

Collection of Municipal Fines & Fees

1. Purpose

This policy outlines the guidelines for collection of municipal fines and fees by the Town of Chebeague Island. The purpose of this policy is to assure that the collection of municipal fines and fees happens equitably and in a timely fashion.

2. Definitions

Municipal Fine – Any fine assessed by an agent of the Town of Chebeague Island including but not limited to the Harbormaster, Shellfish Warden, Parking Enforcement Officer, Animal Control Officer, Health Officer, and Code Enforcement Officer in the lawful conduct of their duties.

Municipal Fee – Any fee assessed by an agent of the Town of Chebeague Island including but not limited to the Harbormaster, Shellfish Warden, Parking Enforcement Officer, Animal Control Officer, Health Officer, Transfer Station Attendant, and Code Enforcement Officer in the lawful conduct of their duties.

3. Enactment

This policy is enacted upon a majority vote of the Board of Selectmen and may be amended or repealed from time to time by the Selectmen or by Town Meeting.

4. Policy

- a. The date of issuance of any fine or fee shall be the baseline for collection action.
- b. The recipients of fines or fees not paid within 30 days of issuance shall receive, whenever possible, written notice from the Town Administrator or their designee in the form of an email or letter. The written notice shall include relevant information such as the date, reason, and amount of the fine or fee. A summary of possible future collection actions shall also be included. Lack of notice by the Town shall not preclude other collection action.
- c. The Town Administrator may enter into an agreement with one or more collection agencies to assist with the collection of municipal fines and fees, pending approval by the Board of Selectmen.
- d. Fines or fees not paid within 60 days of issuance shall be submitted to a collection agency.
- e. Fines in excess of \$200 individually or collectively shall be subject to legal action pending consultation with the Town’s attorney and subsequent approval by the Board of Selectmen.
- f. This policy shall apply retroactively to all recorded outstanding fines and fees, with the date of adoption of this policy acting as the effective baseline for collection action.

5. Adoption and Revision History

Adopted on 10/10/2012 YES NO

attested by Michelle Jackson
Town Clerk