



Town of Chebeague Island

To: Carol White, Chair of the Selectboard
From: Viktoria G. Wood, Town Administrator
Date: December 15, 2025
RE: Town Administrator Report

COMMITTEE MEMBERS NEEDED!

- Planning Board- 2 members
- BOAA-1 member

Municipal Emails – In recent years, the town has taken steps to transition all municipal communications to official town email addresses. Today, every municipal department and the Selectboard use town-issued email accounts. Most recently, chairpersons of the Planning Board and the Board of Adjustment and Appeals have also been provided with town email addresses.

While this change represents an added cost, using town email for official business is critical to:

- Maintaining professionalism and security
- Ensuring proper archiving of communications
- Reducing reliance on personal email accounts for FOAA (Freedom of Access Act) requests

Chandlers Dock Pile Replacement- Late last week we received communications that Bancroft will be replacing the guide piles at the floating dock this week. They anticipate this work to take 3 days to complete. There will be limited access to float for fishermen and other boat traffic. Bancroft did confirm they would allow CMP and the Fireboat to dock up to their barge in case of an emergency. This is happening a week earlier than initially said. The town sent out a text alert.

Holiday Closures-The town office and transfer station will be closed Thursday December 25th and Thursday January 1st for the Holidays.

Respectfully submitted,
Viktoria Wood



Town of Chebeague Island

To: Carol White, Chair of the Selectboard

From: Viktoria G. Wood, Town Administrator

Date: December 11, 2025

RE: 25-113: Vandalism and Theft of Town Roads and Street Signs

At the last meeting, it was asked by a board member to have this be an agenda item.

This has been an ongoing problem during my tenure and was previously raised with the Board in 2022 and 2023. At those times, inventories were conducted to identify where signs should be located, and which were missing.

Despite these efforts, the problem persists. As you may recall, the previous Town Administrator, Justin, installed street signs at the request of residents and volunteers particularly those joining the Fire Department—who were unfamiliar with local roads. These signs are also critical for E911 emergency response. Unfortunately, many of these signs were removed shortly after installation.

Over the past few years, signs have not only been taken down but entire posts have been removed as well. In response, the Town invested in stronger, supposedly indestructible posts; however, these too have been taken along with the signs. While some signs have been recovered and replaced, others remain missing.

Back in 2022 I reached out to the Sheriff's Department regarding applicable fines and penalties. The theft of road signs is considered "Theft by Unauthorized Taking" under M.R.S.A. 17-A §353. Penalties vary based on the value of the stolen property:

- Class E is a misdemeanor if the value is less than \$500.
- Class D misdemeanor if the value is \$500–\$1,000.
- Class C felony if the value is \$1,000–\$10,000.
- Class B felony if the value exceeds \$10,000.
-

In addition to the theft of signs, vandalism appears to be an ongoing concern. After the recent storm, there was significant destruction at Chandler's Beach caused by vehicles doing donuts. Public Works has cleaned up trash from bonfires on several occasions, and the Fire Department has responded to extinguish fires at Chandler's. Empty cans and other debris are frequently picked up by Public Works.

This ongoing issue impacts public safety, emergency response, and the condition of public spaces.

I am asking the Board to consider what, if anything, you would like to do about these matters moving forward. Your guidance will help determine whether we pursue enforcement, community outreach, or other measures.

Respectfully submitted,

Viktoria Wood

FY27 BUDGET TIMELINE

December 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3 Intro to Budget Process (BOS Meeting) 6:00PM	4	5	6	7
8	9	10	11	12	13	14
15 Dept Budget Requests Due	16	17 BOS Meeting 6:00PM]	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7 BOS Meeting 6:00PM	8	9	10	11
12	13	14 Finance Committee Presentation 6:00PM	15	16	17	18
19	20	21 BOS Meeting First Draft Presented 6:00PM	22	23	24	25
26	27	28	29	30	31	

February 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4 BOS Meeting 6:00PM	5	6	7 Capital Expenditures Review 9:00AM	8
9 Nonprofit Paperwork Due	10	11 Second Draft & Capital Expenditures 6:00PM]	12	13	14	15
16	17	18 BOS Meeting 6:00PM	19	20	21	22
23	24	25	26	27 Nomination Papers Available	28	

March 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3 Meeting with School 6:00PM	4 BOS Meeting 6:00PM	5	6	7 Nonprofit Contributions & Second Draft Review 9:00AM	8
9	10 First Meeting with School 6:00PM	11	12	13	14	15
16	17	18 BOS Meeting 6:00PM]	19	20	21	22
23	24	25 Third Draft & Finalize Capital Requests 6:00PM	26	27	28	29
30	31					

FY27 BUDGET TIMELINE

April 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 BOS Meeting Second Meeting with School 6:00PM	2	3	4	5
6	7 Nomination Papers Due	8 Fourth Draft of Budget 6:00PM	9	10	11	12
13	14	15 BOS Meeting 6:00PM	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6 BOS Meeting Review Draft Town Warrant 6:00PM	7	8	9	10
11	12	13 JOINING BUDGET PRESENTATION	14	15	16	17
18	19	20 BOS Meeting Final Budget Approval & Ordinances Signed 6:00PM	21	22	23	24
25	26	27	28	29	30	31

FY27 BUDGET TIMELINE

June 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3 BOS Meeting 6:00PM	4	5	6 Annual Town Meeting 9:00AM	7
8	9	10	11	12	13	14
15	16	17 BOS Meeting 6:00PM	18	19	20	21
22	23	24	25	26	27	28
29	30					

MEMORANDUM OF UNDERSTANDING
For Financial Support
Between The Town of Chebeague Island Selectboard
192 North Road, Chebeague Island, ME 04017
And

Name of Non-Profit

Address

The purpose of this memorandum of understanding (MOU) is to define the relationship between The Town of Chebeague Island and _____ with respect to funding and to provide a blueprint to define the benefits the community and its' population will gain from this funding.

Year Incorporated: _____ Fiscal Year Funding is Being Requested For: _____

Amount of Money Being Requested: _____ Amount of Money Requested Last Year: _____

Names of Current Board Members:

Detailed Plans for How These Funds Will Be Used:

Please Describe the Impact These Funds Will Have on the Community and Who Will Benefit From Them:

With this application, the following items are required:

- a. Copy of most recent IRS 990 (copies of the last **three** years IRS 990 forms for requests over \$20,000)
- b. Income and Expense Statement for last 2 years
 - i. Includes budgeted, actuals, income and expenses
 - ii. Differentiate grants, contributions, and in-kind donations
 - iii. Provide amounts in financial reserves, by account

The Selectboard agrees to bring a warrant article to the annual Town Meeting recommending a contribution to said Non-Profit as long as the conditions of this agreement are met.

The parties agree that, once any contribution is transferred to said Non-Profit, the Non-Profit is solely responsible for dispersals and accounting.

Said Non-Profit agrees to provide the Town with a written annual report on or before February 1 each year. The report will contain, at a minimum:

- a. Rationale: How the contribution is used to provide services that would otherwise be provided by the Town, thereby reducing the burden to the municipal government
- b. Audit: Discuss any financial audits or reviews undertaken for a recent fiscal year
- c. A Profit and Loss Statement and/or a Balance Sheet where applicable

Revocation:

The terms of this memorandum are unilaterally revocable by either party in 30 days after written notice of such intent to revoke has been delivered to an appropriate representative of each other party.

Modification:

This agreement may be changed or amended provided both parties ratify the changed document.

Authorization:

This agreement will become effective immediately upon execution and will remain in effect until it is revoked. Authorizations for the signatures given below are by majority vote of the associated governing board or committee.

*****signature lines for non profit and SB???**

DRAFT

Meetings

Does the committee hold regularly scheduled meetings?

- a. If so what day and time of the month?
- b. Meeting location

What is the format of the meeting?

- c. In person
- d. Virtual
- e. Other

How many times did the committee meet in 2025?

Committee Purpose:

Provide a **brief** statement about the general purpose and mission of your committee.

Committee Activities

Provide a bulleted list of the committee's accomplishments including reviews, public hearings, reports, community outreach, workshops, grant awards, etc.

Provide a brief description of the current committee challenges

What steps do you recommend addressing those challenges?

Provide an outline of the committee's goals and plans for 2026

DRAFT

Funding

Does the Committee oversee town funds, grants or other sources of funding?

If so, please list below

<i>Source</i>	<i>Amount</i>	<i>Expended to Date</i>
Town		
Grant		
Grant		
Grant		
Other		

Committee Page on TOCI Website

Please check the committee page on the town website and verify with a check below that:

- The committee members, contact information and terms are correct.
- The committee ordinance or charge is linked to the committee page
- The meeting schedule is described on the committee page
- The meeting agenda and minutes and any other relevant information are linked to the page.

Comments & Suggestions

Signature of Committee Chair

Date

Memorandum | Residential Energy Efficiency and Electrification Collective Purchasing

To: Town of Chebeague Island Select Board

From: Ellie Hughes

Date: 11/25/2025

This fall, the Town coordinated a collective purchasing campaign for residential energy efficiency and electrification upgrades to help residents reduce their energy costs and greenhouse gas emissions. Offerings under the project included energy audits, insulation, and heat pump installation, taking place at 23 participating buildings. Two of the participants are non-profits, and the remaining 21 are private homeowners.

I ask that the Select Board consider **approving use of up to \$2000 of ETIPP funds** to support barging and freight costs associated with insulation and heat pump installation through Anthony Dixon of A1 Remodeling and HVAC. Putting town money towards this project serves two purposes: (1) expressing town support for energy efficiency and beneficial electrification as an environmental and cost-of-living solution, particularly as the high cost of delivered fuels compounds the financial barrier to year-round island residency, and (2) reducing the administrative burden on volunteer Chebeague Climate Action Team coordinators, who will otherwise need to equitably divide transportation costs across participants according to project scale—in addition to providing administrative support through the state rebate and federal tax credit processes.

The Town received a \$50,000 prize as part of its participation in the ETIPP program. This money does not come with any specific project or timing restrictions. As of a CCAT meeting in September, CCAT members did not yet have a specific vision for how to use this money. Pulling from this pool to support the collective purchasing project would both align with ETIPP's energy resilience goals and avoid commitment of any taxpayer dollars.

Thank you for your consideration.

December 12, 2025
Project No. 2500280

VIA EMAIL: townadmin@townofchebeagueisland.org

Ms. Viktoria G. Wood, Town Administrator
Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017

**Re: Amendment No. 1 - Proposal for Coastal Engineering Services
South Shore Drive Coastal Slope Stabilization
Chebeague Island, Maine**

Dear Vika:

GEI Consultants, Inc. (GEI) is pleased to submit this contract amendment proposal to the Town of Chebeague Island (the "Town") to provide professional engineering services that include the engineering, design, and permitting related to coastal slope stabilization for the project site located on South Shore Drive, Chebeague Island, Maine. The proposed contract amendment also includes optional scope tasks related to bid phase services and construction support.

The following sections summarize GEI's understanding of the project, proposed scope of work, anticipated schedule, and budget.

Project Understanding

In January 2024, back-to-back coastal storms severely eroded the coastal slope adjacent to a 415-foot-long portion of South Shore Drive, a town-owned access road located on the southeast side of Chebeague Island. In response, the Town retained GEI to complete a site assessment of the coastal slope along South Shore Drive to review the existing conditions and prepare an analysis of alternatives to address these conditions in the immediate, short-term, and long-term timeframes. The findings, recommendations, and conceptual design plans are outlined in the report titled, "*Coastal Slope Stabilization Analysis, South Shore Drive, Chebeague Island, Maine*," dated May 8, 2025. Based on the findings and recommendations, the Selectboard voted in December 2025 to proceed with the alternative outlined in Section 3.2.1 of the report. This alternative includes the installation of a toe stone riprap revetment and vegetated bank in order to stabilize the coastal slope to protect South Shore Drive and associated infrastructure.

To advance the development of this alternative, the following scope of services is proposed. This scope has been developed with the understanding of the project site conditions, and the anticipated design and permitting efforts based on GEI's experience with similar coastal projects in Maine.

Task 1 – Kickoff Meeting

GEI will facilitate an in-person kickoff meeting with the Town and Town representatives. The purpose of the kickoff meeting will be to introduce the project team, verify key points of contact, confirm the project goals, objectives, design criteria, and schedule, and discuss any regulatory considerations. GEI will coordinate with the Town to schedule the meeting date, time, and location.

Deliverables: Meeting Minutes.

Task 2 – Updated Site Assessment & Coastal Engineering Analysis

While on-site for the kickoff meeting, GEI will conduct an updated visual inspection of the coastal slope at the project site and document current conditions. This information will be used to conduct an updated site assessment, which is necessary to support efforts in Tasks 3 through 5. The assessment will include an updated evaluation of the current extent of erosion, existing vegetation, adjacent infrastructure, and updated photo documentation. In addition, GEI will evaluate the coastal wetland and collect data using the methodologies outlined in the Maine Department of Environmental Protection (ME DEP) manual *Maine’s Coastal Wetlands: Types, Distribution, Rankings, Functions, and Values* (1999), which includes a coastal wetland characterization required by ME DEP and in support of Task 4.

A desktop coastal engineering analysis will then be conducted to characterize the coastal hazards (i.e., extreme water levels, wave heights, sea level rise) that the project site is exposed to and identify design parameters that will be used in Tasks 3 and 5. Concept design details, such as stone sizing, slope, elevations will be refined based on these parameters. The desktop analysis will be conducted using publicly available information and datasets.

Deliverables: Memorandum of Findings and Recommendations for refined preliminary design parameters, Site Condition Report including a Coastal Wetland Characterization (to be included with Task 4).

Task 3 – Preliminary Design Development & Cost Estimation

The toe stone riprap revetment with vegetated bank concept previously developed (the preferred alternative selected by the Town) will be evaluated against the revised site conditions assessment and desktop coastal engineering analysis. Any required updates or changes to the design due to changes in site conditions or results from the analysis will be identified and incorporated as necessary. The conceptual design will then be advanced to the Preliminary Design (35% Design) phase suitable for regulatory filings. The drawing set will include plans and typical elevations and cross sections and a draft specification list. In addition, a detailed engineers’ opinion of estimated construction costs will be prepared.

The preliminary design drawings, draft specification list, estimated construction costs will be submitted to the Town for review, and a virtual meeting will be scheduled to discuss the submitted design and solicit feedback. A detailed landscape design is not included as part of the construction documents; however, the plans will include a list of suitable plants and estimated quantities necessary to meet local,

state, and federal regulatory requirements. This task assumes one round of plan edits following input from the Town.

Deliverables: Preliminary Design Package including preliminary designs, draft specifications, detailed engineers' opinion of estimated construction costs.

Task 4 – Permit Application Preparation & Submission

Upon acceptance of the Preliminary Design, GEI will advance regulatory applications for the coastal slope stabilization. Based on the conceptual design, the following permits are anticipated for the project:

- US Army Corps of Engineers (USACE) Maine General Permit:

The conceptual design included in the assessment report intended for the armor stone to be located landward of the Highest Astronomical Tide (HAT). However, as the design is further developed, if any portion of the proposed stabilization extends below the USACE jurisdictional boundary, a permit from the USACE may be required. A project authorized under the USACE Maine Regional General Permit (RGP) will generally fall within two categories. This includes a project classified as “non-notifying” or a Pre-Construction Notification (PCN). The proposed scope and fee for this portion of Task 3 assumes a PCN will be required; however, GEI will update the Town with the required permits upon approval of the Preliminary Design.

- ME DEP Individual Natural Resources Protection Act (NRPA) Permit

The project area is located within a coastal wetland and adjacent to a significant wildlife habitat as defined by the NRPA. Based on the existing regulations, the concept designs presented in the report would require an individual NRPA permit.

- Town of Chebeague Island Shoreland Zoning and Flood Hazard Development Permits

The project site is located within the Commercial Fisheries/Maritimes Activities (CFMA) Shoreland Zone as identified on the Town of Chebeague Island Parcel and Natural Resource Viewer GIS Viewer. Given this, the project area is subject to the Town of Chebeague Island's Shoreland Zoning Ordinance in addition to the Town's Floodplain Management Ordinance and permits will be required under each ordinance.

It is assumed that a member of the GEI project team will attend one on-site regulatory meeting with the USACE and/or ME DEP. In addition, the project scope assumes up to two on-site Planning Board meetings. The scope and fee estimate for project permitting is based on our experience with similar projects. It must be recognized that each project is unique, and the input necessary to satisfy federal, state, and local regulators may vary depending on perceived project impact. If any significant permitting issues are encountered, GEI will coordinate with the Town as the scope will need to be reevaluated.

Deliverables: Draft regulatory applications to the above agencies, submission of regulatory applications and supporting documentation, and regulatory approvals.

Task 5 – Final Design & Cost Estimation

Upon submission and approval of the regulatory filings, GEI will advance the preliminary design documents to final design and an Issued for Bid (IFB) set of construction drawings. As part of this task,

we propose a virtual interim design meeting to discuss design advancement at the 75% design stage, prior to advancement of the final (95%) design. Feedback from the Town and regulatory requirements will be incorporated into the final design package. The final design documents will include the following:

- Final design calculations and detailed drawings.
- Stamped IFB set of Contract Drawings that are stamped by a licensed engineer in the State of Maine.
- Stamped IFB set of Contract Documents (Technical Specifications) that are stamped by a licensed engineer in the State of Maine.

Deliverables: 75% Design package, Final Design Package, IFB stamped contract documents

Optional Task 6 – Bid Phase Services

If desired, an optional task is included for Bid Phase Services to the Town. This task includes the following:

- Preparation of a bid solicitation to advertise.
- Scheduling and attendance at an on-site pre-bid meeting with interested contractors and Town representatives at the project site.
- Preparation of responses to bidder questions and requests for information (RFIs) and change orders, as necessary (assumed up to 10).
- Evaluation of bids and attendance at a virtual meeting with the Town to review bids and provide bid recommendations.

Deliverables: Bid Solicitation package, RFI responses and Addenda, Bid Tabulation, Recommendation of Award Letter

Option Task 7 – Construction Support

If desired, an optional task is included for construction oversight services to the Town. For the purposes of this proposal, it is estimated that construction will take up to 4 months. This task includes the following:

- Attendance of a pre-construction meeting with the Town and selected contractor to kick-off the project.
- Attendance at bi-weekly virtual project meetings with the Town and contractor.
- Attendance at once weekly site visits during construction to check in on construction progress and compare construction activities to the design documents.
- Preparation of construction observation reports after each site visit and submission to the Town for review.
- Review and respond to requests for information by the contractor and issuance of change orders, as required (assumed up to 10).
- Review and respond to contractor submittals (assumed up to 15).

- Preparation of a final inspection and punch list including a list of all final documentation required from the contractor including as-built drawings, warranties, waivers, and releases.

Deliverables: Meeting agendas and meeting minutes, Construction Observation Reports, Punchlist, Final Inspection Report.

Proposal Assumptions

In developing the scope of work and costs outlined, the following assumptions were made:

- Project area is limited to the area previously assessed by GEI.
- GEI will utilize the survey titled, "Existing Conditions Survey," prepared by Owen Haskell, Inc. and dated August 12, 2024. It is assumed that the 2024 survey is representative of current conditions and suitable for quantity estimates to be used in permit applications and construction bidding.
- Geotechnical investigations and a bathymetric survey are not included in the proposed scope.
- Aside from site visit observations and topographical survey, all analyses will be conducted using publicly available information and empirical methods.
- GEI does not anticipate the need for specialized services that may be required to address regulatory review comments or unusual design issues. If specialized services are required, GEI can draw from internal expertise or a portfolio of specialized consultants that we work with.
- We assume that the Town holds Right, Title, and/or Interest (RTI) in the project area and the Town will provide sufficient documentation to support permit applications. Additionally, GEI assumes, if necessary, that any boundary survey and/or identification of right, title, or interest in the project area will be handled separately by the Town outside of GEI's scope of work for this project.
- The Town will provide GEI with access to all project area facilities.
- If winter conditions prevent GEI from evaluating site conditions required to support Task 2, the anticipated schedule for completion of tasks may be adjusted as agreed upon between GEI and the Town.
- A budget allowance of \$2000 for permit-related fees and expenses has been included. Actual costs incurred will be passed through in accordance with GEI's fee schedule and terms and conditions.

Schedule

GEI understands that the Town is interested in moving forward with the work as soon as possible to protect the site from future erosion and storm damage. GEI can be available to begin in January 2026 and we offer the following schedule based on the scope of work proposed:

- Notice to Proceed (NTP) January 2026
- Task 1: Kickoff Meeting January 2026
- Task 2: Updated Site Assessment & Coastal Engineering Analysis January - February 2026

- Task 3: Preliminary Design Development February - March 2026
- Task 4: Permit Application Preparation & Submission March 2026 - May 2026*
- Task 5: Final Design & Cost Estimation August 2026**
- Optional Task 6: Bid Phase Services October 2026
- Option Task 7: Construction Support November 2026 – June 2027***

**Note that the ME DEP permitting timeframe can vary due to various factors and extend beyond anticipated statutory deadlines. GEI cannot guarantee approval timeframe. GEI typically submits USACE and ME DEP applications and upon issuance of these permits, GEI will submit Town permit applications.*

***Final Design anticipated to begin upon receipt of all regulatory approvals.*

**** Construction of riprap revetment is anticipated to take approximately four months; however, planting will extend beyond four months to appropriate growing season time frame. The time frame listed anticipates construction oversight during the appropriate planting time frame.*

GEI notes that changes to this schedule may be necessary due to a variety of factors outside of GEI’s control including but not limited to: delays in client review, delays in regulatory review, weather impacts on work scheduling, delays in obtaining of site information, and other factors.

Budget

GEI proposes to perform the above services on a time and expense basis. Invoices will be submitted monthly based on the estimated percent complete at the end of the billing period. Payment is due upon receipt of the invoice.

Budgetary estimates for each task are summarized in the following Table. Services will be billed based on GEI’s 2026 Fee Schedule and Payment Terms (Appendix A). GEI will inform the Town of any changes in project scope that may result in costs exceeding the budgets provided.

Task	GEI Labor and Expenses
1. In-person Kickoff Meeting	\$2,600
2. Updated Site Assessment & Coastal Engineering Analysis	\$9,900
3. Preliminary Design Development	\$23,000
4. Permit Application Preparation & Submission	\$15,500
5. Final Design & Cost Estimation	\$28,200
6. Bid Phase Services (<i>Optional</i>)	\$8,700
7. Construction Support (<i>Optional</i>)	\$35,500
Permit Fees and Expenses Allowance	\$2,000
Total	\$125,400

Terms and Conditions

These services will be provided in accordance with our previously agreed upon Standard Professional Services Agreement signed January 2, 2025. If this proposal is acceptable to you, please sign below and return a copy of this Amendment, which will serve as our notice to proceed.

Closing

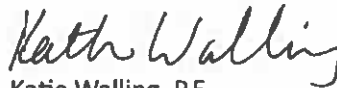
We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions, please feel free to contact Lisa Vickers at 207.466.4689 or at lvickers@geiconsultants.com.

Sincerely,

GEI CONSULTANTS, INC.



Lisa C. Vickers
Senior Coastal Professional



Katie Walling, P.E.
Senior Coastal Engineer

Appendices

Appendix A GEI 2026 Fee Schedule and Payment Terms

LCV/KW/DK:bdp

8:\Working\CHEBEAGUE ISLAND, TOWN OF\2500280 South Shore Drive Assessment\02_PM\Amendment-1\TDCI_South Shore Drive Coastal Slope Stabilization Proposal_2025-12-12.docx

Accepted by:

Town of Chebeague Island

(Signature)

(Typed/Printed Name)

(Title)

(Date)

Amendment No. 1 - Proposal for Coastal Engineering Services
South Shore Drive Coastal Slope Stabilization
Chebeague Island, Maine
December 12, 2025

Appendix A GEI 2026 Fee Schedule and Payment Terms

FEE SCHEDULE

<u>Personnel Category</u>	<i>Hourly Billing Rate</i> \$ per hour
Staff Professional – Grade 1	\$ 122
Staff Professional – Grade 2	\$ 135
Project Professional – Grade 3	\$ 159
Project Professional – Grade 4	\$ 171
Senior Professional – Grade 5	\$ 197
Senior Professional – Grade 6	\$ 224
Senior Professional – Grade 7	\$ 257
Senior Consultant – Grade 8	\$ 263
Senior Consultant – Grade 9	\$ 263
Senior Principal – Grade 10	\$ 263

Senior Drafter and Designer	\$ 147
Drafter / Designer and Senior Technician	\$ 132
Senior Field Professional	\$ 147
Field Professional	\$ 137
Technician	\$ 95
Project Assistant, Administrative Staff	\$ 126
Office Aide	\$ 86

These rates are billed for both regular and overtime hours in all categories.

Rates will increase up to 5% annually, at GEI's option, for all contracts that extend into the next calendar year. Rates for Deposition and Testimony are increased 1.5 times.

OTHER PROJECT COSTS

Subconsultants, Subcontractors and Other Project Expenses - All costs for subconsultants, subcontractors and other project expenses will be billed at cost plus a 15% service charge. Examples of such expenses ordinarily charged to projects are subcontractors; subconsultants: chemical laboratory charges; rented or leased field and laboratory equipment; outside printing and reproduction; communications and mailing charges; reproduction expenses; shipping costs for samples and equipment; disposal of samples; rental vehicles; fares for travel on public carriers; special fees for insurance certificates, permits, licenses, etc.; fees for restoration of paving or land due to field exploration, etc.; state and local sales and use taxes and state taxes on GEI fees. The 15% service charge will not apply to GEI-owned equipment and vehicles or in-house reproduction expenses.

Field and Laboratory Equipment Billing Rates – GEI-owned field and laboratory equipment such as pumps, sampling equipment, monitoring instrumentation, field density equipment, portable gas chromatographs, etc. will be billed at a daily, weekly, or monthly rate, as needed for the project. Expendable supplies are billed at a unit rate.

Transportation and Subsistence - Automobile expenses for GEI or employee owned cars will be charged at the rate per mile set by the Internal Revenue Service for tax purposes plus tolls and parking charges or at a day rate negotiated for each project. When required for a project, four-wheel drive vehicles owned by GEI or the employees will be billed at a daily rate appropriate for those vehicles. Per diem living costs for personnel on assignment away from their home office will be negotiated for each project.

PAYMENT TERMS

Invoices will be submitted monthly or upon completion of a specified scope of service, as described in the accompanying contract (proposal, project, or agreement document that is signed and dated by GEI and CLIENT).

Payment is due upon receipt of the invoice. Interest will accrue at the rate of 1% of the invoice amount per month, for amounts that remain unpaid more than 30 days after the invoice date. All payments will be made by either check or electronic transfer to the address specified by GEI and will include reference to GEI's invoice number.