Chelsea Selectboard Meeting  
Wednesday June 23, 2021  
Regular meeting 6:30PM  
Via Zoom

I. Call regular meeting to Order

II. Public Comment on Items Not on Agenda:

III. Adjustments to the Agenda:

IV. Consent Agenda:

A. Approval of Payroll Warrant #56 in the amount of $ TBD
B. Approval of Accounts Payable Warrant #58 in the amount of $ TBD
C. Approval of June 9, 2021 Selectboard Meeting Minutes.

V. Scheduled Items:

A. New Business –
   1. 

B. Old Business –
   1. 2019-20 Chelsea Audit discussion with Ron Smith
   2. Educational Opportunity for Town Manager

VI. Legal:
A. Approve a Quit Claim Deed
   1. Leo Barnett – Map 13 Lot 136
   2. Michael and Holly Gagnon – Map 01 Lot 065
VI. Legal:
B. Annual One Year Appointments effective July 1, 2021 to June 30, 2022

1. **SVRSU #12 School Board of Directors – 3 Vacancies**
   a. Richard Cote - Reappointment

2. **Planning Board – 7 Vacancies**
   a. Joel Alexander – Reappointment
   b. Scott Arnold – Reappointment
   c. Roland Quirion – Reappointment

3. **Budget Committee – 6 Vacancies**
   a. Edwin West – Reappointment
   b. Mike Brunelle – Reappointment
   c. Marion Bowman - Reappointment

4. **Board of Appeals – 3 Vacancies**
   a. Marion Bowman – Reappointment

5. **Board of Assessment Review – 4 Vacancies**
   a. Edwin West – Reappointment

C. Corporate Authorization Resolution for Signing Town Checks

VII. Written Reports and Communication:
A. Town Manager
B. SVRSU #12 Superintendent Report
C.

VIII. Verbal Reports and Communication:
A. Town Manager
B. Summer Intern
C. Chelsea’s RSU #12 Representative
D. Boards and Committees
E. Board of Selectmen/Assessors Concerns

IX. Executive Session:

X. Adjournment:

To maintain meeting effectiveness, the following guidelines are set forth:

Board members speaking during discussion on any item will be limited to two minutes and may speak only once until each member has spoken or been given an opportunity to speak.

Members of the public speaking during discussion on any item will be limited to two minutes and may speak only after each Selectboard member has spoken or been given an opportunity to speak.

June 23, 2021 Board of Selectmen Agenda
I. Call meeting to order:

The meeting was called to order at 6:30PM by Sanderson

Selectboard participating by ZOOM included Deborah Sanderson, Sheri Truman and Michael Pushard

Others present via Zoom included Scott Tilton, Marion Bowman, Rick Danforth, Molly Alexander Jake Maker, and Jason Mills

II. Public Comment on Items Not on Agenda: NONE

III. Adjustments to the Agenda: NONE

IV. Consent Agenda:
   A. Approval of Accounts Payable Warrant #53 in the amount of $8,907.95
   B. Approval of Payroll Warrant #54 in the amount of $8,297.99
   C. Approval of Accounts Payable Warrant #55 in the amount of $240,740.79
   D. Approval of May 26, 2021 Selectboard Meeting Minutes.

A motion was made by Pushard that was seconded by Truman to approve Consent Agenda Items A, B, C and D as presented. The roll call vote was unanimous.

V. Scheduled Items:
   A. New Business – NONE

V. Scheduled Items:
   B. Old Business:
      1. 2019-20 Chelsea Audit discussion

The Manager informed the Selectboard of his conversation with the auditor and the response he received to the question regarding NOTE 21 Page 49 of the audit. The Selectboard requested that Ron Smith, of RHR Smith and Co, be invited to the June 23, 2021 Selectboard Meeting.
2. Educational Opportunity for Town Manager

The Manager requested that the Selectboard authorize and pay for his attending a Leadership class sponsored by ICMA. The Selectboard generally favored the request but wanted additional information on the amount of time required to take the course and the format of the courses. The Manager will get more information and report back to the Selectboard on June 23, 2021.

VI. Legal:

A. 2021 Auto Graveyard/Junkyard/Recycling Permit – West Shore Auto

The Selectboard reviewed a request from West Shore Auto renew there Auto Graveyard/Junk Yard permit at 489 Togus Road (Map 15 Lot 57-001).

A motion was made by Sanderson that was seconded by Sheri Truman to approve the permit at 489 Togus Road (Map 15 Lot 57-001) for the year ending May 2022. The roll call vote was unanimous.

B. Extension of Contract with Economic Development Coordinator

The Manager advised the Selectboard that the Economic Development Coordinators contract would expire June 30, 2021 unless renewed.

A motion was made by Pushard that was seconded by Truman to extend the contract for 6 months (December 31, 2021). The roll call vote was unanimous.

VII. Written Reports and Communication:

A. Town Clerk
B. Deputy Clerk
C. Code Enforcement
D. Animal Control
E. Treasurer/Tax Collector
F. Letter from Chrysalis Place
G. Letter from Community Television Association of Maine
H. SVRSU #12 Superintendent Report

The Selectboard reviewed the above written communication and did not have any questions.
VIII. Verbal Communication:

A. Town Manager – the Manager reported on items in his written report that he felt were important to emphasize to the Selectboard and members of the public.

B. Summer Intern – Jake Maker reported on the work he was being assigned to complete. The current work involves working with Chelsea Seniors to create an Aging In Place Community

C. Chelsea’s RSU #12 Representative – NONE

D. Boards and Committees – NONE

E. Board of Selectmen/Assessors Concerns

Sheri – NONE

Mike – expressed his appreciation of Rick Danforth expressing an interest in serving on the SVRS #12 School Board.

Deb – Congratulated Jason Mills on his being elected to the Board of Selectmen and requested that for future elections the voting booths include better guidelines on how to cast a write in vote.

IX. Executive Session: NONE

X. Adjournment:

A motion was made by Truman that was seconded by Pushard to adjourn the regular meeting. The roll call vote was unanimous. The meeting was adjourned.

Approved by the Selectboard on June 26, 2021


Deborah Sanderson

Michael Pushard

Sheri Truman
April 29, 2021

Selectboard
Town of Chelsea
560 Togus Road
Chelsea, Maine 04330-1272

MANAGEMENT LETTER

In planning and performing our audit of the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Chelsea as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of Chelsea, Maine’s internal control. We did so to determine our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for expressing our opinion on the effectiveness of the Town of Chelsea, Maine’s internal control over financial reporting or compliance.

During our audit we became aware of several matters referred to as “management letter comments” that offer opportunities for strengthening internal control and improving operating efficiencies of the Town of Chelsea. The following pages summarize our comments and suggestions on those matters.

This report is intended solely for the information and use of the Selectboard, management and others within the entity and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

These matters do not modify our opinion on the financial statements for the year ended June 30, 2020, where we expressed an unmodified opinion on our independent auditors’ report dated May 14, 2021.
Budget

While performing the audit for the above-mentioned fiscal year, we noted that the Town over-expended various warrant articles as approved in the legally adopted appropriation budget. We recommend that management review and revise its procedures to ensure that the legally adopted appropriation budget is adhered to. We also recommend that management consider any and all applicable federal/state statutes and regulations concerning this process to ensure compliance with all applicable regulatory requirements.

In addition, while performing the audit for the above-mentioned fiscal year, we noted the Town was not compliant with 35 M.R.S. § 506-A. We recommend that management review and revise its procedures to ensure that the Town complies with any and all applicable federal/state statutes and regulations.

Cash Disbursements

While performing the audit for the above-mentioned fiscal year, we noted that all disbursements were not being approved for payment prior to warrants being approved and signed by the Selectboard. We recommend that management review and revise its procedures to ensure that all disbursements have been properly authorized by applicable personnel before being presented to the Selectboard for approval, to help ensure that all transactions are properly recorded, to help reduce the risk of loss and fraud and to help avoid material misstatements in the financial statements.

Credit Card

While performing the audit for the above-mentioned fiscal year, we noted that the Town could not provide documentation to substantiate all disbursements for credit cards made from its financial institution. We recommend that management review and revise its procedures to require that documentation be on file to substantiate all disbursements made from its financial institution in compliance with generally accepted accounting principles (GAAP), to help ensure that all transactions are properly recorded, to help reduce the risk of loss and to help avoid material misstatements in the financial statements.

Fund Balance

While performing the audit for the above-mentioned fiscal year, we noted that some transactions were posted directly to fund balance accounts. We recommend that management review and revise its procedures to help ensure that routine operational transactions are posted to the appropriate applicable accounts instead of directly to fund balance accounts in order for those transactions to be in compliance with generally accepted accounting principles (GAAP) and to help avoid material misstatements in the financial statements.

We would like to thank Scott, Cheryl, Brenda and all of the staff at the Town of Chelsea for their cooperation throughout this audit process.

If there are any questions regarding this letter, please do not hesitate to call.

Very Best,

RHR Smith & Company

RHR Smith & Company, CPA's
§506. Prepayment of taxes

Municipalities at any properly called meeting may authorize their tax collectors or treasurers to accept prepayment of taxes not yet committed and to pay interest on these prepayments, if any is authorized, at a rate not exceeding 8% per year; municipalities are not obligated to authorize the payment of interest on taxes prepaid under this section. Any excess paid in over the amount finally committed must be repaid, with the interest due on the whole transaction, at the date that the tax finally committed is due and payable. [PL 1993, c. 422, §2 (AMD).]

SECTION HISTORY
PL 1993, c. 422, §2 (AMD).

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§506-A. Overpayment of taxes

Except as provided in section 506, a taxpayer who pays an amount in excess of that finally assessed must be repaid the amount of the overpayment plus interest from the date of overpayment at a rate to be established by the municipality. The rate of interest may not exceed the interest rate established by the municipality for delinquent taxes nor may it be less than that rate reduced by 4 percentage points. If a municipality fails to establish a rate of interest for overpayments of taxes, it shall pay interest at the rate it has established for delinquent taxes. [PL 2019, c. 379, Pt. A, §3 (AMD).]

SECTION HISTORY


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Course 1: Leadership Mindset & Positive Engagement
This course provides insights from members of the program’s National Leadership Board on the ways leaders shift their mindset from being excellent individual contributors to becoming highly effective leaders. The course also focuses on increasing empowerment and engagement to achieve individual, team and enterprise success. The second half of this course demonstrates how leaders enable “positively deviant” performance and engender positive culture and communication.

Course 2: Leading Effective Change
The emphasis of this course is to prepare participants to engage in change initiated by others and to drive effective change as an active change agent. This course illustrates three facets of organizational change, including planning, executing and sustaining successful change. A balance of theoretical and pragmatic insights allows participants to understand the strategic, financial or market-based reasons for change and drive toward breakthrough results.

Course 3: Communication and Collaboration
Participants learn and practice the skills needed to improve the quality of interpersonal communication in a variety of contexts. Participants will learn how to effectively speak the language of business and convey information across diverse stakeholder groups, as well as break down silos between business divisions to drive better decision making. Each participant will understand effective communication as it relates to leading others, managing conflict, providing and receiving feedback, and negotiating with the Mutual Gains Approach.

Course 4: Leading High Performance Teams
This closing course focuses on measures, metrics, and practices used across the enterprise to achieve high performance. Participants learn that business results — values and benefits — may differ from one company to the next and even from department to department within a single company, but the consistent variable is it’s All About People.

COURSE 1: August 2nd — August 27th
Module 1: Your Leadership Mindset
Module 2: Your Potential as a Positive Leader
Module 3: Positive Leadership and Your Team: Empowerment & Engagement
Module 4: Leadership Rules and Your Oath

COURSE 2: August 30th — October 1st
Module 1: The Process of Change: Planning
Break Week: September 6th — September 10th
Module 2: The Process of Change: Executing
Module 3: The Process of Change: Sustaining
Module 4: Leadership Rules and Your Oath

COURSE 3: October 4th — October 29th
Module 1: Speaking the Language of Business
Break Week: October 11th — October 15th
Module 2: Positive Communications
Module 3: Mutual Gains Approach

COURSE 4: November 1st — November 5th
Module 1: It’s All About People
Graduation: November 5th

“Government workers need better training and stronger cybersecurity policies to protect against attacks. This leadership development program is that training and prepares existing and emerging leaders to better defend their most critical assets.”

—Marc Ott, Executive Director, ICMA

pdaleadership.com | moderator@pdaleadership.com
Hi Scott,

The best part of this program is how flexible it is! It is 100% online and a mix between self-pace learning and cohort learning. The amount of time most participants put in per week is around 3 to 5 hours' worth. We gathered that information by looking at the average time spent on the learning management system by our past participants from our recent cohorts.

An example of a typical week would be Mon-Wed doing self-pace learning, Thursday is a conference call with part of your cohort, and Fridays is usually a live event with your entire cohort. If you were to miss those last two things because of a meeting, vacation or whatever life throws at you, they are recorded so you can go back and view them later. You can access the course at any time you want there are no set times besides those live events/conference calls.

Overall, the course is 14 weeks long but has two break weeks built in. If you have a hectic week at work and cannot fully get to the material, you can come back and finish it the following weekend or on a break week and still be on pace with the course. Attached is the breakdown of the modules and the timing of the course.

Attached is the layout of the modules for the course. If you have any other questions or if you want an enrollment form sent for you or anyone else, let me know!

Brian Mitko | Deputy Director of Enrollment
Professional Development Academy
www.pdaleadership.com | 503-908-2848
STATE OF MAINE

MUNICIPAL QUIT CLAIM DEED

THE INHABITANTS OF THE TOWN OF CHELSEA, MAINE, a body corporate and politic, located at Chelsea, County of Kennebec, State of Maine, for consideration paid, release to Leo E. Barnett, of 4 Mills Road Belgrade ME, 04917, County of Kennebec:

The land and any buildings shown as Map 13 Lot 136 of tax maps prepared by Aerial Survey and Photo, Inc. of Norridgewock, Maine for the Town of Chelsea. Being the same premises described in a deed recorded at the Kennebec Registry of Deeds at Book 10441 Page 195 Meaning and intending to convey any interest the Inhabitants of the Town of Chelsea may have acquired by virtue of the following undischarged tax lien(s):

2010 Tax Lien recorded June 11, 2010 in the Kennebec County Registry of Deeds in Book 10441 Page 195

The said Inhabitants of the Municipality of Chelsea have caused this instrument to be signed in its corporate name by Deborah Sanderson, Michael Pushard and Sheri Truman, its Selectmen, duly authorized, this 23th day of June 2021.

Witness

Sheri Truman

Witness

Michael Pushard

Witness

Deborah Sanderson

STATE OF MAINE
KENNEBEC, ss

June 23, 2021

Then personally appeared the above-named Sheri Truman, Deborah Sanderson and Michael Pushard, Selectmen of said body corporate and politic, and acknowledged the foregoing instrument to be their free act and deed in their said capacity and the free act and deed of said body corporate and politic.

Before Me,

Scott M. Tilton
Notary Public
STATE OF MAINE

MUNICIPAL QUIT CLAIM DEED

THE INHABITANTS OF THE TOWN OF CHELSEA, MAINE, a body corporate and politic, located at Chelsea, County of Kennebec, State of Maine, for consideration paid, release to Michael and Holly Gagnon, of 49 Hankerson Road, Chelsea ME, 04330, County of Kennebec:

The land and any buildings shown as Map 01 Lot 065 of tax maps prepared by Aerial Survey and Photo, Inc. of Norridgewock, Maine for the Town of Chelsea. Being the same premises described in a deed recorded at the Kennebec Registry of Deeds at Book 12382 Page 69 Meaning and intending to convey any interest the Inhabitants of the Town of Chelsea may have acquired by virtue of the following undischarged tax lien(s):

2016 Tax Lien recorded August 07, 2016 in the Kennebec County Registry of Deeds in Book 12382 Page 69

The said Inhabitants of the Municipality of Chelsea have caused this instrument to be signed in its corporate name by Deborah Sanderson, Michael Pushard and Sheri Truman, its Selectmen, duly authorized, this 23rd day of June 2021.

__________________________
Witness

__________________________
Sheri Truman

__________________________
Witness

__________________________
Michael Pushard

__________________________
Witness

__________________________
Deborah Sanderson

STATE OF MAINE
KENNEBEC, ss

__________________________
June 23, 2021

Then personally appeared the above-named Sheri Truman, Deborah Sanderson and Michael Pushard, Selectmen of said body corporate and politic, and acknowledged the foregoing instrument to be their free act and deed in their said capacity and the free act and deed of said body corporate and politic.

Before Me,

__________________________
Scott M. Tilton
Notary Public
# Chelsea Boards and Committees Membership List

**E** – Denotes elected

## Board of Selectmen/Assessors/Overseers of the Poor

3 Members Elected to Staggered 3 Year Terms -  

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Sanderson</td>
<td>Term to June 30, 2021</td>
</tr>
<tr>
<td>Michael Pushard</td>
<td>Term to June 30, 2022</td>
</tr>
<tr>
<td>Sheri Truman</td>
<td>Term to June 30, 2023</td>
</tr>
<tr>
<td>Jason Mills (Effective July 1, 2021)</td>
<td>Term to June 30, 2024 (E)</td>
</tr>
</tbody>
</table>

## SVRSU #12 Board of Directors

3 Members Elected to Staggered 3 Year Terms  

<table>
<thead>
<tr>
<th>Vacant</th>
<th>Term to June 30, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2022</td>
</tr>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2022</td>
</tr>
</tbody>
</table>

***1 Year Term (2022)***

***2 Year Term (2023)***

***3 Year Term (2024)***

## Planning Board

7 Members Elected to Staggered 3 Year Terms  

<table>
<thead>
<tr>
<th>Vacant</th>
<th>Term to June 30, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2022</td>
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<tr>
<td>Vacant</td>
<td>Term to June 30, 2022</td>
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<td>Vacant</td>
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<td>Vacant</td>
<td>Term to June 30, 2022</td>
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<tr>
<td>Vacant</td>
<td>Term to June 30, 2022</td>
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</tbody>
</table>

***1 Year Term (2022)***

***1 Year Term (2022)***

***1 Year Term (2022)***

***2 Year Term (2023)***

***2 Year Term (2023)***

***3 Year Term (2024)***

## Board of Appeals

5 Members Elected to Staggered 3 Year Terms  

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry Truman Jr.</td>
<td>Term to June 20, 2022 (E)</td>
</tr>
<tr>
<td>Richard Danforth</td>
<td>Term to June 30, 2022 (E)</td>
</tr>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2022</td>
</tr>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2022</td>
</tr>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2022</td>
</tr>
</tbody>
</table>

***2 Year Term (2023)***

***2 Year Term (2023)***

***3 Year Term (2024)***
Chelsea Boards and Committees Membership List

**Budget Committee**
7 Members - 4 Members Appointed Annually to One Year Terms
3 Members Elected to Staggered 3 Year Terms

<table>
<thead>
<tr>
<th>Appointed</th>
<th>Term to June 30, 2022</th>
<th>*** 1 Year Term Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2022</td>
<td>*** 1 Year Term Only</td>
</tr>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2022</td>
<td>*** 1 Year Term Only</td>
</tr>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2022</td>
<td>*** 1 Year Term Only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elected</th>
<th>Term to June 30, 2022 (E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Danforth</td>
<td>2 Year Term (2023)</td>
</tr>
<tr>
<td>Vacant</td>
<td>3 Year Term (2024)</td>
</tr>
</tbody>
</table>

**Board of Assessment Review**
5 Members Elected to Staggered 3 Year Terms

<table>
<thead>
<tr>
<th>Richard Danforth</th>
<th>Term to June 30, 2022 (E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant</td>
<td>2 Year Term (2023)</td>
</tr>
<tr>
<td>Vacant</td>
<td>2 Year Term (2023)</td>
</tr>
<tr>
<td>Vacant</td>
<td>3 Year Term (2024)</td>
</tr>
<tr>
<td>Vacant</td>
<td>3 Year Term (2024)</td>
</tr>
</tbody>
</table>

**Road Advisory Committee**
5 Members Appointed by Board of Selectmen to Staggered 3 Year Terms

<table>
<thead>
<tr>
<th>Randall Magee</th>
<th>Term to June 30, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hank Mastrianno</td>
<td>Term to June 30, 2022</td>
</tr>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2023</td>
</tr>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2024</td>
</tr>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2024</td>
</tr>
</tbody>
</table>

**Cemetery Maintenance Committee**
5 Members Appointed by Board of Selectmen to Staggered 3 Year Terms

<table>
<thead>
<tr>
<th>Thomas Heyns</th>
<th>Term to June 30, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Hanson</td>
<td>Term to June 30, 2023</td>
</tr>
<tr>
<td>Sandra Mills</td>
<td>Term to June 30, 2023</td>
</tr>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2024</td>
</tr>
<tr>
<td>Vacant</td>
<td>Term to June 30, 2024</td>
</tr>
</tbody>
</table>
Chelsea Boards and Committees Membership List

Ad Hoc Town Office Building Committee
Vacant - BOS Rep

Ad Hoc Solid Waste and Recycling Committee
Appointed by Board of Selectmen

Mike Pushard – BOS Rep
Rick Danforth
Maria Jacques
Chris Evans
Celeste Turner

Ad Hoc Economic Development Committee
Appointed by Board of Selectmen

Vacant – BOS Rep
Mike Pushard
Andrea Smith
Peter Hanson
Rick Danforth
Elizabeth Jean
Marion Bowman

Ad Hoc Conservation Committee
Members Appointed by Board of Selectmen

Sheri Truman – BOS Rep
R. Alec Giffin
Benjamin Smith
Palmer Sargent
Carl Merrill

Ad Hoc Community Spirit and Celebration Committee
Appointed by Board of Selectmen

Sheri Truman – BOS Rep
William Hiltz
Elizabeth Hiltz
Corporate Authorization Resolution

BANGOR SAVINGS BANK
AUGUSTA: SENATOR WAY
5 SENATOR WAY BUILDING 1
AUGUSTA, ME 04330-0000

By: TOWN OF CHELSEA
560 TOGUS RD
CHELSEA ME 04330

Referred to in this document as "Financial Institution"

I, TOWN OF CHELSEA, certify that I am Secretary (clerk) of the above named corporation organized under the laws of , Federal Employer I.D. Number , engaged in business under the trade name of , and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

<table>
<thead>
<tr>
<th>Name and Title of Position</th>
<th>Signature</th>
<th>Facsimile Signature (if used)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCOTT TILTON</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>TOWN MANAGER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Powers Granted.** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

<table>
<thead>
<tr>
<th>Indicate A, B, C, D, E, and/or F</th>
<th>Description of Power</th>
<th>Indicate number of signatures required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1) Exercise all of the powers listed in this resolution.</td>
<td>___</td>
</tr>
<tr>
<td></td>
<td>(2) Open any deposit or share account(s) in the name of the Corporation.</td>
<td>___</td>
</tr>
<tr>
<td></td>
<td>(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.</td>
<td>___</td>
</tr>
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<td>(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.</td>
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<td>(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.</td>
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<td>(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.</td>
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**Limitations on Powers.** The following are the Corporation’s express limitations on the powers granted under this resolution.

**Resolutions**

**The Corporation named on this resolution resolves that,**

(1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.

(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation’s account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.

(3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

(4) All transactions, if any, with respect to any deposits, withdrawals, rediscouts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
(5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.

(6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.

(7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated . If not completed, all resolutions remain in effect.

Certification of Authority
I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on (date).

Secretary
TOWN OF CHELSEA

Attest by One Other Officer

For Financial Institution Use Only
Acknowledged and received on (date) by (initials).

Comments:
Superintendent Report

We are closing out the end of a long school year. By working together and thinking creatively, we have managed to provide 173 days of in-person instruction to our students. We are thankful to our dedicated staff members and supportive community. We are proud of the work we accomplished this year. Most of our students did not miss instruction or fall beyond or develop learning gaps due to our commitment to provide a safe learning and working environment for everyone with as much in-person instruction as possible. Credit should also go to the Maine Department of Education and the Maine Centers for Disease control who provided us with clear guidance and constant communication.

We look forward to next year. No remote option will be provided next year so we look forward to having all students learning in person.

We encourage all PreK and Kindergarten students to register for school next year. Our schools are open, safe, and ready for your student to learn.

Curriculum and Technology Report

RSU 12 will be sending a team of teachers and administrators to this year’s National Alliance for Customized Learning virtual summit in July. The summit is being hosted by the Collaborative for Customized Learning, of which RSU 12 is a member. This learning experience will allow educators from our district to learn from and speak with educators from across the nation who are working in pursuit of a similar vision for learning. There will be opportunities to learn more about designing learning experiences that integrate complex reasoning and habits of mind with content knowledge. There will also be opportunities to learn from others about how to lead change and to shift practices to maximize our ability to personalize learning for students.

The Maine Department of Education has released information about MLTI 2.0, the newest version of the Maine Learning Technology Initiative. Districts have the opportunity to opt in to the program, which provides a set amount of funding towards the purchase of one of six different technology options for students in grades 7-8. RSU 12 will be working with the administrative team and school board to determine how best to take advantage of what MLTI 2.0 has to offer.
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Chelsea Elementary School Report

The final month of school has kept us very busy here at Chelsea Elementary. We have been finalizing our NWEA state tests for grades 3-8 and additionally, grades 5 and 8 have been taking the new state Science test. We have certainly had our challenges lately in completing testing with the recent COVID-19 cases, we are making it through and we are eagerly looking forward to ending the school year with some fun activities.

All of our classes participated in a spring scavenger hunt for a chance to win prizes for their grades, and the last couple of days of school we will be putting on a school play outside in our tent area and having field days for all our students. While we have to modify these events to make sure we are COVID safe, they will certainly be a fun way to end the year and to celebrate making it through this challenging year.
Ms. Helen in the library has had all students completing an end of year project after reading ‘The Rainbow Fish’ where she gave each student a “scale” and asked them to write what makes them special. The completed scales are being put together in a big display in the hallway.

Our 8th graders will be celebrating their promotion to various high schools on Monday, June 14 with a drive through celebration. We hope to have most of the staff here at Chelsea Elementary here lining the driveway to wish them good luck as they start the next chapter of their lives.

**Palermo Consolidated School Report:**

Once April vacation passed by, the end of the year has started to go by quickly and a lot is happening these last few weeks. Overall, we have been focused on completing our NWEA/ state testing and our science tests; we are excited to analyze the growth our kids have made!

Amongst all the hard work, our students are engaging in fun activities. One activity includes a STEM science activity in third grade science. The kids built amazing structures out of toothpicks and marshmallows. Thankfully, Mrs. Simoneau had extra marshmallows for a little snacking!

Mr. Chadbourne’s 7th grade science class took Mrs. Oliphant on a field trip to bring the salmon to the Sheepscot river and release them. The students learned about the native Maine fish and the ecosystems that support them. The alwives were running in Damarascotta at the old fish ladder. It was a beautiful day and a great learning experience.

I am not sure how many of you would love to go back to Kindergarten but our students love to practice their letters with shaving cream, so much fun! The kindergarten students have also been counting down the days with popping balloons and counting rings.

Our 8th grade students are excited and getting ready for their 8th grade promotion. As educators we are excited for them to start their new journey on to high school but at the same time we are sad and we will miss them.

**Whitefield Elementary School Report**
The final full month of school at WHES has been extremely busy and focused. All classes have been completing the NWEA (state-mandated for students in grades 3–8) and staff have been pleased with the growth exhibited on this assessment. Our Gardening Project received some well-deserved accolades in the press for the work staff and students have been doing in the greenhouse and the garden plots. This culminated in our annual plant and seedling sale whose proceeds go toward sustaining the greenhouse and gardening efforts. Further good news on the Garden Project front came last week when we were notified that we received a substantial grant from the Perloff Family Foundation that will allow us to purchase the superstructure for a 30’ X 72’ greenhouse from a local resident. This new structure will provide for a huge expansion of our growing capacity, allowing more classes to participate in the project as well as creating an outdoor classroom. Assembly of the new greenhouse will take place over the summer with much donated labor and materials being offered by local residents. This is a very exciting extension of our aquaponics and gardening enterprise here at WHES.

Just prior to Memorial Day we held our annual Day of Caring with students and staff working around our campus and community completing public service projects. While COVID altered some of our typical activities, it remained a day in which students can focus on “giving back” to their community. Thanks go out to Karen McCormick and the members of the National Junior Honor Society for their efforts in organizing this great event as well as Vicki Dill and Ashley Burdick, from our School Nutrition Department, for their efforts in creating a delicious BBQ luncheon and “Make Your Own Sundae” event for all! The culmination of a wonderful day of service and commitment.

Windsor Elementary School Report

The month of May has been busy and productive at Windsor School. We have been working hard to get our final NWEA tests completed so that we can study our results and make goals for next year. Fifth and eighth graders are also piloting a new state science test. We are happy that most of our remote students came in to do testing at school.

Our garden is keeping us extra busy during this time of year, and the kids are invested in it. We have not only vegetable gardens, but also berries, sunflowers, and decorative perennials. The classes are starting to adopt small projects around the school and spending time outdoors after long test sessions. Fifth grade recently began a landscaping project on the front of the school, and first grade did a large weeding project.

At the writing of this report, we have about 12 days left of school, and big plans to pack a lot of learning in. Chewonki will visit our school next week, bringing shows about owls and biomes to all ten grades at Windsor. This was funded by the Reed Fund, a Windsor trust for the school. They also purchased a large USA map template for the playground, which will be painted this summer.

Teachers are busy finalizing grades, making class lists, and meeting with their cross-grade level teams. There is a lot to do to close a classroom, including organizing cumulative files and the physical organization of belongings. All of this is done with the knowledge that we were in school perhaps more than any district in the state, which we are very proud of.
Our eighth graders are getting ready to say goodbye to the school that some of them have attended for ten years. On June 11 they will take a class trip to the Winthrop YMCA camp for outdoor activities, and then will have a promotion ceremony on June 14.

Spring sports are finishing up with a track meet at Messalonskee this week. Our student athletes and coaches were thrilled to play this spring!