



Town of Chebeague Island

To: Robert Earnest, Chair of the Select Board

From: Viktoria G. Wood, Town Administrator

Date: January 13, 2024

RE: Town Administrators Report

The office renovations have started. Contractors arrived on January 11th. I want to thank Doug, Chuck, Genaro and Tm for doing the heavy lifting and moving everything out of the areas for construction. COVID struck the office so most of the office staff was out when all of this was starting. We have boxed up the entire office and all of that is in the Ross Room. Town Office staff and FD are working well together to make this possible. For the next few weeks, full time employees will work out of the front room and the place will be a mess. We appreciate the public's understanding and patience during this process. We will work to make sure we can still serve our residents during this and if a closing is necessary, we will be sure to let people know via text alert.

Construction, short staffing and needing to complete the first draft of the budget took up much of the time this week. As a result, I apologize for not having a more detailed report. I have several projects that I still need to catch up on and am confident that will happen when the full staff is back in the office next week. In the next meeting, I will provide the board with information on, Solar Array Payout, IWorQ, Dredging and anything else that comes up.



Town of Chebeague Island

To: Bob Earnest, Chair and Members of the Select Board

From: Viktoria G. Wood, Town Administrator

Date: January 8, 2024

RE: Town Administrator list of priorities in the next 30-60 days (about 2 months) and a preliminary look down the road

Going into a busy budget season *and* starting *the* new year off with an office renovations and new employees, I wanted to take a moment and outline what I believe are some of the priorities *over* the next 30- 60 days (about 2 months) to ensure we are operating to the best of our abilities and conducting business successfully with the Board, the public and other staff.

1. Prepare for, support, and adapt to the town office renovation.

The town staff began the packing of the office on Thursday, January 5th. The back room has been packed up entirely and the office is ready for the contractors to take over. The contractors are barging over materials Thursday, January 11th and work will begin after that. While it was said it would take 2-4 weeks, we are planning for 3-5 weeks of interference with the day-to-day operations of the office. We will work out of the front office to the best of our abilities. There are no plans to close but if we must, we will let the public know via text alert.

2. Train the new Town Clerk and prepare her to conduct her first election in March.

Krista started January 2. The goal is to professionally train her, so she is knowledgeable and capable to independently perform Clerk related duties come spring and summer 2024. Learning how to perform Elections, register cars, dogs etc. will be the first tasks to learn. Krista will also learn how to update and maintain the town site and become familiar with Ordinances and Policies.

3. Prepare for Budget 2024

- I will work on providing the Board with the first draft of the budget for January 17th Board meeting. A large amount of my time will be taken up preparing the budget and drafts for the board and the school for the future dates.

4. Work with the Selectboard on improving the work relationship between all parties involved and providing information, transparency, and expectations with the Board, public and employees.

5. Work with the Code Enforcement Officer to implement the iWorQ software.

Working with Tammy to get the software up and running. Meeting with Tammy and the software on January 12th to get caught up on where things stand, what is needed and time of implementation.

6. Focus on our current personnel issues to ensure accountability and effectiveness.

These tasks are going to be the primary focus over the next 2 months but not the only ones. This will be done in line with regularly scheduled business including Board meetings and other meetings as they come. It is important to know that there has been ongoing work on the Stone Wharf, Bennetts Cove, and Transfer station to name a few. These will be on-going and dealt with as things come up.

Looking ahead I anticipate seeking guidance from Mitch as needed. There are several long-range items that I believe are critical to our community and operations. These include but are not limited to:

- Refining our Communications policy
- Working with the Board to formalize their meeting policy
- Developing the strategy to effectively archive our physical records
- Develop an effective Performance Evaluation process with the Board and Employees
- Assist the Board in developing a "Master Binder" of all town policies and information that will be helpful, especially as any new Board members are elected
- Be a resource to the development of a "Vision" for the Island looking ahead 20-25 years as the Planning Board takes a lead on this process

Respectfully Submitted,

Viktorija Wood, Town Administrator



Town of Chebeague Island

MEMO

To: Selectboard Chair, Robert Earnest

From: Viktoria Wood, Treasurer

Date: January 13, 2024

RE: Treasurer's Report (incomplete) January 2024

Bank Account Reconciliations:

Attached you will find the Expense and Revenue Report through December 2023.

I do not have anything new to report from what George Sutherland provided you with last time. The bank reconciliation was done through October 2023. November 2023 is off by \$450. I have not had time to sit down with the Bookkeeper and figure that out. It is important this is done and caught up through December. In the meantime, the bills are getting paid and the report in front of you is accurate for where most accounts stand. With the work being done to prepare for the budget, I am going through accounts individually to fix any discrepancies that may exist.

If the board has any specific questions about departments or line items, please let me know.

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
1300 Admn/Select					
REVENUES					
302 AGENT FEE	5,000.00	2,655.00	2,655.00	2,345.00	53.10
303 EXCISE TAX	119,000.00	67,000.26	67,000.26	51,999.74	56.30
304 BOAT EXCISE	8,000.00	2,038.50	2,038.50	5,961.50	25.48
305 INT & PEN	4,500.00	8,812.41	8,812.41	-4,312.41	195.83
307 LIEN COST	0.00	254.32	254.32	-254.32	0.00
308 ABATEMENTS	0.00	-23,541.04	-23,541.04	23,541.04	0.00
311 HUNT&FISH	0.00	6.00	6.00	-6.00	0.00
312 MARRIAGE LIC	0.00	36.00	36.00	-36.00	0.00
315 CLERK LIC	0.00	20.00	20.00	-20.00	0.00
316 SHELLFSH LIC	1,500.00	620.00	620.00	880.00	41.33
325 SUPP TAX	0.00	335.70	335.70	-335.70	0.00
326 TAX COMMIT	3,225,695.00	3,264,893.67	3,264,893.67	-39,198.67	101.22
327 HOMEST REIMB	0.00	32,694.00	32,694.00	-32,694.00	0.00
328 VETERAN EXEM	0.00	50.00	50.00	-50.00	0.00
330 TREE GROWTH	0.00	1,071.27	1,071.27	-1,071.27	0.00
331 REV SHARING	36,731.00	20,654.09	20,654.09	16,076.91	56.23
332 BETE REIMB	0.00	121.00	121.00	-121.00	0.00
351 POLICE FINES	0.00	1,336.40	1,336.40	-1,336.40	0.00
364 GROWTH PERM	0.00	100.00	100.00	-100.00	0.00
365 BD APPEALS	0.00	350.00	350.00	-350.00	0.00
366 BLDG PERMITS	15,000.00	11,153.70	11,153.70	3,846.30	74.36
367 ELEC PERMITS	1,500.00	2,491.89	2,491.89	-991.89	166.13
368 PLUMB PRMITS	2,500.00	1,745.00	1,745.00	755.00	69.80
369 OTHER PERMIT	500.00	0.00	0.00	500.00	0.00
378 EDUC-AID	73,343.00	83,164.71	83,164.71	-9,821.71	113.39
379 INT INCOME	0.00	11,607.92	11,607.92	-11,607.92	0.00
390 MISC REVENUE	0.00	-74.15	-74.15	74.15	0.00
395 UF TRANSFER	200,000.00	0.00	0.00	200,000.00	0.00
401 DOG REVENUE	0.00	93.00	93.00	-93.00	0.00
403 MOORING FEES	7,200.00	4,960.00	4,960.00	2,240.00	68.89
411 DOT REV URIP	14,880.00	17,160.00	17,160.00	-2,280.00	115.32
418 CI S/WASTE	26,000.00	17,011.60	17,011.60	8,988.40	65.43
500 RENT MOORING	500.00	1,050.00	1,050.00	-550.00	210.00
501 ST/WHF PMT	8,600.00	1,308.00	1,308.00	7,292.00	15.21
502 TRANS TIEFEE	2,000.00	3,175.58	3,175.58	-1,175.58	158.78
512 Copy Fee Rev	0.00	223.40	223.40	-223.40	0.00
Revenue Total	3,752,449.00	3,534,578.23	3,534,578.23	217,870.77	94.19
EXPENSES					
1000 Wages - F/T	167,523.00	105,068.11	105,068.11	62,454.89	62.72
1010 Wages - P/T	29,960.00	10,819.86	10,819.86	19,140.14	36.11
1110 Elected Off.	6,000.00	2,400.00	2,400.00	3,600.00	40.00
1300 Bank Fees	300.00	95.49	95.49	204.51	31.83
2010 Gasoline	1,000.00	382.91	382.91	617.09	38.29
2030 Telephone	3,200.00	1,787.60	1,787.60	1,412.40	55.86
2040 Internet	0.00	0.00	0.00	0.00	0.00
2041 Technology	31,236.00	28,488.21	28,488.21	2,747.79	91.20
3010 Advertising	900.00	110.00	110.00	790.00	12.22
3140 Member Dues	3,700.00	954.64	954.64	2,745.36	25.80
3160 Misc. Exp.	450.00	0.00	0.00	450.00	0.00
3202 Janitorial	250.00	977.44	977.44	-727.44	390.98
3210 Postage	2,000.00	1,419.95	1,419.95	580.05	71.00
3220 Printing	1,800.00	1,143.84	1,143.84	656.16	63.55
3250 Reg of Deeds	500.00	0.00	0.00	500.00	0.00
3300 Office Supp.	4,000.00	2,675.69	2,675.69	1,324.31	66.89

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
1300 Admn/Select CONT'D					
3335 Travel	3,000.00	2,403.80	2,403.80	596.20	80.13
3405 Hall Rental	4,000.00	2,000.00	2,000.00	2,000.00	50.00
4000 Bldg Maint	500.00	306.25	306.25	193.75	61.25
4010 Equip Rental	1,000.00	478.64	478.64	521.36	47.86
5000 Contr. Svcs	5,000.00	2,168.44	2,168.44	2,831.56	43.37
5010 Auditing	17,250.00	17,800.00	17,800.00	-550.00	103.19
5240 Training	1,500.00	0.00	0.00	1,500.00	0.00
Expense Total	285,069.00	181,480.87	181,480.87	103,588.13	63.66
Net Profit / (Loss)	3,467,380.00	3,353,097.36	3,353,097.36	(114,282.64)	
1400 Assessor					
EXPENSES					
3250 Reg of Deeds	250.00	69.00	69.00	181.00	27.60
3390 Assess Maps	1,800.00	0.00	0.00	1,800.00	0.00
5000 Contr. Svcs	12,600.00	5,200.00	5,200.00	7,400.00	41.27
Expense Total	14,650.00	5,269.00	5,269.00	9,381.00	35.97
Net Profit / (Loss)	(14,650.00)	(5,269.00)	(5,269.00)	9,381.00	
1650 Elect/Bd Reg					
EXPENSES					
1010 Wages - P/T	1,000.00	441.00	441.00	559.00	44.10
Expense Total	1,000.00	441.00	441.00	559.00	44.10
Net Profit / (Loss)	(1,000.00)	(441.00)	(441.00)	559.00	
1700 Planning					
EXPENSES					
1070 G.I.S.	0.00	550.00	550.00	-550.00	0.00
3010 Advertising	200.00	0.00	0.00	200.00	0.00
3210 Postage	100.00	0.00	0.00	100.00	0.00
3240 Publications	50.00	0.00	0.00	50.00	0.00
5090 Cont. Serv.	3,000.00	0.00	0.00	3,000.00	0.00
5240 Training	175.00	0.00	0.00	175.00	0.00
Expense Total	3,525.00	550.00	550.00	2,975.00	15.60
Net Profit / (Loss)	(3,525.00)	(550.00)	(550.00)	2,975.00	
1900 Legal Svcs					
EXPENSES					
5540 Gen. Admin.	23,000.00	5,461.50	5,461.50	17,538.50	23.75
Expense Total	23,000.00	5,461.50	5,461.50	17,538.50	23.75
Net Profit / (Loss)	(23,000.00)	(5,461.50)	(5,461.50)	17,538.50	
2100 Law Enf Svcs					
EXPENSES					
1010 Wages - P/T	8,653.00	4,025.38	4,025.38	4,627.62	46.52
2010 Gasoline	1,400.00	787.72	787.72	612.28	56.27
3335 Travel	1,300.00	945.70	945.70	354.30	72.75
5000 Contr. Svcs	45,382.00	44,166.53	44,166.53	1,215.47	97.32
Expense Total	56,735.00	49,925.33	49,925.33	6,809.67	88.00

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
Net Profit / (Loss)	(56,735.00)	(49,925.33)	(49,925.33)	6,809.67	
2200 Fire Rescue					
E X P E N S E S					
1010 Wages - P/T	74,028.00	42,125.14	42,125.14	31,902.86	56.90
2000 Electricity	3,000.00	155.43	155.43	2,844.57	5.18
2010 Gasoline	750.00	179.75	179.75	570.25	23.97
2020 Heating Fuel	5,500.00	2,464.92	2,464.92	3,035.08	44.82
2030 Telephone	2,100.00	1,139.52	1,139.52	960.48	54.26
2041 Technology	2,500.00	0.00	0.00	2,500.00	0.00
2080 Diesel	550.00	150.90	150.90	399.10	27.44
3040 Equip Maint	15,000.00	15,270.72	15,270.72	-270.72	101.80
3140 Member Dues	1,300.00	0.00	0.00	1,300.00	0.00
3200 F/R Supplies	5,500.00	6,750.32	6,750.32	-1,250.32	122.73
3202 Janitorial	65.00	0.00	0.00	65.00	0.00
3300 Office Supp.	0.00	185.67	185.67	-185.67	0.00
3335 Travel	2,000.00	3,212.36	3,212.36	-1,212.36	160.62
3350 Uniforms	250.00	0.00	0.00	250.00	0.00
4000 Bldg Maint	4,000.00	1,050.00	1,050.00	2,950.00	26.25
5000 Contr. Svcs	13,200.00	8,200.12	8,200.12	4,999.88	62.12
5240 Training	7,000.00	283.00	283.00	6,717.00	4.04
6110 Radio/Tele	7,500.00	6,582.08	6,582.08	917.92	87.76
6230 Apparel/Gear	1,500.00	3,296.22	3,296.22	-1,796.22	219.75
Expense Total	145,743.00	91,046.15	91,046.15	54,696.85	62.47
Net Profit / (Loss)	(145,743.00)	(91,046.15)	(91,046.15)	54,696.85	
2400 Code Enf.					
E X P E N S E S					
1010 Wages - P/T	40,000.00	14,230.00	14,230.00	25,770.00	35.58
5240 Training	255.00	0.00	0.00	255.00	0.00
Expense Total	40,255.00	14,230.00	14,230.00	26,025.00	35.35
Net Profit / (Loss)	(40,255.00)	(14,230.00)	(14,230.00)	26,025.00	
2500 Harbor Shell					
E X P E N S E S					
1010 Wages - P/T	27,592.00	16,794.98	16,794.98	10,797.02	60.87
2010 Gasoline	600.00	93.44	93.44	506.56	15.57
2030 Telephone	300.00	175.00	175.00	125.00	58.33
2040 Internet	0.00	313.00	313.00	-313.00	0.00
2041 Technology	1,085.00	1,850.00	1,850.00	-765.00	170.51
3120 Marine Supp	500.00	278.00	278.00	222.00	55.60
3140 Member Dues	150.00	0.00	0.00	150.00	0.00
3350 Uniforms	150.00	0.00	0.00	150.00	0.00
5240 Training	750.00	0.00	0.00	750.00	0.00
Expense Total	31,127.00	19,504.42	19,504.42	11,622.58	62.66
Net Profit / (Loss)	(31,127.00)	(19,504.42)	(19,504.42)	11,622.58	
2600 Animal Cont.					
E X P E N S E S					
1010 Wages - P/T	3,200.00	1,600.00	1,600.00	1,600.00	50.00
2030 Telephone	300.00	175.00	175.00	125.00	58.33

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
2600 Animal Cont. CONT'D					
3160 Misc. Exp.	100.00	35.00	35.00	65.00	35.00
3290 Shelter	500.00	424.71	424.71	75.29	84.94
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	2,234.71	2,234.71	2,615.29	46.08
Net Profit / (Loss)	(4,850.00)	(2,234.71)	(2,234.71)	2,615.29	

3100 Public Svcs

EXPENSES

1000 Wages - F/T	96,388.00	51,925.10	51,925.10	44,462.90	53.87
1010 Wages - P/T	3,500.00	0.00	0.00	3,500.00	0.00
1020 Overtime	5,000.00	284.64	284.64	4,715.36	5.69
2000 Electricity	2,000.00	154.84	154.84	1,845.16	7.74
2010 Gasoline	3,000.00	1,161.65	1,161.65	1,838.35	38.72
2020 Heating Fuel	3,200.00	917.14	917.14	2,282.86	28.66
2030 Telephone	1,000.00	657.29	657.29	342.71	65.73
2041 Technology	2,500.00	0.00	0.00	2,500.00	0.00
2080 Diesel	8,000.00	10,063.08	10,063.08	-2,063.08	125.79
3040 Equip Maint	17,000.00	10,249.13	10,249.13	6,750.87	60.29
3120 Marine Supp	3,000.00	0.00	0.00	3,000.00	0.00
3202 Janitorial	100.00	0.00	0.00	100.00	0.00
3300 Office Supp.	200.00	232.09	232.09	-32.09	116.05
3335 Travel	2,800.00	3,297.41	3,297.41	-497.41	117.76
3350 Uniforms	800.00	37.77	37.77	762.23	4.72
4000 Bldg Maint	2,000.00	0.00	0.00	2,000.00	0.00
4600 Cold Patch	2,500.00	0.00	0.00	2,500.00	0.00
4605 Culv/Drain	1,000.00	0.00	0.00	1,000.00	0.00
4630 Road Matls	15,000.00	3,760.00	3,760.00	11,240.00	25.07
4640 Sand & Salt	8,000.00	3,313.47	3,313.47	4,686.53	41.42
5000 Contr. Svcs	5,000.00	126.00	126.00	4,874.00	2.52
5020 Barging	16,000.00	2,986.50	2,986.50	13,013.50	18.67
5230 Pave Marking	100.00	0.00	0.00	100.00	0.00
5240 Training	500.00	0.00	0.00	500.00	0.00
6010 Tools	2,500.00	0.00	0.00	2,500.00	0.00
6120 Safety Equip	500.00	0.00	0.00	500.00	0.00
Expense Total	201,588.00	89,166.11	89,166.11	112,421.89	44.23
Net Profit / (Loss)	(201,588.00)	(89,166.11)	(89,166.11)	112,421.89	

3200 Solid Waste

EXPENSES

1010 Wages - P/T	41,055.00	17,571.32	17,571.32	23,483.68	42.80
2000 Electricity	1,100.00	154.84	154.84	945.16	14.08
2030 Telephone	580.00	307.29	307.29	272.71	52.98
3040 Equip Maint	2,000.00	276.21	276.21	1,723.79	13.81
3202 Janitorial	400.00	96.67	96.67	303.33	24.17
3350 Uniforms	250.00	0.00	0.00	250.00	0.00
4000 Bldg Maint	750.00	0.00	0.00	750.00	0.00
4655 Chipping Bru	22,582.00	2,760.00	2,760.00	19,822.00	12.22
5020 Barging	47,000.00	28,060.00	28,060.00	18,940.00	59.70
5110 Hauling	85,000.00	37,422.60	37,422.60	47,577.40	44.03
5120 Landfill Mon	576.00	356.00	356.00	220.00	61.81

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
3200 Solid Waste CONT'D					
5130 Haz Waste	6,000.00	207.93	207.93	5,792.07	3.47
5240 Training	650.00	100.00	100.00	550.00	15.38
5251 Sanitation	3,500.00	1,150.00	1,150.00	2,350.00	32.86
Expense Total	211,443.00	88,462.86	88,462.86	122,980.14	41.84
Net Profit / (Loss)	(211,443.00)	(88,462.86)	(88,462.86)	122,980.14	
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4400 Misc-MainInd					
EXPENSES					
9110 ..	23,897.00	0.00	0.00	23,897.00	0.00
Expense Total	23,897.00	0.00	0.00	23,897.00	0.00
Net Profit / (Loss)	(23,897.00)	0.00	0.00	23,897.00	
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4600 Contribution					
EXPENSES					
3150 Library	25,000.00	12,500.00	12,500.00	12,500.00	50.00
3151 Comm Center	38,500.00	19,250.00	19,250.00	19,250.00	50.00
3164 VNA	1,000.00	1,000.00	1,000.00	0.00	100.00
3166 Isl. Council	7,000.00	0.00	0.00	7,000.00	0.00
3167 Recreation	59,500.00	29,750.00	29,750.00	29,750.00	50.00
3168 CRC-Kids Pla	20,000.00	10,000.00	10,000.00	10,000.00	50.00
3169 Island Comm	10,000.00	10,000.00	10,000.00	0.00	100.00
Expense Total	161,000.00	82,500.00	82,500.00	78,500.00	51.24
Net Profit / (Loss)	(161,000.00)	(82,500.00)	(82,500.00)	78,500.00	
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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	
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5910 Health Svcs					
EXPENSES					
1010 Wages - P/T	2,000.00	1,000.00	1,000.00	1,000.00	50.00
Expense Total	2,000.00	1,000.00	1,000.00	1,000.00	50.00
Net Profit / (Loss)	(2,000.00)	(1,000.00)	(1,000.00)	1,000.00	
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6200 Cemetery					
EXPENSES					
1010 Wages - P/T	6,350.00	3,734.65	3,734.65	2,615.35	58.81
2010 Gasoline	250.00	135.44	135.44	114.56	54.18
3040 Equip Maint	500.00	11.99	11.99	488.01	2.40
3140 Member Dues	50.00	0.00	0.00	50.00	0.00
3163 Cemetery Gen	600.00	150.18	150.18	449.82	25.03
5000 Contr. Svcs	6,000.00	0.00	0.00	6,000.00	0.00
5240 Training	150.00	200.00	200.00	-50.00	133.33
Expense Total	13,900.00	4,232.26	4,232.26	9,667.74	30.45
Net Profit / (Loss)	(13,900.00)	(4,232.26)	(4,232.26)	9,667.74	

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
6900 Debt Service CONT'D					
6900 Debt Service					
EXPENSES					
6500 MBB Interest	15,728.00	0.00	0.00	15,728.00	0.00
6510 MBBPrincipal	177,178.00	177,178.00	177,178.00	0.00	100.00
6511 MMBSchInt	35,027.00	17,904.58	17,904.58	17,122.42	51.12
6512 MMBSchPrin	80,250.00	80,250.00	80,250.00	0.00	100.00
6516 PlowTrkInter	902.00	485.67	485.67	416.33	53.84
6517 PlowTrkPrinc	20,667.00	20,666.67	20,666.67	0.33	100.00
6520 MMBrdbdInt	46,261.00	12,559.47	12,559.47	33,701.53	27.15
6521 MMBrdbPrinc	12,500.00	12,500.00	12,500.00	0.00	100.00
6550 MMBDrdgeInt	8,408.00	4,570.83	4,570.83	3,837.17	54.36
6551 MMBDrdgePrin	41,667.00	41,666.67	41,666.67	0.33	100.00
Expense Total	438,588.00	367,781.89	367,781.89	70,806.11	83.86
Net Profit / (Loss)	(438,588.00)	(367,781.89)	(367,781.89)	70,806.11	

7500 Benef/Insur.

EXPENSES					
1210 Health/Life	103,703.00	46,764.76	46,764.76	56,938.24	45.09
1220 FICA / MED	38,971.00	19,786.95	19,786.95	19,184.05	50.77
1230 ICMA-Retire	12,675.00	3,783.51	3,783.51	8,891.49	29.85
1270 Unemployment	2,500.00	1,867.50	1,867.50	632.50	74.70
1280 Workers Comp	14,000.00	1,485.90	1,485.90	12,514.10	10.61
3060 Liabil. Ins	22,542.00	34,804.00	34,804.00	-12,262.00	154.40
Expense Total	194,391.00	108,492.62	108,492.62	85,898.38	55.81
Net Profit / (Loss)	(194,391.00)	(108,492.62)	(108,492.62)	85,898.38	

8000 School

REVENUES					
800 Ed Lunch Fee	5,000.00	2,734.70	2,734.70	2,265.30	54.69
805 Sch UF Trans	20,000.00	0.00	0.00	20,000.00	0.00
807 Misc Sch Rev	0.00	391.00	391.00	-391.00	0.00
Revenue Total	25,000.00	3,125.70	3,125.70	21,874.30	12.50
EXPENSES					
8101 Sup. Sal	0.00	1,285.44	1,285.44	-1,285.44	0.00
8102 Sec. Sal	0.00	652.83	652.83	-652.83	0.00
8103 Health Ins	0.00	0.00	0.00	0.00	0.00
8104 FICA/Med	0.00	107.37	107.37	-107.37	0.00
8107 Conf/Train	0.00	0.00	0.00	0.00	0.00
8110 Comm/Phone	0.00	0.00	0.00	0.00	0.00
8111 Postage	0.00	0.00	0.00	0.00	0.00
8112 Advertising	0.00	0.00	0.00	0.00	0.00
8113 Printing	0.00	0.00	0.00	0.00	0.00
8114 Copier Sup	0.00	0.00	0.00	0.00	0.00
8119 Legal	0.00	0.00	0.00	0.00	0.00
8121 Dues&Fees	0.00	0.00	0.00	0.00	0.00
8201 Admin Sal	0.00	0.00	0.00	0.00	0.00
8202 Secr. Sal	0.00	0.00	0.00	0.00	0.00
8203 Health Ins	0.00	0.00	0.00	0.00	0.00
8204 FICA/Med	0.00	0.00	0.00	0.00	0.00
8210 Supplies	0.00	0.00	0.00	0.00	0.00

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
8000 School CONT'D					
8213 Dues & Fees	0.00	0.00	0.00	0.00	0.00
8300 Pre-K Prog.	0.00	0.00	0.00	0.00	0.00
8301 K-2 Tch Sal	0.00	0.00	0.00	0.00	0.00
8302 3-5 Tch Sal	0.00	0.00	0.00	0.00	0.00
8303 Ed-TechSal	0.00	0.00	0.00	0.00	0.00
8305 Healt Ins	0.00	0.00	0.00	0.00	0.00
8306 FICA/Med	0.00	0.00	0.00	0.00	0.00
8310 GenSupplies	0.00	0.00	0.00	0.00	0.00
8312 Books & Per	0.00	0.00	0.00	0.00	0.00
8318 MS Tuition	0.00	0.00	0.00	0.00	0.00
8319 Second Tuit	0.00	0.00	0.00	0.00	0.00
8402 OtherProServ	0.00	0.00	0.00	0.00	0.00
8404 Tech Equip	0.00	0.00	0.00	0.00	0.00
8406 Software	0.00	0.00	0.00	0.00	0.00
8408 Reg Stipnd	0.00	0.00	0.00	0.00	0.00
8501 Teach Sal	0.00	0.00	0.00	0.00	0.00
8502 FICA/Med	0.00	0.00	0.00	0.00	0.00
8503 Ed Tech	0.00	0.00	0.00	0.00	0.00
8505 Test Score	0.00	0.00	0.00	0.00	0.00
8506 OtherProServ	0.00	0.00	0.00	0.00	0.00
8507 ExtYr Prog	0.00	0.00	0.00	0.00	0.00
8509 TestSupplies	0.00	0.00	0.00	0.00	0.00
8515 Healt Ins	0.00	0.00	0.00	0.00	0.00
8601 Reg Sal	0.00	0.00	0.00	0.00	0.00
8602 Health Ins	0.00	0.00	0.00	0.00	0.00
8603 FICA/Med	0.00	0.00	0.00	0.00	0.00
8607 OthrContract	0.00	-350.00	-350.00	350.00	0.00
8608 Repair&Maint	0.00	0.00	0.00	0.00	0.00
8611 Insurance	0.00	0.00	0.00	0.00	0.00
8613 Electricity	0.00	62.41	62.41	-62.41	0.00
8617 Cont Serv	0.00	0.00	0.00	0.00	0.00
8701 Salaries	0.00	0.00	0.00	0.00	0.00
8703 Health Ins	0.00	0.00	0.00	0.00	0.00
8704 FICA/Med	0.00	0.00	0.00	0.00	0.00
8707 PurProf.Serv	0.00	0.00	0.00	0.00	0.00
8708 Repairs	0.00	0.00	0.00	0.00	0.00
8711 Fuel	0.00	0.00	0.00	0.00	0.00
8801 Reg Sal	0.00	-1,826.76	-1,826.76	1,826.76	0.00
8802 Health Ins	0.00	0.00	0.00	0.00	0.00
8803 FICA/Med	0.00	0.00	0.00	0.00	0.00
8805 OthrContServ	0.00	0.00	0.00	0.00	0.00
8806 Supplies	0.00	0.00	0.00	0.00	0.00
8807 Contingency	10,000.00	0.00	0.00	10,000.00	0.00
8900 Debt Service	134,364.00	132,541.85	132,541.85	1,822.15	98.64
Expense Total	144,364.00	132,473.14	132,473.14	11,890.86	91.76
Net Profit / (Loss)	(119,364.00)	(129,347.44)	(129,347.44)	(9,983.44)	

8001 System Admin

EXPENSES

8101 Sup. Sal	33,422.00	16,710.72	16,710.72	16,711.28	50.00
8102 Sec. Sal	13,759.00	5,751.40	5,751.40	8,007.60	41.80
8103 Health Ins	10,963.00	5,480.28	5,480.28	5,482.72	49.99

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
8001 System Admin CONT'D					
8104 FICA/Med	2,800.00	1,245.39	1,245.39	1,554.61	44.48
8106 Work Comp	3,000.00	0.00	0.00	3,000.00	0.00
8107 Conf/Train	1,500.00	245.00	245.00	1,255.00	16.33
8110 Comm/Phone	2,800.00	1,856.86	1,856.86	943.14	66.32
8111 Postage	500.00	391.61	391.61	108.39	78.32
8112 Advertising	400.00	495.17	495.17	-95.17	123.79
8113 Printing	1,200.00	498.81	498.81	701.19	41.57
8114 Copier Sup	300.00	243.94	243.94	56.06	81.31
8115 Equip/Softwre	100.00	0.00	0.00	100.00	0.00
8116 Travel	100.00	0.00	0.00	100.00	0.00
8117 Stipends	1,200.00	0.00	0.00	1,200.00	0.00
8118 FICA	92.00	0.00	0.00	92.00	0.00
8119 Legal	5,000.00	855.40	855.40	4,144.60	17.11
8120 Ins	3,000.00	0.00	0.00	3,000.00	0.00
8121 Dues&Fees	500.00	500.77	500.77	-0.77	100.15
8122 Misc	500.00	0.00	0.00	500.00	0.00
8124 Unem Comp	800.00	328.52	328.52	471.48	41.07
Expense Total	81,936.00	34,603.87	34,603.87	47,332.13	42.23
Net Profit / (Loss)	(81,936.00)	(34,603.87)	(34,603.87)	47,332.13	

8002 School Admin

EXPENSES

8201 Admin Sal	33,422.00	17,996.16	17,996.16	15,425.84	53.85
8202 Secr. Sal	13,759.00	6,404.42	6,404.42	7,354.58	46.55
8203 Health Ins	10,963.00	5,480.28	5,480.28	5,482.72	49.99
8204 FICA/Med	2,800.00	1,352.82	1,352.82	1,447.18	48.32
8207 Conferences	500.00	0.00	0.00	500.00	0.00
8208 Postage	100.00	0.00	0.00	100.00	0.00
8209 Printing	1,000.00	100.44	100.44	899.56	10.04
8210 Supplies	300.00	186.40	186.40	113.60	62.13
8211 Copy Supp	200.00	0.00	0.00	200.00	0.00
8212 Eq. Repair	250.00	0.00	0.00	250.00	0.00
8213 Dues & Fees	900.00	425.00	425.00	475.00	47.22
Expense Total	64,194.00	31,945.52	31,945.52	32,248.48	49.76
Net Profit / (Loss)	(64,194.00)	(31,945.52)	(31,945.52)	32,248.48	

8003 Elementary

EXPENSES

8300 Pre-K Prog.	35,663.00	28,958.80	28,958.80	6,704.20	81.20
8301 K-2 Tch Sal	62,931.00	42,291.69	42,291.69	20,639.31	67.20
8302 3-5 Tch Sal	77,311.00	6,465.44	6,465.44	70,845.56	8.36
8303 Ed-TechSal	28,407.00	11,911.00	11,911.00	16,496.00	41.93
8304 Temp Sal	2,000.00	0.00	0.00	2,000.00	0.00
8305 Healt Ins	43,847.00	9,133.80	9,133.80	34,713.20	20.83
8306 FICA/Med	11,000.00	6,227.44	6,227.44	4,772.56	56.61
8309 AssessmtTest	500.00	0.00	0.00	500.00	0.00
8310 GenSupplies	5,000.00	2,167.48	2,167.48	2,832.52	43.35
8311 Travel Reimb	750.00	0.00	0.00	750.00	0.00
8312 Books & Per	1,500.00	361.97	361.97	1,138.03	24.13
8313 AudioVisual	500.00	0.00	0.00	500.00	0.00
8314 Equip.	250.00	0.00	0.00	250.00	0.00

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
8003 Elementary CONT'D					
8316 Copy Lease	500.00	80.59	80.59	419.41	16.12
8318 MS Tuition	87,303.00	34,373.41	34,373.41	52,929.59	39.37
8319 Second Tuit	214,617.00	106,750.65	106,750.65	107,866.35	49.74
Expense Total	572,079.00	248,722.27	248,722.27	323,356.73	43.48
Net Profit / (Loss)	(572,079.00)	(248,722.27)	(248,722.27)	323,356.73	

8004 Support

EXPENSES

8401 CourseReimb	6,200.00	0.00	0.00	6,200.00	0.00
8402 OtherProServ	2,000.00	-200.00	-200.00	2,200.00	-10.00
8403 OthrProfSvcs	4,000.00	4,000.00	4,000.00	0.00	100.00
8404 Tech Equip	500.00	198.56	198.56	301.44	39.71
8405 OtherPurServ	1,000.00	35.99	35.99	964.01	3.60
8406 Software	250.00	28.97	28.97	221.03	11.59
8407 Repair	500.00	0.00	0.00	500.00	0.00
8408 Reg Stipnd	12,000.00	3,300.00	3,300.00	8,700.00	27.50
8409 FICA/Med	550.00	0.00	0.00	550.00	0.00
8413 Supplies	500.00	115.03	115.03	384.97	23.01
8414 Books & Per	100.00	0.00	0.00	100.00	0.00
8415 Reg Sal	500.00	0.00	0.00	500.00	0.00
8419 Supplies	100.00	76.55	76.55	23.45	76.55
Expense Total	28,200.00	7,555.10	7,555.10	20,644.90	26.79
Net Profit / (Loss)	(28,200.00)	(7,555.10)	(7,555.10)	20,644.90	

8005 SPED

EXPENSES

8501 Teach Sal	31,963.00	-6,052.68	-6,052.68	38,015.68	-18.94
8502 FICA/Med	4,200.00	267.20	267.20	3,932.80	6.36
8503 Ed Tech	0.00	7,064.96	7,064.96	-7,064.96	0.00
8504 Worker Comp	500.00	0.00	0.00	500.00	0.00
8505 Test Score	0.00	867.68	867.68	-867.68	0.00
8506 OtherProServ	45,550.00	56,271.04	56,271.04	-10,721.04	123.54
8507 ExtYr Prog	7,530.00	1,721.25	1,721.25	5,808.75	22.86
8508 Supplies	250.00	179.95	179.95	70.05	71.98
8509 TestSupplies	250.00	1,502.00	1,502.00	-1,252.00	600.80
8510 Books & Per	100.00	0.00	0.00	100.00	0.00
8515 Healt Ins	10,963.00	867.68	867.68	10,095.32	7.91
8518 SpEd MSTuit	58,275.00	0.00	0.00	58,275.00	0.00
8519 SpEd SecTuit	2,500.00	0.00	0.00	2,500.00	0.00
Expense Total	162,081.00	62,689.08	62,689.08	99,391.92	38.68
Net Profit / (Loss)	(162,081.00)	(62,689.08)	(62,689.08)	99,391.92	

8006 Maintenance

EXPENSES

8601 Reg Sal	16,603.00	7,793.15	7,793.15	8,809.85	46.94
8602 Health Ins	5,482.00	2,740.14	2,740.14	2,741.86	49.98
8603 FICA/Med	1,050.00	984.87	984.87	65.13	93.80
8606 Conferences	500.00	40.00	40.00	460.00	8.00
8607 OthrContract	10,000.00	2,763.49	2,763.49	7,236.51	27.63
8608 Repair&Maint	7,500.00	14,729.91	14,729.91	-7,229.91	196.40

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
8006 Maintenance CONT'D					
8609 Rent CIRC BI	8,000.00	8,000.00	8,000.00	0.00	100.00
8611 Insurance	2,500.00	2,785.00	2,785.00	-285.00	111.40
8612 Supplies	2,500.00	39.04	39.04	2,460.96	1.56
8613 Electricity	4,500.00	155.04	155.04	4,344.96	3.45
8614 Fuel Oil	4,200.00	1,020.04	1,020.04	3,179.96	24.29
8617 Cont Serv	7,500.00	550.00	550.00	6,950.00	7.33
Expense Total	70,335.00	41,600.68	41,600.68	28,734.32	59.15
Net Profit / (Loss)	(70,335.00)	(41,600.68)	(41,600.68)	28,734.32	
8007 Transport					
EXPENSES					
8701 Salaries	25,155.00	11,780.35	11,780.35	13,374.65	46.83
8702 Sub Salaries	500.00	0.00	0.00	500.00	0.00
8703 Health Ins	10,963.00	5,480.28	5,480.28	5,482.72	49.99
8704 FICA/Med	1,900.00	647.26	647.26	1,252.74	34.07
8707 PurProf.Serv	64,500.00	28,513.62	28,513.62	35,986.38	44.21
8708 Repairs	12,000.00	6,109.87	6,109.87	5,890.13	50.92
8709 Auto Ins	3,000.00	0.00	0.00	3,000.00	0.00
8711 Fuel	5,000.00	904.37	904.37	4,095.63	18.09
Expense Total	123,018.00	53,435.75	53,435.75	69,582.25	43.44
Net Profit / (Loss)	(123,018.00)	(53,435.75)	(53,435.75)	69,582.25	
8008 Food Service					
EXPENSES					
8801 Reg Sal	21,155.00	7,925.03	7,925.03	13,229.97	37.46
8802 Health Ins	5,482.00	4,566.90	4,566.90	915.10	83.31
8803 FICA/Med	1,600.00	595.93	595.93	1,004.07	37.25
8805 OthrContServ	1,500.00	1,807.56	1,807.56	-307.56	120.50
8806 Supplies	7,000.00	4,285.18	4,285.18	2,714.82	61.22
Expense Total	36,737.00	19,180.60	19,180.60	17,556.40	52.21
Net Profit / (Loss)	(36,737.00)	(19,180.60)	(19,180.60)	17,556.40	
8100 Street Light					
EXPENSES					
2000 Electricity	8,400.00	4,835.88	4,835.88	3,564.12	57.57
Expense Total	8,400.00	4,835.88	4,835.88	3,564.12	57.57
Net Profit / (Loss)	(8,400.00)	(4,835.88)	(4,835.88)	3,564.12	
8300 Contingency					
EXPENSES					
3160 Misc. Exp.	14,000.00	0.00	0.00	14,000.00	0.00
Expense Total	14,000.00	0.00	0.00	14,000.00	0.00
Net Profit / (Loss)	(14,000.00)	0.00	0.00	14,000.00	
8800 Out Isl tax					
EXPENSES					
0001 Out Isl Tax	48,048.00	22,947.68	22,947.68	25,100.32	47.76
Expense Total	48,048.00	22,947.68	22,947.68	25,100.32	47.76

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
Net Profit / (Loss)	(48,048.00)	(22,947.68)	(22,947.68)	25,100.32	
8900 County Tax					
EXPENSES					
3050 County Tax	216,527.00	216,527.00	216,527.00	0.00	100.00
Expense Total	216,527.00	216,527.00	216,527.00	0.00	100.00
Net Profit / (Loss)	(216,527.00)	(216,527.00)	(216,527.00)	(0.00)	
9000 Capital Impr					
EXPENSES					
9010 Dredging	80,000.00	0.00	0.00	80,000.00	0.00
9015 Stone Wharf	100,000.00	0.00	0.00	100,000.00	0.00
9016 Barge Ramps	20,000.00	0.00	0.00	20,000.00	0.00
9020 Floats/Ramps	5,000.00	0.00	0.00	5,000.00	0.00
9025 Fire Dept	70,000.00	0.00	0.00	70,000.00	0.00
9030 Bldg Facilit	20,000.00	0.00	0.00	20,000.00	0.00
9031 Town Office	10,000.00	0.00	0.00	10,000.00	0.00
9032 Land Acquis	10,000.00	0.00	0.00	10,000.00	0.00
9033 Solar Array	15,000.00	0.00	0.00	15,000.00	0.00
9035 Vehicle Res	5,000.00	0.00	0.00	5,000.00	0.00
9040 Grant Match	20,000.00	0.00	0.00	20,000.00	0.00
9050 Paving	25,000.00	0.00	0.00	25,000.00	0.00
9055 PW Equip	25,000.00	0.00	0.00	25,000.00	0.00
9057 Transfer Sta	1,000.00	0.00	0.00	1,000.00	0.00
9070 Coastal Fund	10,000.00	13,650.00	13,650.00	-3,650.00	136.50
Expense Total	416,000.00	13,650.00	13,650.00	402,350.00	3.28
Net Profit / (Loss)	(416,000.00)	(13,650.00)	(13,650.00)	402,350.00	



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

MEMORANDUM

Date: January 11, 2024

To: Members of the Select Board & Viktoria Wood, Town Administrator

From: Tammy Munson, Code Enforcement Officer

Re: Status & Progress Update

As we start the new year, this has been a great cleansing opportunity as we begin renovations to the Town Hall and the implementation of our new computer database I-Worqs. During my visit to the island last week, I was able to clean out the CEO office area, purge old files, and prepare for a fresh clean start to a new and greatly improved work area.

With that said, we will begin the implementation process of our new software system within the next few weeks. The Town Administrator and I have our first meeting with the company on January 12th. There will be a list of tasks that we will both have to tackle regarding data that needs to be supplied to them. I will be covering the Code side of it, and Vika will be covering the IT piece of it.

As far as my piece is concerned, the list of items I must provide includes general forms, templates, etc. so they can be loaded into the system. This has been difficult for me as very few of these documents currently exist from what I can find. I have begun creating general templates for various permits, violations letters, and other projects that can be used going forward. These are intended to be standardized documents that meet legal requirements and will add consistency in the future. This also should give any future CEO a program that will essentially do the administrative work for them. This will be a heavy lift for me in the beginning but will be well worth the investment for the Town at the end of this. I appreciate the Town Administrator partnering with me on this as I know she is swamped herself.

In closing, I have issued one building permit in 2024 which was to Chebeague Island for Town Hall Renovations. I have had no applications for growth permits and have only had one serious inquiry, so please let folks know they are available. If you have any questions, please reach out.



Town of Chebeague Island

MEMO

To: [OBJ] Bob Earnest, Chair and Members of the Select Board

From: [OBJ] Viktoria G. Wood, Town Administrator

Date: January 11, 2024

RE: [OBJ] Draft Budget #1 Notes

Below is a summary of the changes made for the first draft of the budget. Please remember that as of last week, nothing had been done or prepared, so this is the 1st draft and is not where I would have liked it to be. However, it does provide something to work from.

Last week after a meeting with the Southern Maine Managers, I requested what other towns were doing for COLA increase. Recommendations were between 3-5%. Understanding that we are not the same size as other towns but stay at fair wages, I am recommending a 3% COLA increase for FY 25.

1300 Admin and Board of Selectmen

- A full-time Clerk was hired, creating 4 full-time positions in the office, and increasing the line overall.
- Part-time wages decreased due to full-time increasing.
- I am recommending that the board support the change to TRIO WEB. Currently TRIO is on all computers but not accessible through the web. Harris Local Government rolled out TRIO Web years ago and will switch it over entirely within the next couple of years. I am still working on figuring out the figures. As a result, I have left the technology line as it was before, but I suspect that this line will go down once I have the proper information. As of now the initial cost may be in the \$4,000-\$7,000 range and small maintenance fee yearly after. This will be locked in before the next budget draft.

2100 Law Enforcement

- I predict that as it does annually, we will see an increase in the Sheriffs contract. I do not yet have those figures.

2200 Fire and Rescue

- I made some slight changes to a couple of line items, but I will be meeting with the Fire Chief, Ralph Munroe and FD Admin, Beth Putman this week to sit down and talk about the department.

3100 Public Works

- No major changes appear from this year's budget to next. The goal for the next budget would be to clean out some of the unused equipment. Vehicle-wise, the department is in decent shape. Putting money aside for the replacement of the gray truck is important, that is a reserve account expense. I plan to have a more in-depth conversation with the PW crew to get their perspective of the budget.

3200 Solid Waste

- I believe that this should be the most focused department for the upcoming budget. The current recommendations are increases to the salary line, telephone, and bargaining. Despite my best intentions, I was not able to carve out the time to figure out the change in costs to the hauling due to the increases. It is a priority for me before the next draft.
- My recommendation is the board look at the contract that is due to be renewed in March with ECO Maine.
- I suggest that funds be set aside into the reserve account to replace the current shed and relocate it closer to the gate. This may allow for space for another compactor or a dumpster in the future.

6900 Debt Service

- These numbers were adjusted based on the figures provided by Maine Municipal Bond Bank.

7500 Benefits and Insurance

- Based on the current employees the benefits should not change by much.
- I am recommending that the board put back the bonus pay for the employees. I would welcome the idea of working with Mitch to produce a system that the board and I feel comfortable with.

8900 County Tax

- Have not received the updated numbers yet. Will anticipate a slight increase.

9000 Capital

- I removed Dredging. Once we make the final payment, there may even be funds left in the current balance. If that is the case, those funds can be transferred to another account through a town meeting. Fire Department accounts will need to be decreased,

more after I speak with FD. Some things to consider are Stone Wharf and Building Facilities reserves. These will continue to be expenses in the future.

Revenue

- I have not made any changes to the revenue. I will keep the numbers the same until we are further in the budget process and have a better idea where the revenues stand for the current year. Historically, unless we know a specific number coming in, an average of the previous years will be used as a prediction.

Draft 1 of F.Y. 25 Budget

Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 1300 Admin & Board of Selectman						
1000 Wages - Full Time	148,489.76	154,446.70	167,523.00	105,068.11	233,626.00	39.46%
T.A, Bookkeeper, Clerk, Deputy Clerk. Recommended 3%COLA adjustment:						
1010 Wages- Part time	19,107.76	30,369.00	29,960.00	10,819.86	3,120.00	-89.59%
Custodian						
1110 Elected Officials	6,000.00	4,800.00	6,000.00	2,400.00	6,000.00	.00%
1300 Bank Fees	175.30	214.45	300.00	95.49	300.00	.00%
2010 Gasoline	562.31	1,021.50	1,000.00	382.91	1,000.00	.00%
2030 Telephone	3,338.00	3,501.60	3,200.00	1,787.60	3,400.00	6.25%
2041 Technology	18,752.99	21,470.99	31,236.00	28,488.21	31,236.00	.00%
Annual cost \$24,509. Recommend budgeting for TRIO Web upgrade.						
3010 Advertising	1,363.00	673.75	900.00	110.00	900.00	.00%
3040 Equipment Maint.	132.31	0.00	0.00	0.00	0.00	.00%
3140 Membership Dues	3,452.90	3,897.00	3,700.00	954.64	3,700.00	.00%
3160 Miscellaneous Expenses	3,511.76	5,244.26	450.00	0.00	450.00	.00%
3202 Janitorial	89.43	173.15	250.00	977.44	250.00	.00%
3210 Postage	2,378.28	1,420.14	2,000.00	1,419.95	2,000.00	.00%
3220 Printing	2,107.37	1,985.68	1,800.00	1,143.84	1,800.00	.00%
3240 Publications	0.00	35.00	0.00	0.00	0.00	.00%
3250 Reg of Deeds	88.00	19.00	500.00	0.00	250.00	-50.00%
3300 Office Supplies	3,958.74	1,602.36	4,000.00	2,675.69	4,000.00	.00%
3335 Travel	4,458.00	2,866.33	3,000.00	2,403.80	3,000.00	.00%
3405 Meetings at Hall	4,000.00	4,000.00	4,000.00	2,000.00	4,000.00	.00%
4000 Building Maintenance	417.75	64.00	500.00	306.25	500.00	.00%
4010 Rental of Equipment	790.69	1,208.73	1,000.00	478.64	1,000.00	.00%
5000 Contract Services	3,797.83	3,588.94	5,000.00	2,168.44	5,000.00	.00%

Draft 1 of F.Y. 25 Budget

Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 1300 Admin & Board of Selectman CONT'D						
5010 Audit	0.00	6,500.00	17,250.00	17,800.00	17,250.00	.00%
5240 Training	2,370.41	660.00	1,500.00	0.00	1,500.00	.00%
5251 Sanitation	525.00	0.00	0.00	0.00	0.00	.00%
Admin & Board of Selectman	229,867.59	249,762.58	285,069.00	181,480.87	324,282.00	13.76%

Draft 1 of F.Y. 25 Budget

Expense

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 1400 Assessor						
3250 Reg of Deeds	214.00	85.00	250.00	69.00	250.00	.00%
3390 Assessing Maps	0.00	1,853.00	1,800.00	0.00	1,800.00	.00%
5000 Contract Services	12,000.00	12,000.00	12,600.00	5,200.00	12,600.00	.00%
Assessor	12,214.00	13,938.00	14,650.00	5,269.00	14,650.00	.00%

Draft 1 of F.Y. 25 Budget

Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 1650 Elections/Bd Regis.						
1010 Wages- Part time	738.50	760.50	1,000.00	441.00	1,000.00	.00%
Elections/Bd Regis.	738.50	760.50	1,000.00	441.00	1,000.00	.00%

Draft 1 of F.Y. 25 Budget

Expense

	Expense					Init Req vs	
	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Curr Bud	Change %
Dept: 1700 Planning							
1070 Geographic Information Sy	0.00	500.00	0.00	550.00	0.00	.00%	
3010 Advertising	0.00	110.00	200.00	0.00	200.00	.00%	
3210 Postage	0.00	0.00	100.00	0.00	100.00	.00%	
3240 Publications	0.00	40.00	50.00	0.00	50.00	.00%	
5090 Consulting	2,000.00	0.00	3,000.00	0.00	3,000.00	.00%	
5240 Training	0.00	70.00	175.00	0.00	175.00	.00%	
MMA training							
Planning	2,000.00	720.00	3,525.00	550.00	3,525.00	.00%	

Draft 1 of F. Y. 25 Budget

Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 1900 Legal Services						
5540 General Admin.	5,996.24	17,749.29	23,000.00	5,461.50	23,000.00	.00%
Legal Services	5,996.24	17,749.29	23,000.00	5,461.50	23,000.00	.00%

Draft 1 of F. Y. 25 Budget

Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 2100 Law Enforcement Services						
1010 Wages- Part time	6,708.28	6,644.56	8,653.00	4,025.38	8,910.00	2.97%
Parking Attendant. 3% COLA adjustment.						
2010 Gasoline	889.55	1,160.01	1,400.00	787.72	1,400.00	.00%
3335 Travel	1,487.25	1,133.50	1,300.00	945.70	1,300.00	.00%
5000 Contract Services	39,068.06	77,009.61	45,382.00	44,166.53	45,382.00	.00%
Sheriff Contract, Internet, Rich Plumbing, Cottage Rental						
Law Enforcement Services	48,153.14	85,947.68	56,735.00	49,925.33	56,992.00	.45%

Draft 1 of F.Y. 25 Budget

Expense

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 2200 Fire & Rescue Services						
1010 Wages- Part time	46,040.89	63,470.77	74,028.00	42,125.14	74,028.00	.00%
2000 Electricity	1,878.93	265.32	3,000.00	155.43	3,000.00	.00%
2010 Gasoline	738.29	522.75	750.00	179.75	750.00	.00%
2020 Heating Fuel	7,424.03	7,588.35	5,500.00	2,464.92	5,500.00	.00%
2030 Telephone	2,204.49	2,100.07	2,100.00	1,139.52	2,100.00	.00%
2041 Technology	0.00	0.00	2,500.00	0.00	610.00	-75.60%
2080 Diesel	673.63	263.79	550.00	150.90	550.00	.00%
3040 Equipment Maint.	16,861.87	15,608.30	15,000.00	15,270.72	16,000.00	6.67%
3140 Membership Dues	1,388.32	1,560.00	1,300.00	0.00	1,470.00	13.08%
3200 Firefighting/Rescue Supplies	7,212.32	5,215.64	5,500.00	6,750.32	6,000.00	9.09%
3202 Janitorial	89.17	0.00	65.00	0.00	65.00	.00%
3300 Office Supplies	0.00	0.00	0.00	185.67	0.00	.00%
3335 Travel	1,266.50	416.20	2,000.00	3,212.36	2,000.00	.00%
3350 Uniforms & Clothing	465.00	0.00	250.00	0.00	250.00	.00%
4000 Building Maintenance	1,605.93	1,673.41	4,000.00	1,050.00	4,000.00	.00%
5000 Contract Services	11,705.63	13,973.36	13,200.00	8,200.12	13,200.00	.00%
5240 Training	890.99	1,628.00	7,000.00	283.00	7,000.00	.00%
6110 Communication	4,511.55	9,239.06	7,500.00	6,582.08	7,500.00	.00%
6230 Apparel / Gear	228.00	3,046.68	1,500.00	3,296.22	1,500.00	.00%
Fire & Rescue Services	105,185.54	126,571.70	145,743.00	91,046.15	145,523.00	-.15%

Draft 1 of F.Y. 25 Budget

Expense

	2022		2023		2024		2024		2025		Init Req vs Curr Bud Change %
	Actual	Budget	Actual	Budget	YTD	Initial	Initial	Change %			
Dept: 2400 Code Enforcement											
1010 Wages- Part time	26,820.00	40,000.00	28,080.00	40,000.00	14,230.00	40,000.00	40,000.00	.00%			
5240 Training	0.00	255.00	295.00	255.00	0.00	255.00	255.00	.00%			
Code Enforcement	26,820.00	40,255.00	28,375.00	40,255.00	14,230.00	40,255.00	40,255.00	.00%			

Draft 1 of F.Y. 25 Budget

Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 2500 Harbormaster & Shellfish						
1010 Wages- Part time	23,797.62	24,207.20	27,592.00	16,794.98	28,416.00	2.99%
Based on 3% COLA Adjustment.						
2010 Gasoline	600.08	315.17	600.00	93.44	600.00	.00%
2030 Telephone	250.00	275.00	300.00	175.00	300.00	.00%
2041 Technology	0.00	0.00	1,085.00	1,850.00	1,085.00	.00%
Online Mooring Website- Annual Fee						
3040 Equipment Maint. will the boat be getting fixed?	894.99	320.00	0.00	0.00	0.00	.00%
3120 Marine Supplies	788.88	672.50	500.00	278.00	500.00	.00%
3140 Membership Dues	150.00	150.00	150.00	0.00	150.00	.00%
3350 Uniforms & Clothing	0.00	0.00	150.00	0.00	150.00	.00%
5240 Training	275.00	854.82	750.00	0.00	750.00	.00%
Harbormaster & Shellfish	26,756.57	26,794.69	31,127.00	19,191.42	31,951.00	2.65%

Draft 1 of F. Y. 25 Budget

Expense

	2022	2023	2024	2024	2025	Init Req vs	
	Actual	Actual	Budget	YTD	Initial	Curr Bud	Change %
Dept: 2600 Animal Control							
1010 Wages- Part time	2,400.00	4,000.00	3,200.00	1,600.00	3,200.00		.00%
2030 Telephone	300.00	300.00	300.00	175.00	300.00		.00%
3160 Miscellaneous Expenses	35.00	35.00	100.00	35.00	100.00		.00%
3290 Shelter	487.64	566.28	500.00	424.71	500.00		.00%
3350 Uniforms & Clothing	0.00	0.00	150.00	0.00	150.00		.00%
5240 Training	18.88	75.00	600.00	0.00	600.00		.00%
Animal Control	3,241.52	4,976.28	4,850.00	2,234.71	4,850.00		.00%

Draft 1 of F. Y. 25 Budget

Expense

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 3100 Public Services						
1000 Wages - Full Time	88,826.19	94,500.09	96,388.00	51,925.10	97,470.00	1.12%
Based on 3% COLA Adjustment:						
1010 Wages- Part time	2,136.30	1,898.00	3,500.00	0.00	3,500.00	.00%
1020 Overtime	4,593.34	7,049.44	5,000.00	284.64	5,000.00	.00%
2000 Electricity	1,451.86	264.55	2,000.00	154.84	2,000.00	.00%
2010 Gasoline	3,511.85	2,802.49	3,000.00	1,161.65	3,000.00	.00%
2020 Heating Fuel	3,002.67	3,643.20	3,200.00	917.14	3,200.00	.00%
2030 Telephone	1,333.56	1,220.37	1,000.00	657.29	1,000.00	.00%
2041 Technology	0.00	0.00	2,500.00	0.00	610.00	-75.60%
2080 Diesel	6,134.55	10,072.96	8,000.00	10,063.08	8,000.00	.00%
3040 Equipment Maint.	12,384.16	19,197.82	17,000.00	10,249.13	17,000.00	.00%
3120 Marine Supplies	991.68	977.59	3,000.00	0.00	3,000.00	.00%
3140 Membership Dues	43.20	0.00	0.00	0.00	0.00	.00%
3160 Miscellaneous Expenses	151.92	0.00	0.00	0.00	0.00	.00%
3202 Janitorial	0.00	139.06	100.00	0.00	100.00	.00%
3300 Office Supplies	425.24	355.42	200.00	232.09	200.00	.00%
3335 Travel	3,004.00	2,789.50	2,800.00	3,297.41	2,800.00	.00%
3350 Uniforms & Clothing	0.00	294.99	800.00	37.77	800.00	.00%
4000 Building Maintenance	918.60	414.95	2,000.00	0.00	2,000.00	.00%
4010 Rental of Equipment	6,107.52	3,318.95	0.00	0.00	0.00	.00%
4600 Cold Patch	0.00	2,857.20	2,500.00	0.00	2,500.00	.00%
4605 Culverts & Drainage	1,201.19	0.00	1,000.00	0.00	1,000.00	.00%
4630 Road Materials	16,809.10	8,935.64	15,000.00	3,760.00	15,000.00	.00%
4640 Winter Road Materials	6,130.33	9,310.72	8,000.00	3,313.47	8,000.00	.00%
4645 Street Signs	764.51	249.05	0.00	0.00	0.00	.00%
5000 Contract Services	2,401.00	1,110.08	5,000.00	126.00	5,000.00	.00%
5020 Barging	19,642.56	16,279.40	16,000.00	2,986.50	16,000.00	.00%

Draft 1 of F. Y. 25 Budget

Expense

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 3100 Public Services CONT'D						
5230 Striping/Crosswalks	0.00	0.00	100.00	0.00	100.00	.00%
5240 Training	0.00	261.50	500.00	0.00	500.00	.00%
6010 Tools	1,907.14	1,369.63	2,500.00	0.00	2,500.00	.00%
6120 Safety Equipment	289.84	901.61	500.00	0.00	500.00	.00%
Public Services	184,162.31	190,214.21	201,588.00	89,166.11	200,780.00	-.40%

Draft 1 of F. Y. 25 Budget

Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 3200 Solid Waste						
1010 Wages- Part time	27,379.09	26,330.69	41,055.00	17,571.32	45,000.00	9.61%
2 Employees. Based on 3% COLA Adjustment.						
2000 Electricity	845.83	234.75	1,100.00	154.84	1,100.00	.00%
2030 Telephone	733.35	620.37	580.00	307.29	640.00	10.34%
3040 Equipment Maint.	268.00	64.00	2,000.00	276.21	2,000.00	.00%
3202 Janitorial	389.07	319.18	400.00	96.67	400.00	.00%
3350 Uniforms & Clothing	0.00	0.00	250.00	0.00	250.00	.00%
4000 Building Maintenance	462.00	0.00	750.00	0.00	750.00	.00%
4655 Chipping/Grinding Brush	21,680.00	229.50	22,582.00	2,760.00	22,582.00	.00%
Chipping increase (\$20,900) and cost of barging (\$1,680)						
5020 Barging	45,667.85	62,637.25	47,000.00	28,060.00	52,000.00	10.64%
5110 Hauling	81,621.77	73,457.19	85,000.00	37,422.60	85,000.00	.00%
ECO Maine is raising prices. This line item still needs attention.						
5120 Chebeague Landfill Monito	523.00	14,996.80	576.00	356.00	576.00	.00%
5130 Hazardous Waste	4,493.78	5,766.26	6,000.00	207.93	6,000.00	.00%
5240 Training	618.56	519.95	650.00	100.00	650.00	.00%
5251 Sanitation	4,300.00	3,162.50	3,500.00	1,150.00	3,500.00	.00%
Solid Waste	188,982.30	188,338.44	211,443.00	88,462.86	220,448.00	4.26%

Draft 1 of F.Y. 25 Budget

Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 4400 Misc-Mainland						
9110 ..	0.00	22,978.00	23,897.00	0.00	24,853.00	4.00%
Annual payment to Yarmouth towards Cousins Repair Reserve.						
Misc-Mainland	0.00	22,978.00	23,897.00	0.00	24,853.00	4.00%

Draft 1 of F.Y. 25 Budget

Expense

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 4600 Contributions						
3150 Chebeague Island Library	29,750.00	25,000.00	25,000.00	12,500.00	25,000.00	.00%
3151 Community Center	17,250.00	34,500.00	38,500.00	19,250.00	38,500.00	.00%
3164 Visiting Nurse and Hospice	0.00	1,000.00	1,000.00	1,000.00	1,000.00	.00%
3166 Island Council	7,000.00	7,000.00	7,000.00	0.00	7,000.00	.00%
3167 Chebeague Recreation Center	38,250.00	59,500.00	59,500.00	29,750.00	59,500.00	.00%
3168 CRC - Kids Place	10,000.00	20,000.00	20,000.00	10,000.00	20,000.00	.00%
3169 Island Commons Resource Center	1,500.00	3,000.00	10,000.00	10,000.00	10,000.00	.00%
Contributions	103,750.00	150,000.00	161,000.00	82,500.00	161,000.00	.00%

Draft 1 of F.Y. 25 Budget

Expense

	2022	2023	2024	2024	2025	Init Req vs
	Actual	Actual	Budget	YTD	Initial	Curr Bud Change %
Dept: 5810 Genl Assistance						
3160 Miscellaneous Expenses	0.00	0.00	500.00	0.00	500.00	.00%
Genl Assistance	0.00	0.00	500.00	0.00	500.00	.00%

Draft 1 of F. Y. 25 Budget

Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 5910 Health Services						
1010 Wages- Part time	1,500.00	2,500.00	2,000.00	1,000.00	2,000.00	.00%
Health Services	1,500.00	2,500.00	2,000.00	1,000.00	2,000.00	.00%

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Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 6200 Cemetery						
1010 Wages- Part time	5,391.00	4,653.00	6,350.00	3,734.65	6,350.00	.00%
2010 Gasoline	162.17	128.71	250.00	135.44	250.00	.00%
3040 Equipment Maint.	0.00	230.48	500.00	11.99	500.00	.00%
3140 Membership Dues	0.00	0.00	50.00	0.00	50.00	.00%
3163 Cemetery general fund	399.92	1,036.13	600.00	150.18	600.00	.00%
5000 Contract Services	6,335.73	4,150.00	6,000.00	0.00	6,000.00	.00%
5240 Training	0.00	0.00	150.00	200.00	150.00	.00%
Cemetery	12,288.82	10,198.32	13,900.00	4,232.26	13,900.00	.00%

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Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 6900 Debt Service						
6500 Maine Bond Bank Interest	50,910.35	38,361.44	15,728.00	0.00	10,625.00	-32.45%
6510 Maine Bond Bank Principal	161,719.00	169,183.00	177,178.00	177,178.00	185,852.00	4.90%
Day off date 11/1/27						
6511 MMB School Renovation Interest	38,068.19	36,567.52	35,027.00	17,904.58	34,245.00	-2.23%
6512 MMB School Renovation Principa	80,250.00	80,250.00	80,250.00	80,250.00	80,250.00	.00%
Pay off date 11/1/38						
6516 MBB Plow Truck Interest	3,574.87	1,034.37	902.00	485.67	833.00	-7.65%
6517 MBB Plow Truck Principal	0.00	20,666.65	20,667.00	20,666.67	20,667.00	.00%
Pay off date 11/1/27						
6520 MMB Broadband Interest	0.00	5,203.35	46,261.00	12,559.47	39,795.00	-13.98%
Interest of \$35,957 added in the case the rest of the \$725 K is bonded						
6521 MMB Broadband Principal	0.00	0.00	12,500.00	12,500.00	38,342.00	206.74%
Pay off date 11/1/42						
6550 MMB Dredging Interest	0.00	4,520.05	8,408.00	4,570.83	6,928.00	-17.60%
6551 MMB Dredging Principal	0.00	0.00	41,667.00	41,666.67	41,668.00	.00%
Pay off date 11/1/28						
Debt Service	334,522.41	355,786.38	438,588.00	367,781.89	459,205.00	4.70%

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Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 7500 Benefits & Insurance						
1015 Pay Raises	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%
Bonus Pay to the Town employees who work over 24 hours.						
1210 Health/Life Insurance	84,992.95	102,593.08	103,703.00	46,764.76	103,703.00	.00%
1220 FICA / MEDICARE	30,193.99	32,962.08	38,971.00	19,786.95	38,971.00	.00%
1230 ICMA - Retirement	6,988.57	7,880.47	12,675.00	3,783.51	12,675.00	.00%
1270 Unemployment	2,534.60	1,719.82	2,500.00	1,867.50	2,500.00	.00%
1280 Workers Comp. Ins.	11,964.90	12,935.50	14,000.00	1,485.90	14,000.00	.00%
3060 Liability Insurance	11,145.50	16,431.00	22,542.00	34,804.00	22,542.00	.00%
Benefits & Insurance	157,820.51	184,521.95	194,391.00	108,492.62	204,391.00	5.14%

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Expense

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 8000 School Debt and Contingency						
8807 Contingency	1,320.62	0.00	10,000.00	0.00	10,000.00	.00%
8900 Debt Service	133,477.49	131,797.74	134,364.00	132,541.85	134,364.00	.00%
School Debt and Contingency	134,798.11	131,797.74	144,364.00	132,541.85	144,364.00	.00%

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Expense

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 8001 Office of the Superintendent						
8101 Superintendent Salaries	0.00	0.00	33,422.00	16,710.72	33,422.00	.00%
8102 Secretaries Salaries	0.00	0.00	13,759.00	5,751.40	13,759.00	.00%
8103 Health Insurance	0.00	0.00	10,963.00	5,480.28	10,963.00	.00%
8104 FICA/Medicare	0.00	0.00	2,800.00	1,245.39	2,800.00	.00%
8106 Worker's Compensation	0.00	0.00	3,000.00	0.00	3,000.00	.00%
8107 Conferences/Training	0.00	0.00	1,500.00	245.00	1,500.00	.00%
8110 Communications/Telephone	0.00	0.00	2,800.00	1,856.86	2,800.00	.00%
8111 Postage	0.00	0.00	500.00	391.61	500.00	.00%
8112 Advertising	0.00	0.00	400.00	495.17	400.00	.00%
8113 Printing	0.00	0.00	1,200.00	498.81	1,200.00	.00%
8114 Copier Supplies	0.00	0.00	300.00	243.94	300.00	.00%
8115 Equipment/Software	0.00	0.00	100.00	0.00	100.00	.00%
8116 Travel	0.00	0.00	100.00	0.00	100.00	.00%
8117 Stipends	0.00	0.00	1,200.00	0.00	1,200.00	.00%
8118 FICA	0.00	0.00	92.00	0.00	92.00	.00%
8119 Legal	0.00	0.00	5,000.00	855.40	5,000.00	.00%
8120 Insurance	0.00	0.00	3,000.00	0.00	3,000.00	.00%
8121 Dues & Fees	0.00	0.00	500.00	500.77	500.00	.00%
8122 Miscellaneous	0.00	0.00	500.00	0.00	500.00	.00%
8124 Unemployment Compensation	0.00	0.00	800.00	328.52	800.00	.00%
Office of the Superintendent	0.00	0.00	81,936.00	34,603.87	81,936.00	.00%

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Expense

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 8002 Office of the Principal						
8201 Administrative Salaries	0.00	0.00	33,422.00	17,996.16	33,422.00	.00%
8202 Secretary Salaries	0.00	0.00	13,759.00	6,404.42	13,759.00	.00%
8203 Health Insurance	0.00	0.00	10,963.00	5,480.28	10,963.00	.00%
8204 FTCA/Medicare	0.00	0.00	2,800.00	1,352.82	2,800.00	.00%
8207 Conferences	0.00	0.00	500.00	0.00	500.00	.00%
8208 Postage	0.00	0.00	100.00	0.00	100.00	.00%
8209 Printing	0.00	0.00	1,000.00	100.44	1,000.00	.00%
8210 Supplies	0.00	0.00	300.00	186.40	300.00	.00%
8211 Copier Supplies	0.00	0.00	200.00	0.00	200.00	.00%
8212 Equipment/Repair	0.00	0.00	250.00	0.00	250.00	.00%
8213 Dues & Fees	0.00	0.00	900.00	425.00	900.00	.00%
Office of the Principal	0.00	0.00	64,194.00	31,945.52	64,194.00	.00%

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Expense

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 8003 Elementary Education						
8300 Pre-K Program	0.00	0.00	35,663.00	28,958.80	35,663.00	.00%
8301 K-2 Teacher's Salaries	0.00	0.00	62,931.00	42,291.69	62,931.00	.00%
8302 3-5 Teacher's Salaries	0.00	0.00	77,311.00	6,465.44	77,311.00	.00%
8303 Ed Tech Salaries	0.00	0.00	28,407.00	11,911.00	28,407.00	.00%
8304 Temporary Salaries	0.00	0.00	2,000.00	0.00	2,000.00	.00%
8305 Health Insurance	0.00	0.00	43,847.00	9,133.80	43,847.00	.00%
8306 FICA/Medicare	0.00	0.00	11,000.00	6,227.44	11,000.00	.00%
8309 Assessment Testing	0.00	0.00	500.00	0.00	500.00	.00%
8310 General Supplies	0.00	0.00	5,000.00	2,167.48	5,000.00	.00%
8311 Travel Reimbursement	0.00	0.00	750.00	0.00	750.00	.00%
8312 Books & Periodicals	0.00	0.00	1,500.00	361.97	1,500.00	.00%
8313 Audio-Visual Materials	0.00	0.00	500.00	0.00	500.00	.00%
8314 Equipment	0.00	0.00	250.00	0.00	250.00	.00%
8316 Copier Lease	0.00	0.00	500.00	80.59	500.00	.00%
8318 MS Tuition	0.00	0.00	87,303.00	34,373.41	87,303.00	.00%
8319 Secondary Tuition	0.00	0.00	214,617.00	106,750.65	214,617.00	.00%
Elementary Education	0.00	0.00	572,079.00	248,722.27	572,079.00	.00%

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Expense

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 8004 Student and Staff Support						
8401 Course Reimbursement	0.00	0.00	6,200.00	0.00	6,200.00	.00%
8402 Other Professional Services	0.00	0.00	2,000.00	-200.00	2,000.00	.00%
8403 Other Professional Services	0.00	0.00	4,000.00	4,000.00	4,000.00	.00%
8404 Technology Equipment	0.00	0.00	500.00	198.56	500.00	.00%
8405 Other Purchased Services	0.00	0.00	1,000.00	35.99	1,000.00	.00%
8406 Software	0.00	0.00	250.00	28.97	250.00	.00%
8407 Repair	0.00	0.00	500.00	0.00	500.00	.00%
8408 Regular Stipend	0.00	0.00	12,000.00	3,300.00	12,000.00	.00%
8409 FICA/Medicare	0.00	0.00	550.00	0.00	550.00	.00%
8413 Supplies	0.00	0.00	500.00	115.03	500.00	.00%
8414 Books & Periodicals	0.00	0.00	100.00	0.00	100.00	.00%
8415 Regular Salaries	0.00	0.00	500.00	0.00	500.00	.00%
8419 Supplies	0.00	0.00	100.00	76.55	100.00	.00%
Student and Staff Support	0.00	0.00	28,200.00	7,555.10	28,200.00	.00%

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Expense

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 8005 Special Education						
8501 Teacher's Salaries	0.00	0.00	31,963.00	-6,052.68	31,963.00	.00%
8502 FICA/Medicare	0.00	0.00	4,200.00	267.20	4,200.00	.00%
8503 Ed Tech Salaries	0.00	0.00	0.00	7,064.96	0.00	.00%
8504 Worker's Compensation	0.00	0.00	500.00	0.00	500.00	.00%
8505 Test Scoring	0.00	0.00	0.00	867.68	0.00	.00%
8506 Other Professional Services	0.00	0.00	45,550.00	56,271.04	45,550.00	.00%
8507 Extended Year Program	0.00	0.00	7,530.00	1,721.25	7,530.00	.00%
8508 Supplies	0.00	0.00	250.00	179.95	250.00	.00%
8509 Testing Supplies	0.00	0.00	250.00	1,502.00	250.00	.00%
8510 Books & Periodicals	0.00	0.00	100.00	0.00	100.00	.00%
8515 Health Insurance	0.00	0.00	10,963.00	867.68	10,963.00	.00%
8518 SpEd Middle School Tuition	0.00	0.00	58,275.00	0.00	58,275.00	.00%
8519 SpEd Secondary Tuition	0.00	0.00	2,500.00	0.00	2,500.00	.00%
Special Education	0.00	0.00	162,081.00	62,689.08	162,081.00	.00%

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Expense

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 8006 Facilities and Maintenance						
8601 Regular Salaries	0.00	0.00	16,603.00	7,793.15	16,603.00	.00%
8602 Health Insurance	0.00	0.00	5,482.00	2,740.14	5,482.00	.00%
8603 FICA/Medicare	0.00	0.00	1,050.00	984.87	1,050.00	.00%
8606 Conferences	0.00	0.00	500.00	40.00	500.00	.00%
8607 Other Contracted Services	0.00	0.00	10,000.00	2,763.49	10,000.00	.00%
8608 Repair & Maintenance	0.00	0.00	7,500.00	14,729.91	7,500.00	.00%
8609 Rent for Building CIRC	0.00	0.00	8,000.00	8,000.00	8,000.00	.00%
8611 Insurance	0.00	0.00	2,500.00	2,785.00	2,500.00	.00%
8612 Supplies	0.00	0.00	2,500.00	39.04	2,500.00	.00%
8613 Electricity	0.00	0.00	4,500.00	155.04	4,500.00	.00%
8614 Fuel Oil	0.00	0.00	4,200.00	1,020.04	4,200.00	.00%
8617 Contracted Services	0.00	0.00	7,500.00	550.00	7,500.00	.00%
Facilities and Maintenance	0.00	0.00	70,335.00	41,600.68	70,335.00	.00%

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Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 8007 Transportation and Buses						
8701 Salaries	0.00	0.00	25,155.00	11,780.35	25,155.00	.00%
8702 Substitute Salaries	0.00	0.00	500.00	0.00	500.00	.00%
8703 Health Insurance	0.00	0.00	10,963.00	5,480.28	10,963.00	.00%
8704 FICA/Medicare	0.00	0.00	1,900.00	647.26	1,900.00	.00%
8707 Purchased Professional Service	0.00	0.00	64,500.00	28,513.62	64,500.00	.00%
8708 Repairs	0.00	0.00	12,000.00	6,109.87	12,000.00	.00%
8709 Auto Insurance	0.00	0.00	3,000.00	0.00	3,000.00	.00%
8711 Fuel	0.00	0.00	5,000.00	904.37	5,000.00	.00%
Transportation and Buses	0.00	0.00	123,018.00	53,435.75	123,018.00	.00%

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Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 8008 Food Services						
8801 Regular Salaries	0.00	0.00	21,155.00	7,925.03	21,155.00	.00%
8802 Health Insurance	0.00	0.00	5,482.00	4,566.90	5,482.00	.00%
8803 FICA/Medicare	0.00	0.00	1,600.00	595.93	1,600.00	.00%
8805 Other Contracted Services	0.00	0.00	1,500.00	1,807.56	1,500.00	.00%
8806 Supplies	0.00	0.00	7,000.00	4,285.18	7,000.00	.00%
Food Services	0.00	0.00	36,737.00	19,180.60	36,737.00	.00%

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Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 8100 Street Lights						
2000 Electricity	8,548.99	8,266.58	8,400.00	4,835.88	8,400.00	.00%
Street Lights	8,548.99	8,266.58	8,400.00	4,835.88	8,400.00	.00%

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Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 8300 Contingency						
3160 Miscellaneous Expenses	13,353.77	4,187.00	14,000.00	0.00	14,000.00	.00%
Contingency	13,353.77	4,187.00	14,000.00	0.00	14,000.00	.00%

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Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 8800 Tax paid to Cumberland						
0001 Out Isl tax paid to Cumberland	45,895.36	45,895.36	48,048.00	22,947.68	48,048.00	.00%
Tax paid to Cumberland	45,895.36	45,895.36	48,048.00	22,947.68	48,048.00	.00%

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Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 8900 County Tax						
3050 County Tax	184,377.00	171,517.00	216,527.00	216,527.00	216,527.00	.00%
County Tax	184,377.00	171,517.00	216,527.00	216,527.00	216,527.00	.00%

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Expense

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 9000 Capital Improvements						
9010 Dredging	0.00	0.00	80,000.00	0.00	0.00	-100.00%
9015 Stone Wharf	0.00	0.00	100,000.00	0.00	100,000.00	.00%
9016 Barge Ramps	0.00	0.00	20,000.00	0.00	20,000.00	.00%
9020 Floats and Ramps	0.00	0.00	5,000.00	0.00	5,000.00	.00%
9025 Fire Department Reserve	34,090.00	0.00	70,000.00	0.00	70,000.00	.00%
9030 Building Facilities	0.00	0.00	20,000.00	0.00	20,000.00	.00%
9031 New Town Office	10,000.00	0.00	10,000.00	0.00	10,000.00	.00%
9032 Land Acquisition & Development	0.00	0.00	10,000.00	0.00	10,000.00	.00%
9033 Solar Array Purchase	17,500.00	0.00	15,000.00	0.00	15,000.00	.00%
9034 Broadband Reserve	40,000.00	0.00	0.00	0.00	0.00	.00%
9035 Vehicle Reserve	0.00	0.00	5,000.00	0.00	5,000.00	.00%
9040 Grant Matching Funds	0.00	0.00	20,000.00	0.00	20,000.00	.00%
9045 Revaluation Reserve	20,200.00	0.00	0.00	0.00	0.00	.00%
9050 Paving	125,000.00	0.00	25,000.00	0.00	25,000.00	.00%
9055 Public Works Equipment	10,000.00	0.00	25,000.00	0.00	25,000.00	.00%
9057 Recycling Compactors	0.00	0.00	1,000.00	0.00	1,000.00	.00%
9058 Easements & Drainage	20,000.00	0.00	0.00	0.00	0.00	.00%
9070 Coastal Access Fund	1,500.00	0.00	10,000.00	13,650.00	10,000.00	.00%
9195 Indian Point Retaining Wall	65,000.00	0.00	0.00	0.00	0.00	.00%
Capital Improvements	343,290.00	0.00	416,000.00	13,650.00	336,000.00	-19.23%
Expense Totals:	2,174,262.68	2,021,796.70	3,839,180.00	2,001,701.00	3,839,024.00	.00%

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Revenue

	Revenue					Init Req vs Curr Bud Change %
	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	
Dept: 1300 Admin & Board of Selectman						
302 AGENT FEE	5,434.00	5,387.00	5,000.00	2,655.00	5,000.00	.00%
303 EXCISE TAX	127,758.10	127,428.79	119,000.00	67,000.26	119,000.00	.00%
304 BOAT EXCISE TAX	7,784.90	7,670.70	8,000.00	2,038.50	8,000.00	.00%
305 INTEREST & PENALTIES	3,334.49	3,670.74	4,500.00	8,812.41	4,500.00	.00%
307 LIEN COST	348.95	325.30	0.00	254.32	0.00	.00%
308 ABATEMENTS	-3,122.05	-2,096.25	0.00	-23,541.04	0.00	.00%
311 HUNTING & FISHING LIC	23.00	58.48	0.00	6.00	0.00	.00%
312 MARRIAGE LICENSES	237.00	199.80	0.00	36.00	0.00	.00%
313 BIRTH CERTIFICATES	26.00	0.00	0.00	0.00	0.00	.00%
314 DEATH CERTIFICATES	178.80	13.00	0.00	0.00	0.00	.00%
315 CLERK LICENSES	35.00	34.00	0.00	20.00	0.00	.00%
316 SHELLFISH LICENSES	1,625.00	1,305.00	1,500.00	620.00	1,500.00	.00%
325 SUPPLEMENTAL TAX	0.00	835.00	0.00	335.70	0.00	.00%
326 TAX COMMITMENT	2,978,405.29	3,156,623.41	3,225,695.00	3,264,893.67	3,225,695.00	.00%
327 HOMESTEAD STATE REIMB REV	33,960.00	33,414.00	0.00	32,694.00	0.00	.00%
328 VETERANS EXEMPTION REIMB	40.00	53.00	0.00	50.00	0.00	.00%
330 TREE GROWTH REIMBURSEMENT	1,266.30	1,049.96	0.00	1,071.27	0.00	.00%
331 STATE REVENUE SHARING	43,518.03	43,379.88	36,731.00	20,654.09	36,731.00	.00%
332 BETE REIMBURSEMENT	219.00	0.00	0.00	121.00	0.00	.00%
334 SNOWMOBILE REGISTRATION	26.48	0.00	0.00	0.00	0.00	.00%
351 POLICE ISSUED FINES	968.20	2,462.80	0.00	1,336.40	0.00	.00%
352 LEGAL FINES, FEES, SETTLEMENTS	0.00	5.00	0.00	0.00	0.00	.00%
364 GROWTH PERMITS	400.00	500.00	0.00	100.00	0.00	.00%
365 BOARD OF APPEALS	100.00	1,000.00	0.00	350.00	0.00	.00%
366 BUILDING PERMITS	20,605.61	44,285.05	15,000.00	11,153.70	15,000.00	.00%
367 ELECTRICAL PERMITS	1,564.60	3,406.75	1,500.00	2,491.89	1,500.00	.00%
368 PLUMBING PERMITS	2,990.00	3,305.00	2,500.00	1,745.00	2,500.00	.00%

Draft 1 of F.Y. 25 Budget

Revenue

	2022	2023	2024	2024	2025	Init Req vs Curr Bud Change %
	Actual	Actual	Budget	YTD	Initial	
Dept: 1300 Admin & Board of Selectman CONT'D						
369 OTHER PERMITS	1,800.00	2,265.00	500.00	0.00	500.00	.00%
378 EDUC-AID	76,370.80	50,096.46	73,343.00	83,164.71	73,343.00	.00%
379 INTEREST INCOME (checking)	481.43	8,990.09	0.00	11,607.92	0.00	.00%
390 MISC REVENUE	6,914.40	29,558.65	0.00	-74.15	0.00	.00%
395 UNDESIGNATED FUND TRANSFER	0.00	0.00	200,000.00	0.00	200,000.00	.00%
401 DOG REVENUE	334.00	682.00	0.00	93.00	0.00	.00%
403 MOORING FEES	9,255.00	8,045.00	7,200.00	4,960.00	7,200.00	.00%
411 URBAN RURAL INIT PROGRAM	14,964.00	14,880.00	14,880.00	17,160.00	14,880.00	.00%
418 CHEB. ISLAND SOLID WASTE	29,769.43	35,661.50	26,000.00	17,011.60	26,000.00	.00%
500 RENTAL MOORING FEES	500.00	525.00	500.00	1,050.00	500.00	.00%
501 STONE WHARF PERMITS	6,950.00	8,793.76	8,600.00	1,308.00	8,600.00	.00%
502 TRANSIENT TIE-UP FEES	3,764.79	3,094.20	2,000.00	3,175.58	2,000.00	.00%
511 CTC ESCROW - BLANCHARD LO	0.00	2,000.00	0.00	0.00	0.00	.00%
512 Copy Fee Revenue	318.40	451.75	0.00	223.40	0.00	.00%
Admin & Board of Selectman	3,379,148.95	3,599,359.82	3,752,449.00	3,534,578.23	3,752,449.00	.00%

Draft 1 of F.Y. 25 Budget

Revenue

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Initial	Init Req vs Curr Bud Change %
Dept: 8000 School Debt and Contingency						
800 Lunch Money collected	2,344.50	1,100.72	5,000.00	2,734.70	5,000.00	.00%
805 School Undesignated Fund Trans	0.00	0.00	20,000.00	0.00	20,000.00	.00%
806 School Bus Rental	651.75	507.00	0.00	0.00	0.00	.00%
807 Misc School Revenue	2,016.35	2.99	0.00	391.00	0.00	.00%
School Debt and Contingency	5,012.60	1,610.71	25,000.00	3,125.70	25,000.00	.00%
Revenue Totals:	3,384,161.55	3,600,970.53	3,777,449.00	3,537,703.93	3,777,449.00	.00%

**CODE OF ETHICS AND CONDUCT POLICY
TOWN OF CHEBEAGUE ISLAND, MAINE
Adopted _____**

Pursuant to Maine Statute, it is the policy of the Town of Chebeague Island that the proper operation of democratic government requires that public officers, officials, members of all boards and committees whether appointed or elected, and Town employees, be independent, impartial, and responsible to the citizens; that public service not be used for personal gain; and that the public have confidence in the integrity of its municipal government.

Section 1. Purpose

The purpose of this Code of Ethics is to establish standards of ethical conduct for all Selectboard members, Planning Board, Board of Adjustment and Appeals members, members of appointed boards, and Town employees by setting forth those acts or actions which are deemed to be in conflict, or which create the appearance of conflict, with the ethical standards of the Town of Chebeague Island.

Legal Standards: It is the duty of every Town official and Town employee to support the Constitution of the United States and the Constitution of the State of Maine. There are also certain provisions of the general statutes of the State of Maine, which, while not set forth herein, should be considered an integral part of this Code of Ethics. Accordingly, the provisions of the following sections of the general statutes of the State of Maine, as they may be amended, are incorporated into this Code of Ethics by reference to the extent applicable:

- 17 MRSA § 3104 Conflict of Interest; Purchases by the State
- 17-A MRSA § 456 Tampering with Public Records or Information
- 17-A MRSA § 602 Bribery in Official and Political Matters
- 17-A MRSA § 603 Improper Influence
- 17-A MRSA § 604 Improper Compensation for Past Action
- 17-A MRSA § 605 Improper Gifts to Public Servants
- 17-A MRSA § 606 Improper Compensation for Services
- 17-A MRSA § 607 Purchase of Public Office
- 17-A MRSA § 608 Official Oppression
- 17-A MRSA § 609 Misuse of Information
- 17-A MRSA § 903 Misuse of Entrusted Property
- 20-A MRSA § 504 Persons Ineligible to Serve as Election Officials
- 30-A MRSA § 2605 Conflicts of Interest
- 30-A MRSA § 5122 Interest of Public Officials, Trustees or Employees

Section 2. Code of Ethics

A. Act in the Public Interest

Recognizing that stewardship of the public interest is our primary concern, Town Officials and Town Employees will work for the common good of all the people of Chebeague Island and not for any group, private or personal interest. No Town Official or Town Employee shall make any promise or pledge to any person concerning any matter to be considered by that Town official or Town employee in an official capacity except upon a fair and impartial consideration of the relevant facts in the appropriate forum.

Avoidance of Appearance of Improper Influence. Town officials and Town employees should conduct their official and personal affairs in such a manner as to avoid any appearance of improper influence in the performance of their official duties.

B. Respect for Process

Members shall act in accordance with applicable written bylaws and policies, including guidelines and ground rules that may be adopted for meetings of the bodies on which they serve.

Fair and Impartial Consideration. Fair and impartial consideration means that Town officials and Town employees should make their decisions in the appropriate public forum and should not take official action until they have given a careful and objective consideration to the facts pertaining to a particular issue coming before them. They should not prejudge matters coming before them in their official capacity and should not make promises or commit to a course of action until all the relevant facts have been considered.

Voting It is the duty of Town officials to faithfully discharge the duties of their offices. In the conduct of public business, no Town officials should be excused from voting except on matters involving consideration of their own official conduct, or where their personal or financial interests may create a conflict or an appearance of conflict.

C. Conflict of Interest

Conflict of interest: The conduct of public business shall be free from any undisclosed financial or personal interests on the part of any Town official or Town employee and from any appearance of conflict. No Town official or Town employee shall advocate in any public meeting or in his/her official capacity on any matter in which that Town official or Town employee has a financial or personal interest, or where there is any appearance of conflict, except upon full and timely disclosure of that interest.

Guidelines

1. Financial Interests. Town officials and Town employees should endeavor to avoid holding any investment, directly or indirectly, in any business, commercial enterprise, or other private activity that conflicts with their official duties as a Town official or Town employee. In the case of members of Town boards, where such a conflict exists, it should be disclosed at the earliest opportunity to the board on which that public official sits prior to consideration of any decision to be made by that Board, and if requested by the membership of that Board, the official should recuse him/herself from participating in any official action on any matter to which the conflict pertains. In the case of Town employees, any such conflicts should be disclosed to the employee's immediate supervisor and the Town Administrator and, at the request of the employee's supervisor or the Town ~~Manager~~ Administrator, the employee should refrain from participating in the consideration of official action on any matter to which the conflict pertains.

Alternative language

Members will disclose any potential or perceived conflicts of interest pertaining to a matter, application or decision at hand, and will abstain from participating as a member in all relevant Board or Committee discussions and votes on matters where such conflicts or the perception of such conflicts exist.

2. Personal Relationships. Members of the Town boards should disclose any personal relationship to the board on which that Town official sits in any instance where there could be the appearance of a conflict of interest. For example, if the official's spouse or domestic partner works for a developer appearing before that Town board, that fact should be disclosed.
3. Avoidance of Appearance of Conflict. Where there is doubt about a potential conflict or appearance of conflict due to an investment, financial holding, or personal relationship, the potential conflict or appearance of conflict should be disclosed to the board on which that Town official sits prior to consideration of any decision to be made by that board, and if requested by the membership of that board, the Town official should recuse him/herself from participation in the consideration of any official action on any matter to which the conflict or appearance of conflict pertains.
4. Representation of Private Interests. Town officials will not appear before the Select Board or any Board or

Committee of the Town on behalf of the private interests of third parties on any matter which has or is likely to come before them in the course of their official duties.

D. Gifts and Favors

Town officials and Town employees will not take special advantage of services or opportunities for personal gain in conjunction with their official role(s) that are not available to the general public. Town officials and employees will refrain from accepting any gifts, or favors, or promises of future benefits which might compromise the appearance of independent action.

Gifts. No Town official or Town employee should directly or indirectly solicit any gift or accept or receive any gift whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form of gift if it could be reasonably inferred or expected that (1) the gift was intended to influence their performance of their official duties; or (2) the gift was intended to serve as a reward for any official action on their part.

Limitation. The policy against solicitation or acceptance of gifts is limited to circumstances reasonably related to the possibility of improper influence or the appearance of improper influence. This guideline is not intended to preclude Town officials and Town employees from participating in normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions and where there are no reasonable grounds to believe that a gift is motivated by an intent to improperly influence the Town official or Town employee in the conduct of his/her official duties.

E. Confidential Information

No Town official or Town employee shall use confidential or advance information obtained by virtue of Town office, appointment or Town employment for personal or financial advantage. Town officials and Town employees should not disclose to others, or use confidential information acquired by them in the course of their official duties, to further their personal interests.

Real Estate Transactions. In the case of real estate transactions, the potential use of confidential information and knowledge to further a Town official's or Town employee's personal interests requires special consideration. Purchase and sales of real estate which might be regarded as speculation for quick profit ought to be avoided, particularly in situations where the Town official or Town employee may have inside or advance information as a result of his/her office or employment with the Town.

F. Use of Public Resources

Town officials and town employees will not use public resources such as staff time, equipment, supplies, and access to resources or facilities for private gain or personal purposes beyond such uses as are available to the public in general.

G. Positive Work Environment

Town officials and Town employees will support the maintenance of a positive and constructive work environment for both elected officials and Town employees and for citizens and businesses dealing with the Town. Town officials must not make inappropriate or excessively burdensome demands upon Town employees.

H. Independence of Boards and Committees

Because of the value of the independent advice of the Town's Committees and Boards to the public decision-making process, members of the Boards and Committees will refrain from using their position to unduly influence the outcomes of the proceedings of Boards and Committees on which they do not serve.

I. Comply with the Law

Members will comply with all federal and state laws and the ordinances and policies of the Town of Chebeague Island in the performance of their public duties. It is the duty of every Town official and Town employee to uphold and carry out the laws of the State of Maine and the lawful ordinances and policies of the Town. No Town official or Town employee shall knowingly take any action that would violate the laws of the State of Maine or that is inconsistent with the lawful ordinances and policies established by the Town.

Public Confidence. Town officials and Town employees should conduct themselves at all times so as to maintain public confidence in Town government and its lawful ordinances and policies. Town officials and Town employees should comply with the laws of the State of Maine and the ordinances of the Town and should conduct themselves in a manner consistent with duly adopted Town policies.

This Code of Ethics may be amended from time to time by a majority of the members of the *Selectboard* of the Town.

Section 3. Code of Conduct

(maybe this should just be a separate Code of Conduct for elected officials)

Appropriate conduct by all Town officials and Town employees is essential to effective government. This Code of Conduct outlines specific expectations regarding conduct in the following areas:

General Conduct and Conduct at Meetings.

A. General Conduct

- We will uphold the oath of office.
- We will be respectful at all times, and remind others to do the same.
- We will listen to and respect the taxpayers of Chebeague Island that we serve.
- We will represent all constituents that we serve and not just those from a specific geographic area or from a specific interest group.
- We will refer constituent or staff complaints to the appropriate municipal entity.
- We will promptly declare any actual or potential conflicts of interest between our personal lives and our municipal positions, and will avoid participating in and voting on issues that are or may appear to be a conflict of interest.
- We will promptly declare any bias and avoid the appearance of bias as we carry out our roles by clearly distinguishing our personal beliefs and opinions as separate from our duty to uphold the policies, rules, and ordinances of the town. We will avoid participating in and voting on issues that are or may appear to be influenced by bias.
- We will carry out activities professionally with honesty and integrity.
- We will be accountable for adhering to this code.
- We will respect the office we hold for the Town of Chebeague Island, at all times.

B. Conduct at Meetings

Attitudes:

- We will respect differences.
- We are all contributors - to the existing situation(s), to success or failure, and to the direction in which we proceed.
- We will practice self-respect and mutual respect, and remind others to do the same.
- We will criticize only ideas, not people, and only do so constructively.
- We will ensure civility in public discourse and will not tolerate threats or bullying.
- We will respect and encourage each other's participation, and support each other's right to be heard.
- We will be open to new concepts, keep an open mind, and appreciate other points of view.
- We will work as a team to implement board decisions, regardless of whether there is unanimity on each and every issue.
- We recognize that mistakes and differences of opinion, if handled constructively, contribute to the strength of the team.

Process:

- We will use our time wisely.
- We will publish our agenda in a timely manner
- We will make every effort to attend meetings and be on time.
- We will maintain our focus on goals.
- We will communicate directly with one another on issues, acknowledge problems and deal with them constructively.
- We will keep our cell phones and pagers on vibrate during meetings.
- We will invite participation with one person talking at a time without interruption.

Town of Chebeague Island Code of Ethics and Conduct Policy Conflict of Interest Statement and Disclosure

As _____ I agree to uphold the Town of Chebeague Island Code of Ethics and Conduct Policy for elected and appointed officials and town employees and conduct myself by the following standards.

I will:

- Uphold the oath of office.
- Be respectful at all times, and remind others to do the same.
- Listen to and respect the taxpayers of Chebeague Island that I serve.
- Represent all constituents that I serve and not just those from a specific geographic area or from a specific interest group.
- Refer constituent or staff complaints to the appropriate municipal Member.
- Promptly declare any potential conflicts of interest between my personal life and my municipal position, and I will avoid participating in and voting on issues where there may be or may appear to be a conflict of interest.
- Avoid the appearance of bias as I carry out my role by clearly distinguishing my personal beliefs and opinions as separate from my duty to uphold the policies, rules and ordinances of the town. I will avoid participating in and voting on issues where they may be or may appear to be influenced by bias.
- Carry out activities professionally with honesty and integrity.
- Be accountable for adhering to this code.
- Respect the office I hold for the Town of Chebeague Island, at all times.
- Allow other board members to go on record as to their opinion of the existence of a conflict, and to vote to disqualify me from participating in and voting on the matter, if questions are raised as to a potential conflict of interest or the appearance of bias. I also agree to abide by the outcome of the Board's decision.

I am involved or affiliated with the following persons, activities, entities or matters that I am aware have a potential to affect or be affected by a pending town decision which might cause a conflict of interest in certain matters of Town business in the course of fulfilling my duties:

Name

Signature

Date

To be filed with the Town Clerk upon each election or appointment or when additional disclosure is warranted.

Selectboard Meeting Minutes December 20, 2023

The Selectboard held a meeting at 6:00PM at the Chebeague Island Hall on Wednesday, December 20, 2023

Selectboard Members Present: David Hill, Mark Dyer, Carol White, Robert Earnest, and Josh Doughty

I. Call Public Meeting to Order at 6:06PM

II. Public Comments for items not on the agenda for discussion not action. None

III. Town Reports: Please see the packet.

Motion: Moved by Mark Dyer to direct the Town Administrator to have Public Works move the Dodge pickup at Chandlers Cove to Town owned property, seconded by David Hill.

Vote: All in Favor; Motion Carried

IV. Regular Business

23-106 To hear an update from the Facilities Committee and take any necessary action.

- Ralph Munroe and Robert Earnest spoke on behalf of the Facilities Committee.
- In the future the Selectboard should have a workshop with the Facilities Committee, Portcity and a representative of the Broadband Committee.

23-107 To hear a recap from the December 20, 2023, DEP visit and take any necessary action.

- The DEP made visits to Bennetts Cove, Sandy Point, Indian Point and the shorefront of the Legg's property. The purpose of these visits being the feasibility of any permitting.

23-108 To discuss the need for joint meetings between the Selectboard and the Chebeague Island School and other parties and determine who from the Selectboard should attend.

23-109 To discuss the Iworq software and take any necessary action.

Motion: Moved by Mark Dyer to direct the Town Administrator to sign the service agreement with Iworq software and to take up to \$5000 from Dept. 2400 Code Enforcement to pay for this service, seconded by Josh Doughty.

Vote: All in Favor; Motion Carried

23-110 To discuss a potential workshop on parking at the Stone Pier and take any necessary action.

Motion: Moved by Josh Doughty to schedule a workshop in February of 2024 to discuss parking at the Stone Pier, seconded by Carol White.

Vote: All in Favor; Motion Carried

V. Budget-Goals and Strategies Discussion

- The Selectboard had a discussion regarding their goals and strategies for the upcoming budget process.
- Carol White feels that in light of all that is happening we should keep things status quo. She feels there will be a challenge with the solid waste department. She hopes that the Ad Hoc Finance committee will have a public workshop to keep the community aware of the process.

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- Mark Dyer hopes that the Ad Hoc Finance Committee will meet with each department and consider big projects like the Stone Wharf and other big projects.
- Robert Earnest would like the board to see two years' actual finances from each of the non-profits. He would like to see an annotated budget go out to the public to help the public understand the budget process.

VI. Other Business:

- Carol White shared that we are waiting for the survey from Weston & Sampson and they will hopefully wrap it up in early spring.

VII. Communication:

- An email from John Whitaker regarding the Grannell Property. This will be a discussion on the next agenda.

VIII. To approve the minutes from December 06, 2023

Motion: Moved by Josh Doughty and seconded by Carol White to approve the minutes from December 06, 2023.

Vote: All in Favor; Motion Carried

IX. Items to be placed on a future agenda

- Response to John Whitaker
- DEP report regarding Bennett's Cove
- MOU with the Recreation Center
- Appoint Town Clerk and Deputy Town Clerk

X. Adjourn Meeting at 8:15PM

**Respectively Submitted,
Christine Auffant, Town Clerk**