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**TOWN OF CHEBEAGUE ISLAND, MAINE
ANNUAL TOWN MEETING WARRANT**

Town Meeting Minutes

June 9, 2012

**TO: Cheryl Buxbaum, a resident of the Town of Chebeague Island, in the
County of Cumberland and State of Maine,**

GREETING:

**In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Chebeague Island in the County of Cumberland, State of Maine, qualified by law to vote in town affairs, to meet at the Chebeague Island Hall and Community Center, 247 South Road, Chebeague Island, Maine on Saturday, the 9th day of June, 2012 at 9 o'clock in the morning, then and there to act upon the following Articles. A digital copy of this Warrant, along with Exhibits A and B, is available on the Town of Chebeague Island municipal website at:
www.townofchebeagueisland.org/**

Article 1: To choose a moderator to preside at said meeting.

Nominated Peter Rice

Motion to allow the Superintendent of Schools (non-resident to speak)

Motion Passed

MUNICIPAL ORDINANCE ARTICLES

Article 2: To see if the Town will create a new article of the Town of Chebeague Island Code of Ordinances and enact an ordinance entitled Disbursement Warrant Ordinance (Exhibit A) as Article VI of Chapter 11.

Explanation: This ordinance will replace current policies of the Board of Selectmen for disbursement warrants and add a new provision to approve regular disbursement warrants outside a public meeting. Approval is by signatures of a majority of Selectmen acting separately instead of by vote at a Selectmen's meeting. The ordinance also adds a reporting requirement not currently in place where the Treasurer must report any warrants approved outside of a Selectmen's meeting at the next meeting.

Article 2: Passed

Save: 1 (one)

Article 3: To see if the Town will create a new article of the Town of Chebeague Island Code of Ordinances and enact an ordinance entitled Shellfish Conservation Ordinance (Exhibit B) as Article II of Chapter 18 and to repeal Section A-10 of the Coastal Waters Ordinance.

Explanation: The Shellfish Conservation Committee has made several recommendations over the past 4 years to improve the ordinance. The Shellfish Committee has been working on a revision since May of 2011 with the assistance of the Ordinance Review Committee. Passing this article will: 1) separate the shellfish sections from the Coastal Waters Ordinance, 2) renumber and reformat the document based on current standards and 3) incorporate changes proposed by the Shellfish Conservation Committee.

Article 3: Failed

Article 4: To see if the Town will amend Section 103(d) of Chapter 20 Article IV entitled Victualers Ordinance to remove the currently required inspection by the Local Health Officer:

***MUNICIPAL VICTUALER'S INSPECTION** shall mean an inspection by the Municipal Fire Chief (or his designee) ~~and the Municipal Health Officer.~~*

Explanation: The State of Maine has recently passed legislation that requires Local Health Officers to maintain a high degree of training and certification making the position harder to fill and potentially more expensive, thereby making local inspections problematic. The State is still required to inspect these facilities annually but if this amendment passes these inspections will be done by State inspectors and not the Local Health Officer.

Article 4: Passed

Save: 8 (eight)

Article 5: To see if the Town will amend Section 13.2.2 'Float B' of Chapter 18 Article I entitled Coastal Waters Ordinance to read as follows:

Only may be used by boats ~~12~~ 17 feet and under on an annual dock rental space basis.

Explanation: At a meeting on 2/8/2008 the Coastal Waters Commission voted to amend the ordinance to allow boats up to 17 feet at the single float located just to the West of the float used by the CTC (designated in the ordinance as Float B). This recommendation has been compiled into a list of such recommendations that are currently being incorporated into a rewritten version of the ordinance. The Harbormaster has requested that this particular change be adopted now to facilitate managing the use of the floats at the Stone Wharf.

Article 5: Passed

Save: 1 (one)

EDUCATION BUDGET ARTICLES

ARTICLES 6 THROUGH 16 AUTHORIZE EXPENDITURES IN EDUCATION COST CENTER CATEGORIES.

Article 6: Shall the Town Authorize the School Committee to expend **\$315,981** for Regular Instruction?

Article 6: Passed

Article 7: Shall the Town Authorize the School Committee to expend **\$30,100** for Special Education?

Article 7: Passed

Article 8: Shall the Town Authorize the School Committee to expend **\$0** for Career and Technical Ed?

Article 8: Passed

Article 9: Shall the Town Authorize the School Committee to expend **\$0** for Other Instruction?

Article 9: Passed

Article 10: Shall the Town Authorize the School Committee to expend **\$16,400** for Student and Staff Support?

Article 10: Passed

Article 11: Shall the Town Authorize the School Committee to expend \$45,922 for System Administration?

Article 11: Passed

Article 12: Shall the Town Authorize the School Committee to expend \$34,099 for School Administration?

Article 12: Passed

Article 13: Shall the Town Authorize the School Committee to expend \$91,014 for Transportation and Buses?

Article 13: Passed

Article 14: Shall the Town Authorize the School Committee to expend \$89,302 for Facilities Maintenance?

Article 14: Passed

Article 15: Shall the Town Authorize the School Committee to expend \$265,854 for Debt Service?

Article 15: Passed

Article 16: Shall the Town Authorize the School Committee to expend \$30,152 for all Other Expenditures?

Article 16: Passed

ARTICLES 17 THROUGH 18 RAISE FUNDS FOR THE PROPOSED SCHOOL BUDGET

Article 17: Shall the Town appropriate \$637,205.74 for the total cost of funding public education from Pre-Kindergarten to Grade 12 as described in the Essential Programs and Services Funding Act and shall the Town raise \$498,411.90 as the Town's contribution to the total cost of funding public education Pre-Kindergarten to Grade 12 as described in the Essential Programs and Services Funding Act in accordance with Maine Revised Statutes, Title 20-A, §15688?

Explanation: The Town's contribution to the total cost of funding public education from Pre-Kindergarten to Grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by

state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

Article 17: Passed

Article 18: Shall the Town raise and appropriate \$163,788.26 in additional local funds, which exceeds the State's Essential Programs and Services funding model by \$154,253.23 as required to fund the budget recommended by the School Committee? *Article 18 is required to be voted by written ballot.*

The School Committee recommends \$163,788.26 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$154,253.23: EPS does not fully support all the necessary costs of a Pre-K-12 educational program, such as:

(1) Special Education cost (2) ferry transportation and bus costs, (3) staff benefits, including health insurance, FICA, Medicare, unemployment benefits, workers compensation; and (4) escalating fuel and electricity costs.

Explanation: The additional local funds are those locally raised funds over and above the Town's local contribution to the total cost of funding public education from Pre-Kindergarten to Grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Town budget for educational programs.

Written Ballot: Article 18: Passed

ARTICLE 19 SUMMARIZES THE PROPOSED SCHOOL BUDGET

Article 19: Shall the Town authorize the School Committee to expend \$918,824 for the fiscal year beginning July 1, 2012 and ending June 30, 2013 from the Town's contribution to the total cost of funding public education from Pre-Kindergarten to Grade 12 as described in the Essential Programs and Services Funding Act, non-state funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, § 15690, unexpended balances, tuition receipts, state subsidy, and other receipts for the support of schools?

Explanation: This is a summary article and approves expenditures of the proposed budget of \$918,824. This article authorizes the School Committee to spend the money appropriated in the previous articles, plus other revenues. This article does not raise any additional money.

Article 19: Passed

ADDITIONAL SCHOOL RELATED ARTICLES

Article 20: Shall the School Committee be authorized to spend through the Chebeague Island School private enterprise checking account unanticipated gifts or donations of money in accordance with their policies in the best interests of the school system?

Article 20: Passed

Article 21: Shall the Town authorize the School Committee to expend any state, federal and other grants, aid and receipts during the fiscal year beginning July 1, 2012 and ending June 30, 2013 for school purposes provided that such grants, aid, and receipts do not require expenditure of local funds not previously appropriated?

Explanation: This article has no relation to previously voted articles pertaining to the general operating budget's expenditures and revenues. The question authorizes the School Board to expend any other related receipts such as state and federal grants to assist in the operation of Chebeague Island School. Example would be Special Education services (Local Entitlement).

Article 21: Passed

Article 22: Shall the Town vote to appropriate the following Revenues, Balances Carried and Fund Transfers, to cover the expenditures appropriated in the previous articles. Remaining funding required to be raised by taxation.

School Undesignated Fund Balance	117,830
General Purpose Aid	<u>138,794</u>
Total	256,624

Article 22: Passed

MUNICIPAL BUDGET ARTICLES

Article 23: To see what sum the Town will raise and appropriate for Administration and Selectmen Accounts (1300).

Board of Selectmen recommends: **\$165,862**

Explanation: up 6.2% (\$9,684) from last year. This increase is primarily due to the addition of a part-time bookkeeper to facilitate financial management.

Article 23: Passed as recommended

Save: 1

Article 24: To see what sum the Town will raise and appropriate for Assessor (1400).

Board of Selectmen recommends: **\$11,500**

Explanation: up 1.3% (\$150) from last year.

Article 24: Passed as recommended

Article 25: To see what sum the Town will raise and appropriate for Elections/Voter Registration (1650).

Board of Selectmen recommends: **\$3,800**

Explanation: down 5.0% (\$200) from last year.

Article 25: Passed as recommended

Article 26: To see what sum the Town will raise and appropriate for Planning and Comprehensive Plan. (1700)

Board of Selectmen recommends: **\$2,350**

Explanation: down 65.2% (\$4,400) from last year. This decrease results from including engineering costs in individual projects and no planned GIS work.

Article 26: Passed as recommended

Article 27: To see what sum the Town will raise and appropriate for Legal Services (1900).

Board of Selectmen recommends: **\$8,000**

Explanation: same as last year.

Article 27: Passed as recommended

Save: 1

Article 28: To see what sum the Town will raise and appropriate for Law Enforcement Services (2100).

Board of Selectmen recommends: **\$34,378**

Explanation: down 26.7% (\$12,533) from last year. This decrease results from the removal of funding for off-season police coverage. Service will be provided on-call by the Cumberland County Sheriff's Department.

Article 28: Passed as recommended

Article 29: To see what sum the Town will raise and appropriate for Fire and Rescue Department (2200).

Board of Selectmen recommends: **\$98,425**

Explanation: up 4.3% (\$4,044) from last year. This increase is primarily due to additional funding requests for training and equipment.

Article 29: Passed as recommended

Article 30: To see what sum the Town will raise and appropriate for Code Enforcement (2400).

Board of Selectmen recommends: **\$16,550**

Explanation: up 0.4% (\$70) from last year.

To Article 30: Passed as recommended

Article 31: To see what sum the Town will raise and appropriate for Harbormaster and Shellfish Warden (2500).

Board of Selectmen recommends: **\$38,025**

Explanation: up 30.7% (\$8,925) from last year. This increase results from an increase in the hours worked and the cost of overtime during the months of July and August

Article 31: Passed as recommended

Article 32: To see what sum the Town will raise and appropriate for Animal Control (2600).

Board of Selectmen recommends: **\$3,200**

Explanation: same as last year.

Article 32: Passed amended to \$4,000

Save: 5

Article 33: To see what sum the Town will raise and appropriate for Public Services (3100).

Board of Selectmen recommends: **\$169,590**

Explanation: down 12.2% (\$23,498) from last year. This decrease is primarily due to the carry forward of winter road material funds and the transition from two full-time positions to one full and one ¾-time position.

Article 33: Passed as recommended

Article 34: To see what sum the Town will raise and appropriate for Solid Waste (3200).

Board of Selectmen recommends: **\$130,729**

Explanation: up 6.0% (\$7,406) from last year. This increase is primarily due to a \$10,000 expense for hazardous waste collection, offset by other savings.

Article 34: Passed as recommended

Article 35: To see what sum the Town will raise and appropriate for Cousins Island & Blanchard Lot (4400).

Board of Selectmen recommends: **\$15,524**

Explanation: This amount is in accordance with a payment schedule associated with the Yarmouth/Chebeague Wharf Use Agreement and is down 4.3% (\$701) from last year.

Article 35: Passed as recommended

Article 36: To see what sum the Town will raise and appropriate for Library (4600).

Board of Selectmen recommends: **\$50,000**

Explanation: up 1.0% (\$500) from last year.

Article 36: Passed as recommended

Article 37: To see what sum the Town will raise and appropriate for Recreation (4610).

Board of Selectmen recommends: **\$50,000**

Explanation: same as last year.

Article 37: Passed as recommended

Article 38: To see what sum the Town will raise and appropriate for General Assistance (5810).

Board of Selectmen recommends: **\$5,200**

Explanation: up 136.4% (\$3,000) from last year. The general assistance appropriations have been underutilized in the past in part because the island is fortunate to have civic organizations that our citizens use for this service. The Board of Selectmen is recommending that \$4,000 of this amount be given to assistance programs run by the Island Council that might otherwise be served by municipal General Assistance.

Article 38: Passed as recommended

Article 39: To see what sum the Town will raise and appropriate for Health Services (5910).

Board of Selectmen recommends: **\$3,000**

Explanation: up 9.1% (\$250) from last year.

Article 39: Passed as recommended

Article 40: To see what sum the Town will raise and appropriate for Cemetery (6200).

Board of Selectmen recommends: **\$5,000**

Explanation: same as last year.

Article 40: Passed as recommended

Article 41: To see what sum the Town will raise and appropriate for Debt Service (6900).

Board of Selectmen recommends: **\$567,308**

Explanation: This amount includes principal and interest on the bonds, the lease of a backhoe and the Deferred Debt Reserve Account. It is down 0.5% (\$2,819) from last year.

Article 41: Passed as recommended Save: 1

Article 42: To see what sum the Town will raise and appropriate for Benefits & Insurance (7500).

Board of Selectmen recommends: **\$107,213**

Explanation: down 2.0% (\$2,153) from last year. This decrease is primarily due to more accurate budgeting with respect to retirement fund matching and a decrease in the amount of money allocated for potential pay raises.

Article 42: Passed as recommended

Article 43: To see what sum the Town will raise and appropriate for Street Lights (8100).

Board of Selectmen recommends: **\$9,500**

Explanation: same as last year.

Article 43: Passed as recommended

Article 44: To see what sum the Town will raise, appropriate and authorize the Board of Selectmen to spend for unexpected expenses as they deem necessary for Contingency (8300).

Board of Selectmen recommends: **\$25,000**

Explanation: down 16.7% (\$5,000) from last year. Expenditures in FY-12 included consulting for personnel management, financial management, and legal services.

Herb Maine made a motion to raise the amount to \$29, 000 for contingency account 8300 and direct the Board of Selectmen to contribute \$4,000 to the Island Council for fuel assistance and Samaritan fund.

Article 44: Passed

Article 45: To see what sum the Town will raise and appropriate for Tax paid to Cumberland (8800).

Board of Selectmen recommends: **\$40,000**

Explanation: As required in the law allowing Chebeague to secede from the Town of Cumberland, this article appropriates 50% of the property taxes committed to the Town of Chebeague Island from the Outer Islands. The recommended amount is 2.4% (\$1,000) less than last year as past budgeted amounts have been higher than actual rates.

Article 45: Passed as recommended Save: 1

Article 46: To see what sum the Town will raise and appropriate for County Tax (8900).

Board of Selectmen recommends: **\$117,000**

Explanation: up 0.2% (\$210) from last year.

Article 46: Passed as recommended

Article 47: To see if the Town will authorize the Board of Selectmen, upon a majority vote of the full Board of Selectmen, to exceed by no more than 10% annually, the amount authorized for each account approved in Article 23: through Article 46: above, so long as the overall amount spent for the sum total of those articles does not exceed the total appropriation approved for those articles.

Article 47: Passed as recommended

Article 48: To see what sum the Town will raise and appropriate for Capital Improvements (9000), and to see what sum the Town will authorize the Board of Selectmen to spend from the capital reserves in fiscal year 2012-2013.

Board of Selectmen recommends raising **\$284,500** and authorizing the Board of Selectmen to spend **\$225,224** for fiscal year 2012-2013.

Explanation: The table below shows the sum recommended by the Board of Selectmen for each capital account:

Capital Account	Approximate Current Balance	Proposed 12-13 to be Raised	Approximate Projected Balance	Proposed 12-13 Expenditures
9010 Dredging	79,065	40,000	119,065	-
9012 Fire Ponds	-	5,000	5,000	5,000
9015 Wharf Reserve	78,822	-	78,822	20,000
9016 Barge Ramps †	9,042	1,000	10,042	-
9020 Floats & Gangways ††	32,945	6,000	38,945	-
9025 Fire truck Reserve	23,633	30,000	53,633	-
9030 Facilities	9,416	1,500	10,916	-
9035 Vehicle Reserve	17,532	-	17,532	-
9040 Grant Matching Reserves	9,672	-	9,672	9,672
9042 Paper Streets	2,000	5,000	7,000	5,000
9045 Revaluation Reserve	56,650	-	56,650	12,000
9050 Paving	-	150,000	150,000	150,000
9055 Public Services Equipment	66,274	36,000	102,274	-
9056 Hydroseeder	3,000	-	3,000	3,000
9057 Recycling Compactor	5,001	-	5,001	-
9058 Easements & Drainage	15,552	-	15,552	15,552
9060 Harbormaster Vessel	2,625	-	2,625	-
9070 Coastal Access Fund	10,503	-	10,503	5,000
9192 New Ambulance Fund	16,818	10,000	26,818	-
TOTAL	438,550	284,500	723,050	225,224

† - named changed from "Boat Ramp"

†† - name changed from "Floats & Ramps"

Article 48: Passed as recommended

MUNICIPAL REVENUE BUDGET

Article 49: To see if the Town will authorize the Board of Selectmen to appropriate funds from the overlay to fund any tax abatements for fiscal year 2012-2013.

Explanation: Rather than raising the funds for any tax abatements through new taxes as we have in the past this article will allow the use of funds from the overlay (charged by the Assessor when the mill rate is set) to be used for any abatements (including any interest).

Article 49: Passed as recommended

Article 50: To see what sum the town will authorize the Board of Selectmen to appropriate from the undesignated surplus funds to reduce the tax burden for fiscal year 2012-2013.

Board of Selectmen recommends: \$ **56,000**

Explanation: If this article is approved the total amount taken from the fund balance for fiscal year 2012-2013 is \$56,000 which leaves an estimated fund balance of approximately \$199,604 as of July 1, 2012. This is approximately 8% of the current operating budget and is within allowable limits (8%-15%) based on the current fund balance policy.

Article 50: Passed as recommended

Article 51: To see what sum the Town will vote to take from receipts, sources and designations, to apply against Fiscal year 2012-2013 appropriations, and to accept any such funds from the State of Maine and the US Government as provided by the State Legislature or Federal Government for the Fiscal year 2012-2013.

Board of Selectmen recommend: \$ 489,604

Explanation: The total revenues from receipts, sources and designations includes: \$256,624 (from Article 22) plus \$56,000 (from Article 50) and \$176,980 from the following table:

Revenue Account	Proposed Budget
302 AGENT FEE	2,500
303 EXCISE TAX	74,500
304 BOAT EXCISE TAX	6,000
305 INTEREST & PENALTIES	6,000
307 LIEN COST	0
311 HUNTING & FISHING LIC	500
312 MARRIAGE LICENSES	250
313 BIRTH CERTIFICATES	0
314 DEATH CERTIFICATES	100
315 CLERK LICENSES	0
316 SHELLFISH LICENSES	2,500
325 SUPPLEMENTAL TAX	0
327 HOMESTEAD STATE REIMB REV	7,000
328 VETERANS EXEMPTION REIMB	500
330 TREE GROWTH PENALTY	0
331 STATE REVENUE SHARING	18,080
334 SNOW REGISTRATION	0
351 POLICE ISSUED FINES	2,500
364 GROWTH PERMITS	0
365 BOARD OF APPEALS	0
366 BUILDING PERMITS	8,000
367 ELECTRICAL PERMITS	1,000
368 PLUMBING PERMITS	1,300
369 OTHER PERMITS	1,000
380 INTEREST ON SAVINGS	0
390 MISC REVENUE	0
401 DOG REVENUE	250
403 MOORING FEES	8,000
411 URBAN RURAL INIT PROGRAM	14,000
412 Collected Cemetery fees	0
418 CHEB. ISLAND SOLID WASTE	14,000
501 STONE WHARF PERMITS	5,000
502 TRANSIENT TIE-UP FEES	2,000
511 CTC ESCROW - BLANCHARD LOT	2,000
512 Copy Fee Revenue	0
TOTAL	176,980

Article 51: Passed as recommended

Article 52: To see if the Town will authorize the Board of Selectmen to accept gifts under the following conditions: That the Board place unanticipated gifts or donations of money in the Town of Chebeague Island private enterprise checking account and respect the wishes of the donor regarding use of donated funds or assets.

Article 52: Passed as recommended

OTHER MUNICIPAL ARTICLES

Article 53: To see if the Town will authorize the Board of Selectmen to submit grant proposals to other governmental entities or private, non-profit foundations for funding for general administration or project-specific expenditures.

Article 53: Passed as recommended

Article 54: To see if the town will vote to authorize the municipal officers to make final determinations regarding the closing or opening of roads to winter maintenance pursuant to 23 M.R.S.A § 2953.

Article 54: Passed as recommended

Article 55: To see if the Town will vote to set the date(s) that fiscal year 2012-2013 Real and Personal Taxes are due as October 1st, 2012 and April 1st, 2013 and to charge interest at the rate of 7.0% per annum for fiscal year 2012-2013 Real and Personal taxes paid after those dates.

Article 55: Passed as recommended

Article 56: To see if the town will vote to set the interest rates to be paid by the town on abated taxes pursuant to 36M.R.S.A § 506-A at 7.0%.

Explanation: This rate must be equal to or no more than 4% lower than the rate set in the previous article.

Article 56: Passed as recommended

Article 57: To see if the town will vote to authorize the tax collector or treasurer to accept, without interest, prepayments of taxes not yet committed pursuant to 36 M.R.S.A § 506.

Explanation: This article is necessary to ensure that the bonds covering the treasurer and tax collector will apply to any property tax accepted by them which has not yet been legally committed by the assessors to the collector.

Article 57: Passed as recommended

Article 58: To see if the Town will conduct a candidates forum here and now to allow the voters to hear statements from candidates (if they wish to make a statement) for the office of selectperson and school committee (both candidates whose names appear on the ballot as well as those interested in being write in candidates) each statement is limited to 3 minutes.

Explanation: The Town adopted the secret ballot election and voting method on November 19, 2011. This means that the election of municipal officers, both selectperson and school committee members, shall be conducted by secret ballot at the voting polls on June 12, 2012 rather than during the open town meeting. Although any party interested in being elected may speak; no nominations are accepted as part of this forum. In order for a candidate's name to appear on the ballot they must have filed nomination papers in accordance with Title 30-A M.R.S.A. Section 2528.

Article 58: Passed as recommended Save: 1

Article 59: To adjourn the Annual Town Meeting until June 12th 8:00 AM so that secret ballot elections may be held at the Chebeague Island Hall and Community Center, 247 South Road for elected officials and then to adjourn after the closing of the poll at 8:00 PM and the announcement of the results by the moderator.

Article 59: Passed as recommended

Respectfully Submitted by:

Michelle J. Jackson, Town Clerk

