



**TOWN ADMINISTRATOR  
ORDINANCE**

**of the Town of Chebeague Island  
Maine**

**PROPOSED FOR ADOPTION AT TOWN MEETING**

**JULY 1, 2007**

**CHEBEAGUE RECREATION CENTER GYMNASIUM**

**8:00 A.M.**

Submitted By The Transition Representatives for the Island of Chebeague:

Dated: June 20, 2007

Donna Emily Damon  
Donna Damon

David R. Hill  
David Hill

Jim Phipps

Steve Todd  
Steve Todd

Beth Howe  
Beth Howe, Secretary

John A. Martin  
John Martin, Chair

Mark Dyer  
Mark Dyer

Leon A. Hamilton  
Leon Hamilton

Douglas E. Ross  
Doug Ross

Carol White  
Carol White

A true copy of the proposed ordinance,

Diane Marquis Greene  
Notary Public, Maine  
My Commission Expires November 5, 2013

Attest: Diane M. Greene  
Justice of the Peace/Notary Public

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RETURN ON THE WARRANT

Chebeague Island, Maine

June 20, 2007

Pursuant to the Act of Incorporation and 30-A M.R.S. § 3002(1), I have notified and warned the inhabitants of the Town of Chebeague Island, qualified as herein expressed, to meet at said time and place, for the purposes of considering the afore-referenced Ordinance, and other municipal business, by placing an attested copy of said Ordinance at the Chebeague Island Library, in said Town, being a public and conspicuous place in said Town, on the \_\_\_ day of June 2007, being at least seven days before the meeting.

John A. Martin  
Resident of Chebeague Island


Town of Chebeague Island Code of Ordinances  
Chapter 11- Administrative Code  
Article IV- Municipal Employees

**Town Administrator**  
**Ordinance**

of the Town of Chebeague Island  
**Maine**

Adopted by the Town Meeting: July 1, 2007  
Effective: July 1, 2007

Attest:

  
\_\_\_\_\_  
Town Clerk

Seal

SUSAN D. CAMPBELL  
Notary Public, Maine  
My Commission Expires May 22, 2014

Town of Chebeague Island Code of Ordinances  
Chapter 11 – Administrative Code  
Article IV – Municipal Employees

SECTION 101. TOWN OF ADMINISTRATOR.

The Board of Selectmen may employ a Town Administrator. The Town Administrator shall assist the Board with the administration of the government of the Town of Chebeague Island, performing such functions as shall be assigned by the Board, by Ordinance, by applicable law, and by job description. The Town Administrator's responsibilities may include, without limitation, the preparation of proposed budgets, warrants, articles, and ordinances; controlling and monitoring the Town's finances as Town Treasurer and Finance Director; administering the Town's general assistance program(s); supervising public safety employees, including the Town Constable/Parking Enforcement Officer and Fire Chief; serving as Road Commissioner and Animal Control Officer; supervising other Town employees hired by the Board, including the Town Clerk, Assessor, and Code Enforcement Officer; hiring and supervising other municipal employees; and contracting, subject to Board approval, with providers of municipal services. The Town Administrator shall be supervised by the Board of Selectmen, and may act independently to the extent permitted by law when the interests of the Town so require. The Board of Selectmen shall provide the Town Administrator with a job description. This job description may be amended by the Board of Selectmen.