SELECT BOARD RESOLUTION

Supporting Nature-Based Shoreline Stabilization Practices

WHEREAS, the Maine Department of Environmental Protection (DEP) has adopted rules encouraging property owners to consider nature-based solutions for shoreline stabilization, rather than relying on hard infrastructure such as seawalls, bulkheads, and riprap; and

WHEREAS, scientific evidence has shown that hardening shorelines with structures such as seawalls, bulkheads, or riprap can lead to increased erosion, beach loss, and negative impacts on neighboring properties and ecosystems; and

WHEREAS, the DEP's OUR SHORE Guide promotes ecological approaches that reduce erosion, improve water quality, and support wildlife habitat along Maine's freshwater and coastal shorelines; and

WHEREAS, nature-based solutions align with the Town's commitment to environmental stewardship, climate resilience, and sustainable land use practices;

NOW, THEREFORE, BE IT RESOLVED, that the Select Board of the Town of Chebeague Island hereby:

Supports the Maine DEP's initiative to promote nature-based shoreline stabilization practices;

- Encourages property owners within the Town to consult the OUR SHORE Guide and consider ecological alternatives to traditional hard armoring;
- Directs Town staff to share educational resources and guidance with residents, contractors, and developers regarding nature-based shoreline stabilization;
- Commits to incorporating nature-based principles into future shoreline-related planning, permitting, and conservation efforts.

Adopted this [Insert Date] day of [Insert Month], 2025, by the Select Board of the Town of Chebeague Island.

Chair, Select Board

Board Member

Board Member

Board Member

Board Member



Town of Chebeague Island

To: White, Chair of the Selectboard

From: Viktoria G. Wood, Town Administrator

Date: October 30, 2025

RE: 25-088 Engineering and Consulting Services and Recommendation for Special Town Meeting

Dear Board Members,

I am writing to formally recommend the convening of a Special Town Meeting in January 2026 to address urgent funding needs for both engineering and financial services essential to the town's infrastructure planning and financial oversight.

As part of our ongoing planning and infrastructure needs, we have engaged with GEI to provide general engineering support on town-related project design, feasibility assessments, permitting, technical review and regulatory compliance. Concurrently, the town requires financial consulting services to assist with budget organization and tracking, forecasting, and fiscal oversight as we navigate these projects. The board supported this by hiring Marc Roy with Bue Star Accounting Services to assist the town.

Estimated Funding Requirements

- **General Engineering Services:**
Estimated Allocation: \$30,000
This is for general engineering services for preliminary design work, site evaluations, permitting support, and consultation for upcoming capital projects.
- **Financial Services:**
Estimated allocation: \$20,000
This will support contracted financial expertise for budget development, grant management, and audit preparation.

Engineering Services are critical to ensure timely and compliant execution of infrastructure projects. Financial Services will strengthen our fiscal management and transparency, particularly as we pursue external funding opportunities.

Proposed Action

I recommend that the Board approve the scheduling of a Special Town Meeting to:

1. Present the scope and necessity of the proposed services.
2. Seek community input and transparency.
3. Vote on the allocation of funds.

Respectfully submitted,
Viktoria Wood



Town of Chebeague Island

To: White, Chair of the Selectboard

From: Viktoria G. Wood, Town Administrator

Date: October 30, 2025

RE: Hook Rd Designated Municipal Parking

Challenges with completion of the parking layout at the Hook continue. Initially, the municipal parking layout along North Road was for four contiguous spaces between the former Indian Point Road and the driveway at 497 North Road. This layout was subsequently modified to split the parking into 2 parallel spaces on either side of the driveway at 497 North Road to improve visibility and access. However, there are two concerns with the two designated spaces located east of the driveway: 1) The parking space closest to the driveway has a minor site distance obstruction, and 2) slope stability concerns have arisen for the eastern most parking space. The Town must decide whether to maintain all four spaces or eliminate one east of the driveway to improve visibility and to avoid a costly stability study. Please see the attached email from Lisa Vickers for the details.

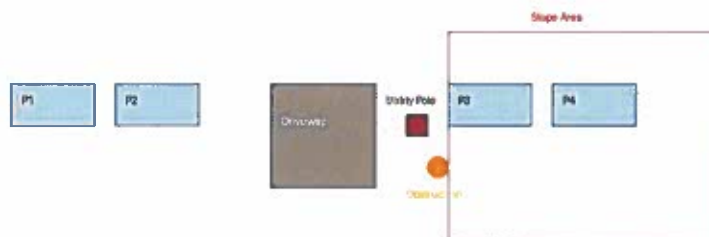
Current Options: 1. Maintain four parking spaces:

- Pros: Meets original plan and maximizes parking.
- Cons: Requires a slope stability analysis and presents minor visibility concerns.

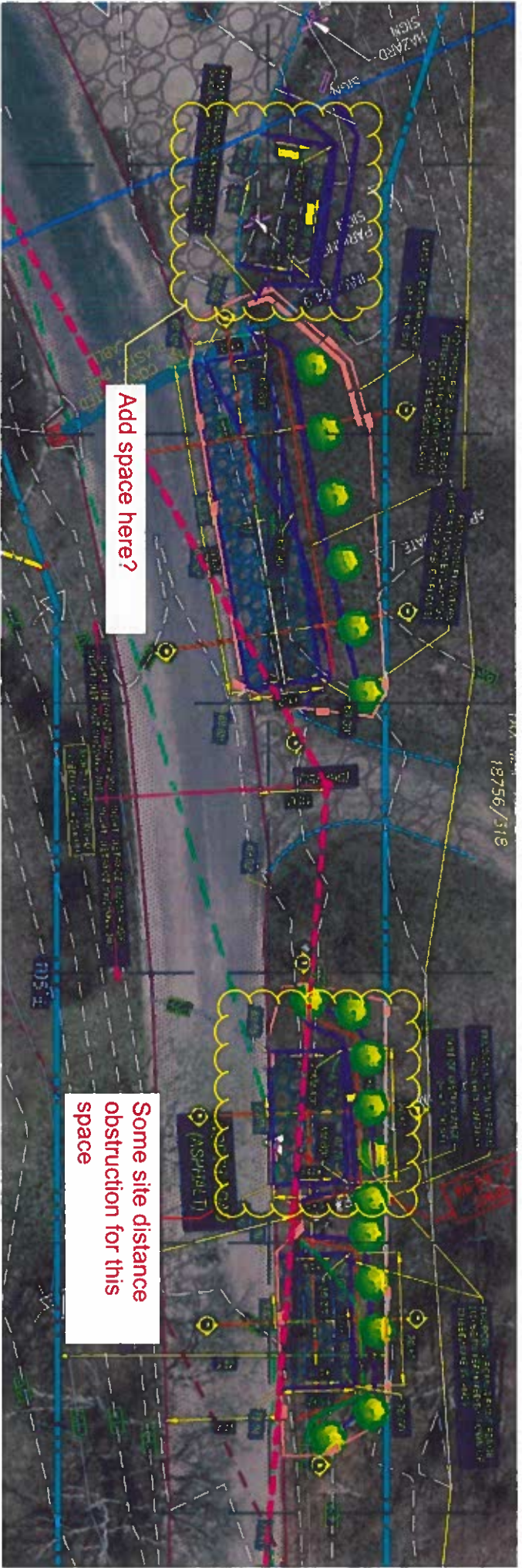
2. Eliminate one space:

- Pros: Avoids a slope stability study and resolves visibility concerns.
- Cons: Reduces designated parking to three spaces.

Action: Does the board approve of eliminating one parking space to improve visibility and avoid slope stability analysis.



Respectfully submitted,
Viktoria Wood



Add space here?

Some site distance obstruction for this space

18756/518

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

11/05/2025

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.
- e) **Medical or Emergency Services Personnel- trained professionals who respond to health and safety situations including but not limited to paramedics, EMT’s, Nurses/Doctors, Firefighters, Police Officers.**

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.

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

- 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. **Only individuals who are issued valid handicap permits may park in designated spaces. Parking attendants are authorized to ticket those misusing these spots.**
- 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.

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

- 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)
- 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.

Town of Chebeague Island Code of Ordinances
Chapter 21 – Roads and Paths
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- b) Any additional parking beyond Four (4) spaces will take place on North Rd. on the straight section of the road.

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.

Town Administrator is authorized to grant exceptions to medical and emergency services personnel who work 24-hour shifts off island. To obtain such a waiver, eligible individuals must provide proof of their 24-hour shift schedule and receive approval from the Town Administrator.

SECTION 110. PENALTIES

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

Town of Chebeague Island Code of Ordinances
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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:

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

Attachment B



Resident-only Parking Area
Stone Wharf, Chebeague Island, Maine
September 17, 2025

REQUEST FOR PROPOSALS (RFP) FOR REEVALUATION SERVICES FOR TOWN OF CHEBEAGUE ISLAND, MAINE

INTRODUCTION:

The Town of Chebeague Island is seeking proposals from qualified firms or individuals to conduct a comprehensive revaluation of all taxable and exempt real and personal property within the town. The revaluation must comply with all applicable Maine statutes and standards set forth by the Maine Revenue Services. Chebeague Island includes coastal properties, island parcels, and a mix of residential, commercial, and exempt properties. The town currently uses TRIO SQL software for property assessment management.

Issue Date: November 6, 2025

Proposal Due Date: January 5, 2026, BY 4 PM

Contact: Viktoria Wood, Town Administrator

Email: townadmin@townofchebeagueisland.org

Phone: 207-846-3148

The Town of Chebeague Island, situated in Casco Bay off the coast of Portland, Maine, officially became an independent municipality on July 1, 2007, following its secession from the Town of Cumberland. It is the largest unbridged island in Casco Bay, encompassing approximately 3.5 square miles of land and 21 square miles of surrounding waters. According to the 2022 census, the estimated year-round population is 396. The most recent property revaluation was completed in 2016.

SCOPE OF WORK:

It is the express intent that the revaluation project shall include but not be limited to:

- Full revaluation of approximately 737 real estate parcels and 5 personal property accounts.
- Field inspections, measurements, and digital photographs of all properties, including coastal and island parcels.
- Development and filing of valuation schedules with the State.
- Public relations and taxpayer communication plan, including ID cards for field staff.

- Final property valuations and updated assessment roll.
- Assistance with appeals and hearings as needed.

PROJECT TIMELINE:

- Project Start: April 1, 2025
- Final Values and Commitment: April 1, 2028

PROPOSAL REQUIREMENTS:

Technical and Managerial Approach:

- Describe the contractor's approach to completing the project.
- Include proposed price, timetable, and staffing plan.
- Address all items outlined in the RFP.

Revaluation Process Description:

- Provide a detailed breakdown of the proposed process.
- Identify key components and level of effort for each step.

Experience and References:

- List of municipalities where the firm has completed revaluations.
- Include both stand-alone and full town/city-wide projects.

Staff Qualifications:

- Supervisors and field personnel must be Certified Maine Assessors.
- State the current supervisor-to-field staff ratio.

Identification Requirements:

- All personnel must carry ID cards with current photographs.

State Filing Requirements:

- File current grading and pricing schedules with the State Tax Assessor.
- Maintain a resume with the State including staff count and qualifications.

Deliverables:

- Provide a complete set of property record cards detailing building construction.

Taxpayer Engagement:

- Be available to meet with taxpayers to review new valuations.

Project Deadline:

- Must complete the project by (INSERT DATE) (or a mutually agreed date).

Staffing Details:

- Include a list of staff assigned to the project.

Cost Breakdown:

- Include all costs related to the scope of work.
- Specify time needed for taxpayer meetings.
- Provide a daily rate for additional taxpayer meetings if needed

EVALUATION CRITERIA:

Proposals will be evaluated based on:

- Experience and qualifications.
- Understanding of project scope and coastal considerations.
- Cost and value.
- References and past performance.
- Ability to meet deadlines.
- Public relations and taxpayer engagement strategy.

INSURANCE AND LIABILITY REQUIREMENTS:**Insurance Coverage:**

Contractor must carry and maintain:

- Workers' Compensation Insurance
- General Public Liability and Property Damage Insurance (including vehicle coverage)
- Professional Liability Insurance.

Minimum coverage limits:

- \$1,000,000 per occurrence
- \$2,000,000 aggregate
- The Town of Chebeague Island must be named as an additional insured on the liability policy.

Performance Bond:

- The Town may require a performance bond equal to 100% of the contract amount.
- Bond must be issued by a company licensed to operate in Maine.

Proof of Insurance:

- Copies of all insurance certificates must be filed with and approved by the Town before any work begins.

Indemnification:

Contractor must defend and indemnify the Town against:

- Claims for bodily injury
- Accidental death
- Property damage
- Contractor must hold the Town harmless from inadvertent and negligent acts by its employees and agents.

SUBMISSION INSTRUCTIONS:

Submit proposals electronically (PDF format) to:
Town of Chebeague Island Revaluation Proposals
Attn: Viktoria Wood, Town Administrator
Email: townadmin@townofchebeagueisland.org
Subject Line: "RFP – Revaluation Services Proposal"

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)*

Email, Texting, Telephone, and other Electronic Communications

Communications between boards, committees or commissions (BCC) 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

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](#)