

**Agenda**  
**Selectboard Meeting**  
**June 22, 2022**  
**6:30PM, Chelsea Town Office**

- I. Call meeting to Order:**
- II. Public Comment on Items Not on Agenda:**
- III. Adjustments to the Agenda:**
- IV. Approval Consent Agenda Item Approval:**
  - A. Accounts Payable Warrant #56 in the amount of \$
  - B. Accounts Payable Warrant #57 in the amount of **\$42,878.37**
  - C. June 8, 2022 Selectboard Meeting Minutes w/ Executive Session
  - D. June 15, 2022 Selectboard Meeting Minutes
- V. Scheduled Items:**
  - A. New Business:**
  - B. Old Business:**
    - 1. Transfer of John Bernier Fund to Chelsea PTA
    - 2. Update on new Town Manager Hiring
- VI. Legal:**
  - A. Winter Roads Maintenance Contractor
  - B. Appointment of Treasurer
  - C. Appointment of Chelsea's Motor Vehicle Registration Agent
  - D. Appointment of Chelsea's Inland Fisheries and Wildlife Agent
  - E. Corporate Authorization Resolution – BSB
  - F. Approval of CDBG Loan Final Payment – Ellie Burke

**VI. Legal: cont**

- H. Approve the hiring of an Interim Town Manager
- I. Tax Acquired Property
  - a. Sale of Tinkham Pond Property
  - b. Status of remaining properties
- J. 2020- 21 Audit Management Letter

**VII. Written Communication:**

- A. Town Clerk Report
- B. Code Enforcement Report
- C. Treasurer Report
  - 1. Year to date Expense and Revenue Report
  - 2. Investment Report
  - 3. Natural Gas TIF Expense and Revenue Report
  - 4. Chelsea Heating Assistance Program
- D. Letter from DEP on PFAS investigation in Chelsea
- E. Letter from MDOT informing residents of Pavement Milling

**VIII. Verbal Communication:**

- A. SVRSU #12 School Board
- B. Boards and Committees
- C. Summer Intern
- D. Board of Selectmen/Assessors Comments and Concerns

**IX. Executive Session:**

**X. Adjournment:**

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

1. Selectboard will be allowed unlimited time to speak.
2. Selectboard may speak only once until each member has spoken or been given an opportunity to speak.
3. The public is encouraged to speak during discussion on any item.
4. The public will be invited to speak after Selectboard have spoken or been given an opportunity to speak.
5. Public discussion will be limited to two minutes per item.

Warrant 57

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00220 A.E. HODSDON CONSULTING ENGINEERS</b>						
0589	35339	06	INV 3754			
TOWN OFFICE PLANS			E 1-15-12-20		2,941.46	0.00
			T/OFFICE EXP / REPAIR/MAINT			
				Vendor Total-	2,941.46	
<b>01151 ALBISON'S PRINTING, INC</b>						
0589	35340	06	INV 37036			
JUNE NEWSLETTER			E 9-01-92-11	NEWSLETTER	768.83	0.00
			MISC / TAX INCREMEN			
				Vendor Total-	768.83	
<b>00916 BENEFICIAL TECHNOLOGIES, INC</b>						
0589	35341	06	INV 6237			
MAY COMPUT SERVICE			E 1-15-11-42		356.25	0.00
			ADMIN EXPEN. / COMPUTER SYS			
				Vendor Total-	356.25	
<b>01153 CARDMEMBER SERVICE</b>						
0589	35342	06	MAY			
HATCH HILL			E 1-15-36-10		22.00	0.00
			LANDFILL / HATCH HILL			
LIFE SAVERS -BATTERY ADF			E 1-15-12-20		199.75	0.00
			T/OFFICE EXP / REPAIR/MAINT			
AGE FRIENDLY - HEATERS			E 2-27-92-21		305.77	0.00
			MISC / GEN EXPENSES			
AGE FREINDLY - CARPET			E 2-27-92-21		196.38	0.00
			MISC / GEN EXPENSES			
AGE FRIENDLY - BINGO			E 2-27-92-21		61.03	0.00
			MISC / GEN EXPENSES			
LUNCH SUPPLIES			E 2-27-92-21		78.91	0.00
			MISC / GEN EXPENSES			
				Vendor Total-	863.84	
<b>00316 CENTRAL MAINE POWER</b>						
0589	35343	06	butternut epay			*** SEPARATE ***
FERRY RD			E 1-15-60-40		61.72	0.00
			CEMTRY & PAR / MAINT OTHER			
				Invoice Total-	61.72	
0589	35344	06	35012996373epay			*** SEPARATE ***
SAND/SALT SHED			E 1-15-20-40	COLLINS RD	27.93	0.00
			WINTER ROADS / ELECTRICITY			
				Invoice Total-	27.93	
				Vendor Total-	89.65	
<b>00250 CHERYL MITCHELL</b>						
0589	35345	06	mileage/elections June			
Election Mileage			E 1-15-11-90		33.75	0.00
			ADMIN EXPEN. / MILEAGE			
				Vendor Total-	33.75	
<b>00309 DOROTHY GRADY</b>						
0589	35346	06	AFC SUPPLIES			
AFC SUPPLIES REIMB			E 9-01-92-11	SAMS CLUB REIMB	122.73	0.00
			MISC / TAX INCREMEN			
				Vendor Total-	122.73	
<b>00127 ECOMAINE</b>						
0589	35347	06	chelsea recy			
RECYCLE			E 1-15-36-20		1.99	0.00

Warrant 57

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account		Proj			
LANDFILL / RECYC/RESERV						
Vendor Total-					1.99	
00274 EVERETT J. PRESCOTT INC						
0589	35348	06	6026864			
Pipe/Flex cplg clay			E 1-15-21-04		1,759.64	0.00
SUMMER ROADS / GEN RD MAINT						
Vendor Total-					1,759.64	
01056 GREATER AUGUSTA UTILITY DISTRICT						
0589	35349	06	98006638	JUNE		
HYDRANTS			E 1-15-30-97		149.88	0.00
FIRE DEPART / HYDRANT RENT						
Vendor Total-					149.88	
00280 GREGORY LUMBERT						
0589	35350	06	6-5 TO 6-18			
MILEAGE			E 1-15-35-30		170.00	0.00
CODE ENFORCE / OTHER						
Vendor Total-					170.00	
00310 KINCER FUNERAL HOME						
0589	35351	06	INV 13063	GA BURIAL 1/2		
CREMATION			E 1-15-50-80		500.00	0.00
GEN ASS'T / MISCELL						
Vendor Total-					500.00	
00308 LORI MILNER						
0589	35352	06	AFC STAMP REIMB	MAILINGS		
STAMPS FOR AFC			E 2-27-92-21		20.00	0.00
MISC / GEN EXPENSES						
Vendor Total-					20.00	
01299 LOWE'S						
0589	35353	06	98004322206	TABLES		
4 TABLES - ELECTIONS			E 1-15-13-20		492.85	0.00
ADMIN MISCEL / ELECT/MEETIN						
Vendor Total-					492.85	
00212 MARION BOWMAN						
0589	35354	06	MAY 2022 HAND S			
MAY			E 9-01-92-11		1,000.00	0.00
MISC / TAX INCREMEN						
Vendor Total-					1,000.00	
00209 MARKHAM TENTS						
0589	35355	06	TENT SIDE CURTAINS	AFC EVENTS		
TENT SIDE CURTAINS			E 9-01-92-11		250.00	0.00
MISC / TAX INCREMEN						
Vendor Total-					250.00	
01377 P.D.Q. DOOR						
0589	35356	06	w189300			
SAND/SALT SHED DOOR			E 1-15-20-50		722.45	0.00
WINTER ROADS / OTHER SERVIC						
Vendor Total-					722.45	
01379 RELIANCE EQUIPMENT						
0589	35357	06	INV 9217	T6		
T6 Truck Service			E 1-15-30-60		1,649.89	0.00
FIRE DEPART / TRUCK MAINT						

Warrant 57

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Vendor Total-	1,649.89	
<b>00094 THOMPSON, RICHARD B. JR</b>						
0589	35358	06	MODERATOR FEE	JUNE 14 AND 16		
TOWN MEETING MODERATOR	E 1-15-13-20				225.00	0.00
	ADMIN MISCEL / ELECT/MEETIN					
				Vendor Total-	225.00	
<b>00174 TRANSCO BUSINESS TECHNOLOGIES</b>						
0589	35359	06	in3402504			
serv contract	E 1-15-11-41				25.03	0.00
	ADMIN EXPEN. / COPIER MAINT					
				Vendor Total-	25.03	
<b>00032 TREASURER, STATE OF MAINE</b>						
0589	35322	06	5/27 to 6/3, 2022	BMV REPORT		*** SEPARATE ***
MV tags	G 1-2401-00				4,288.50	0.00
	MV TAGS PAYA					
Sales tax	G 1-2401-00				423.50	0.00
	MV TAGS PAYA					
Title Fee	G 1-2401-00				99.00	0.00
	MV TAGS PAYA					
				Invoice Total-	4,811.00	
0589	35360	06	BMV 6-3-2022 - 6-10-2022	BMV REPORT		*** SEPARATE ***
TITLES	G 1-2401-00				231.00	0.00
	MV TAGS PAYA					
SALES TAX	G 1-2401-00				5,111.81	0.00
	MV TAGS PAYA					
REGISTRATIONS	G 1-2401-00				5,820.50	0.00
	MV TAGS PAYA					
				Invoice Total-	11,163.31	
				Vendor Total-	15,974.31	
<b>01255 TREASURER, STATE OF MAINE</b>						
0589	35361	06	INV 22CL0066338	MAY		
MAY FUEL CHARGES	E 1-15-30-40				252.98	0.00
	FIRE DEPART / GASOLINE					
				Vendor Total-	252.98	
<b>01099 W.B. MASON CO., INC.</b>						
0589	35362	06	INV 230223150	SPIRIT OF AMERI		*** SEPARATE ***
OFFICE SUPPLIES	E 1-15-11-10				38.97	0.00
	ADMIN EXPEN. / OFFICE SUPP.					
				Invoice Total-	38.97	
0589	35363	06	INV 229821739	PAPER		*** SEPARATE ***
OFFICE SUPPLIES	E 1-15-11-10				16.48	0.00
	ADMIN EXPEN. / OFFICE SUPP.					
				Invoice Total-	16.48	
0589	35364	06	INV 230186599			*** SEPARATE ***
OFFICE SUPPLIES	E 1-15-11-10				69.99	0.00
	ADMIN EXPEN. / OFFICE SUPP.					
				Invoice Total-	69.99	
				Vendor Total-	125.44	
<b>00282 WHITE SIGN</b>						
0589	35365	06	IVC121965	CRDIT BALANCE		
SIGNS	E 1-15-21-14				26.87	0.00
	SUMMER ROADS / MAT/SUPP/SIG					
				Vendor Total-	26.87	

Warrant 57

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
<b>00202 WILLETT FAMILY CONSTRUCTION INC.</b>					
0589	35366	06	INV 958	COLLINS ROAD	*** SEPARATE ***
COLLINS RD CULVERTS	E 1-15-21-04		5,400.00		0.00
	SUMMER ROADS / GEN RD MAINT				
			<b>Invoice Total-</b>	5,400.00	
0589	35367	06	INV 957	DONDERO RD	*** SEPARATE ***
2 CULVERT	E 1-15-21-04		8,900.00		0.00
	SUMMER ROADS / GEN RD MAINT				
			<b>Invoice Total-</b>	8,900.00	
			<b>Vendor Total-</b>	14,300.00	
<b>00278 WILMA WARE</b>					
0589	35368	06	JUNE LUNCHEON		
JUNE AFC LUNCHEON	E 9-01-92-11		55.53		0.00
	MISC / TAX INCREMEN				
			<b>Vendor Total-</b>	55.53	
			<b>Prepaid Total-</b>	4,811.00	
			<b>Current Total-</b>	38,067.37	
			<b>EFT Total-</b>	0.00	
			<b>Warrant Total-</b>	42,878.37	

ACCOUNTS PAYABLE FOR TOWN OF CHELSEA

CHELSEA MUNICIPAL OFFICERS

_____ Michael Pushard	Date	_____ Sheri Truman	Date
_____ Jason Mills	Date		

**Selectboard Executive Session  
June 8, 2022  
6:PM, Chelsea Town Office  
Conference Room  
followed by  
Selectboard Meeting**

**I. Call meeting to Order: Michael Pushard called meeting to order and enter into executive session at 5:54p.m. 2<sup>nd</sup> by Sherri Truman**

**II. Executive Session:**

A. Pursuant to 1 MRSA § 405(6)(A) - Town Manager Search

**III. Adjournment:** Michael Pushard moved that Executive Session adjourn, 2<sup>nd</sup> by Sherri Truman. 3 for

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**I. Call meeting to order:**

The regular meeting was called to order at 6:56 PM by Michael Pushard .

Selectboard present in person included:   x   Pushard,   x   Truman and   x   Mills.

Public present in person included: Cheryl Mitchell, Molly Alexander, Alden Hallett, Alan Hallet, Gordon Libby, Sarah Lassner, Marshall Swan, Marion Bowman, Dot Grady and Megan McGuire.

Motion made by Michael Pushard, 2<sup>nd</sup> by Sheri Truman to allow someone from out of town to speak. 3 for

**II. Public Comment on Items Not on Agenda: None**

**III. Adjustments to the Agenda: None**

#### **IV. Consent Agenda:**

- A. Accounts Payable Warrant #53 in the amount of **\$31,843.62**
- B. Payroll Warrant #54 in the amount of **\$8,103.96**
- C. Accounts Payable Warrant #55 in the amount of **\$447,808.58**
- D. May 25, 2022 Selectboard Meeting Minutes
- E. May 31, 2022 Selectboard Meeting Minutes

A motion was made by Michael Pushard that was seconded by Sheri Truman to Approve Consent Agenda Items A, B, C, D and E as presented. The vote was 2 for -0- opposed and 1 abstained.

#### **V. Scheduled Items:**

**B. New Business: NONE**

**C. Old Business:**

1. Transfer John Bernier Fund to Chelsea PTA  
Board tabled this article to next meeting pending confirmation of the amount to be dispersed.

#### **VI. Legal:**

- A. Winter Roads Maintenance Bids – Michael Pushard made motion to table pending further research 2<sup>nd</sup> Sheri Truman. 3 for
- B. Hiring Town Manager – Board is currently interviewing prospective candidate for this position.

#### **VII. Written Communication:**

- A. Town Clerk Report - NONE
- B. Deputy Clerk Report
- C. Code Enforcement Report - NONE
- D. Animal Control Report



**VIII. Verbal Communication:**

- A. SVRSU #12 School Board
- B. Boards and Committees – AFC June 13, Concert June 16 Luncheon
- C. Summer Intern – Alden Hallet did slide presentation on his goals for his internship with the Town of Chelsea.
- D. Board of Selectmen/Assessors Comments and Concerns

**IX. Executive Session: None**

- X. Adjournment:** Motion made by Sheri Truman 2<sup>nd</sup> Jason Mills to adjourn. 3 for 8:45 p.m.

Approved by the Selectboard on June 22, 2022

\_\_\_\_\_  
Michael Pushard

\_\_\_\_\_  
Sheri Truman

\_\_\_\_\_  
Jason Mills



**Chelsea Selectboard Meeting Minutes**  
**June 15, 2022**  
**4:00PM**  
**Chelsea Town Office**

**I. Call meeting to Order:**

The Meeting was called to order at 4:00PM by Pushard.

Selectboard present included: Michael Pushard, Sheri Truman and Jason Mills

There was general discussion on the warrant for the June 16, 2022 Town Meeting. The articles were reviewed. The Town Manager assisted by providing some clarification on budget items.

**II. Executive Session:**

A. Pursuant to 1 MRSA § 405(6)(A) - Town Manager Search

A motion was made by Pushard that was seconded by Truman to go into executive session pursuant to 1 MRSA § 405(6)(A) to interview an individual for the Town Manager position. The vote was unanimous.

A motion was made by Pushard that was seconded by Truman to come out of executive session. The vote was unanimous. No action was taken.

**III. Adjournment:**

A motion was made by Pushard that was seconded by Truman to adjourn the meeting. Vote was unanimous.

Minutes approved by the Chelsea Selectboard on June 22, 2022

\_\_\_\_\_  
Michael Pushard

\_\_\_\_\_  
Sheri Truman

\_\_\_\_\_  
Jason Mills





Shenna Bellows  
*Secretary of State*

**Department of the Secretary of State**  
***Bureau of Motor Vehicles***  
**Municipal/Agent Services**

Catherine Curtis  
*Deputy Secretary of State*

Nikki Bachelder  
*Director of Vehicle Services*

To: **SCOTT TILTON - MUNICIPAL AGENT**  
**TOWN OF CHELSEA**  
**560 TOGUS ROAD**  
**CHELSEA, ME 04330-9704**

**June 2, 2022**

**MUNICIPAL BMV AGENT APPOINTMENT LETTER**

Dear Municipal Agent:

We were recently notified that the current agent's appointment will be ending. Please complete and verify the information on the attached form. The completed form can be emailed, mailed or faxed to this office at the address or fax number listed below.

If you have any questions or need assistance, please contact the Municipal & Agent Services Section at (207) 624-9000 Ext. 52163. Thank you.

Sincerely,

Trisha Leathers  
Municipal Coordinator



Shenna Bellows  
Secretary of State

Department of the Secretary of State  
**Bureau of Motor Vehicles**  
**Municipal/Agent Services**

Catherine Curtis  
Deputy Secretary of State

Nikki Bachelder  
Director of Vehicle Services

**MUNICIPAL BMV AGENT APPOINTMENT LETTER**

The Municipality of **Chelsea** wishes to appoint \_\_\_\_\_  
( Enter name of new agent) (DOB)

as the Agent  or Agent & Tax Collector  (Please check one)

in the **Truck Level** program as a Motor Vehicle Municipal Agent.

The current agent, **Scott Tilton** will be ending that position on \_\_\_\_/\_\_\_\_/\_\_\_\_

and the new agent will begin on \_\_\_\_/\_\_\_\_/\_\_\_\_

New Agent E-mail Address: \_\_\_\_\_

Has the New Agent completed training classes in the Truck Level Program? YES  NO

Interim contact name, if any: \_\_\_\_\_

Please verify the following information. If incorrect, please draw a line through the incorrect information and provide us with the correct information. Please provide missing or omitted information in the space(s) provided.

Municipality Mailing Address  
**560 TOGUS ROAD**  
**CHELSEA, ME 04330-9704**

Municipality Physical Address  
**560 TOGUS ROAD**  
**CHELSEA, ME 04330-9704**

Municipality Inventory Shipping Address  
**560 TOGUS ROAD**  
**CHELSEA, ME 04330-9704**

Municipality Hours of Operation  
**TUES, THURS, FRI - 8:30 - 4:30; WED 8:30-6:00.**

Municipality Telephone #  
**207-582-4802**

Municipality Fax #  
**207-588-0025**

Municipality Email Address  
**CHELSEACLERK@CHELSEAMAINE.**  
**ORG**

In order to be authorized as the Motor Vehicle Municipal Agent, we understand that under Title 29-A, this individual must be the municipal tax collector, or designated to collect excise taxes on vehicles for our municipality and must successfully complete the training program provided by the Bureau of Motor Vehicles.

**New Municipal Agent** \_\_\_\_\_ Date \_\_\_\_\_  
(Signature required)

**Municipal Official** \_\_\_\_\_ Date \_\_\_\_\_  
(Signature required)

**Municipal Official** \_\_\_\_\_ Date \_\_\_\_\_  
(Signature required)

# Corporate Authorization Resolution

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

By:

*Referred to in this document as "Financial Institution"*

*Referred to in this document as "Corporation"*

I, \_\_\_\_\_, 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:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. _____	X _____	X _____
B. _____	X _____	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

**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.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
_____	(1) Exercise all of the powers listed in this resolution.	_____
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(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.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other:	_____

**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, rediscounts 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

\_\_\_\_\_  
Attest by One Other Officer

<b>For Financial Institution Use Only</b>	
Acknowledged and received on _____	(date) by _____ (initials)
<input type="checkbox"/> This resolution is superseded by resolution dated _____	
<b>Comments:</b>  	

# Tinkham Pond Tax Acquired Property Sealed Bid Opening

Map 7 Lot 31

Bids were opened on June 10, 2022 at 2:04PM

Present were Robert Morang, Scott Tilton and Judy Williams

Bidder	Amount of Bid
James Worthing	\$ 6,600
John Maxell	\$ 5,500
Jered Ladd	\$13,500
Matthew Duffy	\$ 4,650

Respectfully Submitted,

*Scott M. Tilton*

Scott M. Tilton







*Proven Expertise & Integrity*

March 18, 2022

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, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the Town'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'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, 2021, where we expressed an unmodified opinion on our independent auditors' report dated May 24, 2022.

### **Budget**

While performing the audit for the above-mentioned fiscal year, we noted that the Town did not have an accurate appropriation and revenue budget posted in its financial accounting software. We recommend that management review and revise its procedures to ensure that the legally adopted appropriation and revenue budget is used in all applicable reports to provide accurate financial information to the Selectboard and the public.

### **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 card transactions 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.

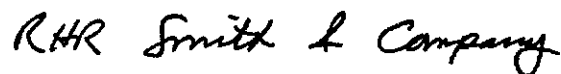
### **Fund Balance**

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,

A handwritten signature in black ink that reads "RHR Smith & Company". The signature is written in a cursive, flowing style.

RHR Smith & Company, CPA's

**TOWN CLERK REPORT**  
**MAY 2022**

In the month of **MAY 2022**, I processed the following:

Motor Vehicle Registrations:	\$	24,827.07
Boat Tags, Hunting and Fishing, Snowmobile and ATV	\$	3,130.50
Building Permits/Plumbing Permits:	\$	56.40
Misc	\$	2.00
Cell Tower	\$	
State Monies	\$	79,866.47
Dog Registrations:	\$	36.00
Real Estate Payments	\$	34,914.67
Vital Records (Birth, Death, Burial and Marriage)	\$	15.00

May was extremely busy, just wrapping up from last tax payment and preparing for election, Town Meeting and Annual Town Report.

Respectfully submitted,

Cheryl Mitchell, Town Clerk





## **MAY 2022 Chelsea CEO Report**

**Plumbing Permits- 1**

**Office hours- 16**

**Emails: 39 Read/Sent Out 34**

**Septic Permits- 2**

**Building Permits- 4**

**Miscellaneous Forms Signed-2**

**Demolition Permits-1**

**Phone Calls On Code Questions- 101**

**Plumbing/Septic Inspections- 1**

**Collins Road Junk yard update-** The town is now taking legal action at this residence for noncompliance.

**HALLOWELL ROAD:** A company has made several inquires regarding a battery storage facility for solar power. We need to collect more information on this type of project and have the Planning Board involved.

**MCLAUGHLIN CIRCLE:** A resident there will be doing a small-scale in-house hair salon which should be up and running within a few weeks.

**COLLINS ROAD:** I have another illegal junk yard I am working on. The owners will be given a chance to make a substantial effort to clean up or face court action.

**WINDSOR ROAD:** I had a complaint of junk in a dooryard, debris being dumped near the stream and chickens running loose in a neighbor's yard. I spoke with the persons responsible. A few weeks later the junk was clean up. D.E.P. was notified of the stream issue.

**RIVER ROAD UPDATE:** I made contact with the owner of the residence that was damaged by fire. The owner will be rebuilding the residence over the summer. He has applied for permits.

**DANGEROUS BUILDING AND ILLEGAL JUNK YARDS IN TOWN:** I have been in contact with the town attorney and we are actively working on cases in town with property owners that do not make an effort to comply with the law and town ordinances. When we go to court the town will be asking for reimbursement of funds the town expends to clean these places up to include a lien on the resident's property.

**EASTERN AVENUE-**I have relayed more information the state regarding the tire piles. I have contacted D.E.P. again and have not heard back on their progress.

**RIVER ROAD-**A business wants to put a business sign up on their property. I advised they can after getting written permission from D.O.T. due to their right of way. I give this same advice of any State or State aid road. I file the document from D.O.T. under map and lot#. This protects the town and land owner. **UPDATE:** The land owner has written documentation now and it will be attached their map and lot#.

**MCGLAUGHLIN CIRCLE:** A property owner there has been going through the process to give a family member 3 acres of her property. The property owner was advised to notify all persons in the subdivision and to get a letter from D.E.P. stating the land she intends to give a family member is okay to build on. To date, April 30<sup>th</sup> 2022 this still hasn't met the requirements give to the Planning Board. **UPADTE:** All certified letters have been sent out and the landowners have

all receipts. They are now waiting for a letter from D.E.P.

During this time period I have received many calls from realtors checking on residences in town. In most cases they want to know if they can add another dwelling to the same property or if they can have an in-law type apartment. I contribute the numerous calls to the housing situation today. In many cases they may have the extra room for another bedroom but the septic systems aren't large enough to accommodate more bedrooms. Adding additional bedrooms can be allowed if the septic system is large enough. Often, if the septic system is older there are no records making it difficult to determine the size of the system.

**TRUMAN DRIVE:** I was called there by state police after an arrest was made for domestic abuse. Troopers on scene wore protective gear to enter the house. I was called there for health reasons. I responded. It was a health hazard for the occupants to include their animals. I called the ACO regarding the animals There is an illegal junk yard on the property. This is under investigation.

**WINDSOR ROAD:** I spoke with a resident who has multiple vehicles in their yard which are not registered or inspected. I gave the resident chance to clean up. Since my visit they have done nothing. I will be referring the case to the town attorney for court action.

Greg Lumbert

CEO Chelsea

Tax Increment Financing Worksheet

UNAUDITED

Expense	Revenue	Notes	Balance
7/1/2021		Journal	\$394,479.67
Commitment	10/14/2021 1ST HALF		\$458,961.63
Intern Grant	7/14/2021	REIMBURSEMENT	\$460,961.63
	4/15/2022 2ND HALF		\$528,443.57
Intern P/R 2022	\$4,875.50	3,32,56,79,103	
Intern admn fee	\$250.00	57	
KVCOG Dues	\$3,511.00	14	
H&S Coord(Bowman)	\$11,000.00	14,57,111,152,205,266,321,378,421,483,529	
FT 1/2 Principal	\$17,735.33	102	
FT 1/2 Interest	\$645.44	102	
Newsletter	\$759.88	152	
Butternut Park	\$2,622.38	176,205,543	
E.D. Coordinator	\$3,195.00	176,378	
AFC Lunches	\$402.03	176,226,266,300,321 and 483 and 543	
Christmas Festival	\$1,112.06	244	
MCCA Dues	\$100.00	266	
Dec Newsletter	\$730.79	300	
Mar Newsletter	\$767.60	421	
Markham Tent Purchase	\$1,150.00	Used Tent	
Markham Tent Purchase	\$250.00	Side curtains	
June Newsletter			

As of 06/08/21

\$49,107.01

\$479,336.56



**2021-22 Chelsea Heating Assistance Program**

			Fund	G2-3601
		Beg.		
		Balance		7/1/2020
				\$2,931.06
Income:				
Donation	11/9/2021	Pooler	\$500.00	
	6/9/2022	BOS	\$500.00	
				<hr/>
				\$3,931.06
Expenses:				
Grant	E5	C21-22-01	\$309.90	1/7/2022
Grant				
Grant				
				<hr/>
	Ending Balance		6/30/2022	\$3,621.16





JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

TRANSMITTED VIA ELECTRONIC MAIL

June 10, 2022

560 Togus Road  
Chelsea, ME 04330

Re: Investigation of PFAS in Maine in Chelsea

Dear Scott Tilton,

As a follow-up to our telephone conversation on June 9, 2022, this letter is to inform you that the Maine Department of Environmental Protection (DEP) is beginning an investigation into the presence of per- and polyfluoroalkyl substances (PFAS) from the land application of septage in your municipality. This represents another aspect of the DEP's statewide investigation for the implementation of Public Law 2021, Chapter 478, An Act To Investigate Perfluoroalkyl and Polyfluoroalkyl Substance Contamination of Land and Groundwater, effective October 18, 2021.

The purpose of DEP's investigation is to identify sites statewide that are impacted by PFAS, identify drinking water supplies that are impacted above Maine's Interim Drinking Water Standard for PFAS, and provide impacted individuals with water that is below the standard.

Septage sites have been identified based on DEP licensing information. Please keep in mind that a site may include several physical locations and may also cross district, town, and county boundaries.

This investigation is being conducted by environmental consultants retained by DEP that have been pre-qualified through a competitive qualification and bidding process. The investigation will include sampling soils and groundwater from properties where septage was licensed to be land applied. The environmental consultant will request permission to sample and test drinking water supplies from individual home and/or property owners in the direct vicinity of the sites. Sampling has not been scheduled yet but will be scheduled during the field season.

PFAS are considered emerging contaminants and are not currently regulated by the U.S. Environmental Protection Agency (U.S. EPA). In Maine however, emergency legislation became effective June 21, 2021, setting forth an interim drinking water standard of 20 parts per trillion for the sum of six PFAS (PFOA, PFOS, PFNA, PFHxS, PFHpA, and PFDA). This is described in Resolve 2021, Chapter 82, Resolve, To Protect Consumers of Public Drinking Water by Establishing Maximum Contaminant Levels for Certain Substances and Contaminants.

AUGUSTA  
17 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0017  
(207) 287-7688 FAX: (207) 287-7826

BANGOR  
106 HOGAN ROAD, SUITE 6  
BANGOR, MAINE 04401  
(207) 941-4570 FAX: (207) 941-4584

PORTLAND  
312 CANCO ROAD  
PORTLAND, MAINE 04103  
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE  
1235 CENTRAL DRIVE, SKYWAY PARK  
PRESQUE ISLE, MAINE 04769  
(207) 764-0477 FAX: (207) 760-3143

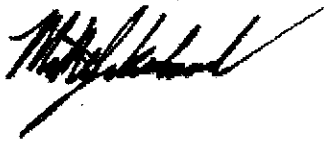
Investigation of PFAS in Maine

We understand that you may have questions and concerns regarding our investigation. General questions about the investigation by DEP or that are being conveyed to you through your constituents should be directed to David Madore, Deputy Commissioner and Communications Director, [David.Madore@maine.gov](mailto:David.Madore@maine.gov), 207-287-5842. You can also visit our webpage located at: <http://www.maine.gov/dep/spills/topics/pfas/index.html>. This webpage is currently under development, but more information about the ongoing investigation is planned to be made available.

Please contact me if you have any questions about an investigation at a specific property. I may be reached at 207-512-0062, or [Michael.Jakubowski@maine.gov](mailto:Michael.Jakubowski@maine.gov).

Thank you for your assistance in this important investigation.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Jakubowski", with a stylized flourish at the end.

Michael Jakubowski, Residuals Management Unit Leader  
Division of Materials Management  
Bureau of Remediation and Waste Management

Copy: Tracy Kelly, DEP





STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

Janet T. Mills  
GOVERNOR

Bruce A. Van Note  
COMMISSIONER

June 7, 2022

Town of Chelsea  
Attn: Town Clerk  
50 Togus Road  
Chelsea, ME 04330-1272

RE: Resident Assignment Letter – Pavement Milling, Ultra-Thin Bonded Wearing Course  
With Drainage Improvements

City/Towns: Augusta, Chelsea, Jefferson, Whitefield & Windsor

WIN: 025765.00  
Project: 2576500

This is to advise you that the Maine Department of Transportation awarded a contract for the above referenced project. The Contractor on this project is All States Construction, Inc., 325 Amherst Road, Box 91, Sunderland, MA 01375.

The Resident representing the State of Maine Department of Transportation is Adam Fullmer, there will be a field office located on this project, and, he can be reached through his cell phone number (207) 592-4189 or his email address at [adam.fullmer@maine.gov](mailto:adam.fullmer@maine.gov).

Residents and property owners adjacent to this project may contact Adam Fullmer regarding construction activities, or for obtaining information in connection with this project.

In the event that our Resident cannot be contacted at the project site, you may contact me, Thomas Stevens at (207) 592-4508.

Sincerely,

Thomas R. Stevens  
Project Manager  
Highway Program

Cc: Adam Fullmer - Resident  
Project File

