



**Agenda  
Selectboard Meeting  
January 11, 2023  
Chelsea Town Office  
Regular Meeting  
6:30PM**

- I. Call Meeting to Order | Pledge of Allegiance**
- II. Public Comment on Items Not on Agenda**
- III. Public Hearing:**
  - A. None
- IV. Adjustments to the Agenda**
- V. Approval Consent Agenda Items:**
  - A. Payroll Warrant #35 in the amount of **\$15,675.91**
  - B. A/P Warrant #34 in the amount of **\$19,702.29**
  - C. A/P Warrant #36 in the amount of **\$9,451.99**
  - D. A/P Warrant #37 in the amount of **\$12,840.43**
  - E. Payroll Warrant #38 in the amount of **\$8,477.47**
  - F. A/P Warrant #39 in the amount of **\$285,155.82**
  - G. Minutes of November 30, 2022 Meeting
  - H. Minutes of December 15, 2022 Meeting
  - I. Minutes of December 28, 2022 Meeting (None/lack of a quorum)
- VI. Scheduled Items:**
  - A. New Business:

1. Appointment of Budget Committee Member(s)
2. Approval of FY24 Budget Review Schedule
3. Approve Meeting Calendar for 2023 (two options available)
4. Discussion Surrounding the Comprehensive Plan
5. Request from Town Manager to Accept Bangor Payroll Pricing Proposal

**B. Old Business:**

1. Discussion Surrounding Possible Expansion of Town Facilities (from 12/15/22 meeting)
2. Discussion Surrounding the Possibility of Once-a-Month Meetings (from 12/15/22 meeting)
3. Discussion and Possible Acceptance of Economic Development Position Proposal (from 12/15/22 meeting)
4. Discussion of the Governor's Office of Policy, Innovation, and the Future's Community Resilience Partnership Grant Opportunity (from 12/15/22 meeting)
5. Continue Discussion Surrounding Disbursement of Food Bank Funds | \$3,500 Remaining (from 12/15/22 meeting)

**VII. Legal:**

- A. NONE

**VIII. Written Communication:**

- A. Town Manager Report
- B. Town Clerk Report
- C. Code Enforcement Report
- D. Animal Control Report

**IX. Verbal Communication:**

- A. SVRSU #12 School Board
- B. Boards and Committees
- C. Municipal Officers/Assessors Comments and Concerns

**X. Adjournment**



# Town of Chelsea, Maine

560 Togus Road  
Chelsea, Maine 04330

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

<b>Meeting Date</b>	<b>January 11, 2023</b>	<b>Agenda Item #</b>	<b>V.A.-V.I.</b>
<b>Agenda Item</b>	<b>Approval Consent Agenda Items</b>		
<b>Est. Cost</b>	<b>See below</b>		
<b>Background Information</b>	This agenda item is the approval of the consent agenda items V.A-V.I. They are as follows:		
	A. Payroll Warrant 35 in the amount of \$15,675.91		
	B. A/P Warrant #34 in the amount of \$19,702.29		
	C. A/P Warrant #36 in the amount of \$9,451.99		
	D. A/P Warrant #37 in the amount of \$12,840.43		
	E. Payroll Warrant #38 in the amount of \$8477.47		
	F. A/P Warrant #39 in the amount of \$285,155.82		
	G. Minutes of November 30, 2022 Meeting		
	H. Minutes of December 15, 2022 Meeting		
	I. Minutes of December 28, 2022 Meeting (None/lack of a quorum)		
<b>Town Manager and/or Dept. Recommendation</b>	<b>The Town Manager recommends approval of the above consent agenda items.</b>		
<b>Requested Action</b>			
<b>Departmental Follow-Up</b>			
<b>Miscellaneous</b>			



**Agenda**  
**Selectboard Meeting**  
**November 30, 2022**  
**Chelsea Town Office**  
**Regular Meeting**  
**6:30PM**

Selectboard members in attendance: Vice-Chair Sheri Truman, and Selectboard Member Jason Mills

Selectboard member absent: Chair Mike Pushard

**I. Call Meeting to Order | Pledge of Allegiance**

Vice-Chair Truman called the meeting to order at 6:30.

**II. Public Comment on Items Not on Agenda**

Plowing contractor Mike Burgess was present and a discussion ensued with the Board and Mr. Burgess regarding the plow contract and the expectations of the Board.

**III. Public Hearing:**

A. None

**IV. Adjustments to the Agenda**

None

**V. Approval Consent Agenda Items:**

A. Payroll Warrant #27 in the amount of **\$9,668.91**

- B. A/P Warrant #28 in the amount of **\$72,512.47**
- C. Minutes of October 26, 2022 Meeting
- D. Minutes of November 9, 2022 Meeting

The Town Manager asked for the addition of payroll warrant #29 in the amount of \$1,413.20. An explanation of why the additional corrected payroll warrant was created.

**ACTION:** Selectboard Member Mills motioned to approve the consent agenda as presented with the addition of payroll warrant #29 in the amount of \$1,413.20. Vice-Chair Truman seconded. No discussion. 2-0-0.

## **VI. Scheduled Items:**

### **A. New Business:**

#### **1. Resolution Adopting the Chelsea Heart & Soul Community Statements**

The Chelsea Heart & Soul committee provided an explanation of the history as to how the program got to where it is today. The board was being asked to adopt the resolution so that it may be published, and next steps can ensue. Vice-Chair Truman and Selectboard Member Mills thanked the group for all of their work.

**ACTION:** Vice-Chair Truman motioned to adopt the Chelsea Heart & Soul resolution with five statements. Selectboard member Mills seconded. No discussion. 2-0-0.

#### **2. Solar Ordinance Moratorium Extension**

The Town Manager gave a brief explanation of the moratorium extension for a solar ordinance. This would extend the moratorium for an additional 180 days unless sooner revoked by the municipal officers or the legislative body at a town meeting.

**ACTION:** Vice-chair Truman motioned to adopt the moratorium extension for another 180 days unless sooner revoked by the municipal officers or the legislative body at a meeting. Selectboard member Mills seconded. No discussion. 2-0-0.

3. Chelsea 4Twenty License Application and Approval

Town Manager Landes briefed the board that this agenda item was a formality due to ordinance requirements. All paperwork is in order. This will be for a caregiver license/location only.

**ACTION:** Selectboard member Mills motioned to approve the license for Chelsea 4Twenty. Vice-chair Truman Seconded. No Discussion. 2-0-0.

4. Banking Proposal | Bangor Savings Bank

The Town Manager briefed the board on the proposal to attempt a streamlining process for the financial aspects of the accounting system. This proposal will alleviate some of the steps that was formally in place and also allow for a check machine to be at the town office to get checks into the account the next day.

**ACTION:** Vice-chair Truman motioned to approve the banking proposal from Bangor Savings Bank. Selectboard member Mills seconded. No discussion. 2-0-0.

5. Consideration of Closing Early for Friday Before Christmas (Observed as the Christmas Eve Day)

The Town Manager asked the board to consider closing the office at a half day in lieu of the observed holiday falling on a closed office day. The audience suggested to the board that they grant a full day off for the employees.

**ACTION:** Selectboard member Mills motioned to close the town office on Friday, December 23, 2022. Vice-chair Truman seconded. No discussion. 2-0-0.

B. Old Business:

1. NONE

**VII. Legal:**

- A. NONE

**VIII. Written Communication:**

- A. Town Manager Report

The town manager briefed the board that the supper was a success and well received. Eight to nine volunteers have stepped forward for the birthday celebration. The road advisory committee will be meeting the 21<sup>st</sup> at 5pm. The financials were reviewed and were in good shape. The furnace has been an issue for a few days.

- B. Town Clerk Report
- C. Code Enforcement Report
- D. Animal Control Report

**IX. Verbal Communication:**

- A. SVRSU #12 School Board
- B. Boards and Committees
- C. Municipal Officers/Assessors Comments and Concerns

**X. Executive Session:**

- A. None

**XI. Adjournment**

Vice-chair Truman motioned to adjourn. Selectboard member Mills seconded. No discussion. 2-0-0. Adjourned at 7:18pm.

A true copy attest:

*Christine M. Landes*

Christine M. Landes, Town Manager

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Chair Mike Pushard (absent)

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Vice-chair Sheri Truman

---

Selectboard member Jason Mills

---

Town Clerk Cheryl Mitchell



**Agenda**  
**Selectboard Meeting**  
**\*December 15, 2022\***  
**\*(rescheduled from the 12/14/2022 planned meeting)\***  
**Chelsea Town Office**  
**Regular Meeting**  
**6:30PM**

Selectboard members in attendance: Vice-Chair Sheri Truman and Selectboard Member Jason Mills

Selectboard member absent: Chair Mike Pushard

Staff Present: Town Manager Christine Landes

**I. Call Meeting to Order | Pledge of Allegiance**

Vice-Chair Truman called the meeting to order at 6:30pm.

**II. Public Comment on Items Not on Agenda**

Mr. Randy McGee expressed his concern regarding the plow contract and the condition of the trucks that are at the town property. The board explained that the town does not enforce motor vehicle rules and that the town does have a back-up plan should something go awry. The board will look at the contract language in the future to address registered and inspected vehicles.

**III. Public Hearing:**

A. None



#### **IV. Adjustments to the Agenda**

None

#### **V. Approval Consent Agenda Items:**

- A. Payroll Warrant #32 in the amount of **\$7,995.41**
- B. A/P Warrant #30 in the amount of **\$9,763.48**
- C. A/P Warrant #31 in the amount of **\$480,015.47**

**ACTION:** Selectboard member Mills motioned to approve the consent agenda detailed with the addition of A/P Warrant #33 in the amount of \$28,056.89. Vice-Chair Truman seconded. No discussion. 2-0-0.

#### **VI. Scheduled Items:**

##### **A. New Business:**

1. Discussion Surrounding Possible Expansion of Town Facilities

**Action:** None taken due to absence of Chair Pushard. Will be brought back to the 12/28/22 meeting.

2. Discussion Surrounding the Possibility of Once-a-Month Meetings

**Action:** None taken due to absence of Chair Pushard. Will be brought back to the 12/28/22 meeting.

3. Discussion and Possible Acceptance of Economic Development Position Proposal

**Action:** None taken due to absence of Chair Pushard. Will be brought back to the 12/28/22 meeting. The Town Manager will develop a proposal with Mr. Drost and bring it back to the next meeting.

4. Discussion of Original Proposal to Expand TIF District in Chelsea

Town Manager Landes explained that after doing some research and discussing the original plan with various individuals, at this time it would be in the towns best interest to not expand the TIF district to include the solar farm property.

**ACTION:** Vice-Chair Truman motioned to not move forward at this time with the inclusion of the solar farm property into the TIF district. Selectboard member Mills seconded. No discussion. 2-0-0.

5. Discussion of the Governor's Office of Policy, Innovation, and the Future's Community Resilience Partnership Grant Opportunity

It was the consensus of the board to move forward with this grant opportunity. The Town Manager will work on a resolution and bring it back to the next meeting.

6. Accept Maine Connectivity Authority Grant in the Amount of \$10,000

The Town Manager explained the grant that was recently awarded to the town. Town Manager Landes will work to complete paperwork.

**ACTION:** Selectboard member Mills motioned to accept the Maine Connectivity Authority Grant in the amount of \$10,000. Vice-Chair Truman seconded. No discussion. 2-0-0.

7. Approval of Disbursement to the Chelsea Food Bank and Other Food Programs

The board was asked to make a decision surrounding the food bank disbursement of the \$4,500 approved at town meeting. The board was in consensus to distribute \$1,000 to Chelsea Food Bank and then decided at the next meeting where to allocate the rest.

**ACTION:** Vice-Chair Truman motioned to distribute \$1,000 to the Chelsea Food Bank. Selectboard member Mills seconded. No discussion. 2-0-0.

8. Spirit of America Recipient for 2023

The board was asked to choose a Spirit of America Recipient for 2023. Vice-Chair Truman mentioned that there are many individuals worthy of the award and it was hard to choose just one.

**ACTION:** Vice-Chair Truman motioned to award the 2023 Spirit of America Award to Scott and Dot Grady. Selectboard member Mills seconded. No discussion. 2-0-0.

B. Old Business:

1. NONE

**VII. Legal:**

- A. NONE

**VIII. Written Communication:**

- A. Town Manager Report
- B. Town Clerk Report

- C. Deputy Town Clerk Report
- D. Code Enforcement Report
- E. Animal Control Report

**IX. Verbal Communication:**

- A. SVRSU #12 School Board
- B. Boards and Committees

Dot Grady provided an update on the sand delivery and pick-up program. The committee was a recipient of a \$2,000 grant and made \$526 on the dessert auction and \$126 on the gift bag raffle. The next luncheon will be January 19, 2023.

- C. Municipal Officers/Assessors Comments and Concerns

**X. Executive Session:**

- A. None

**XI. Adjournment**

**ACTION:** Vice-Chair Truman motioned to adjourn at 7:16pm. Selectboard member Mills seconded. No discussion. 2-0-0.

A True Copy Attest:

*Christine M. Landes*

Christine M. Landes,  
Town Manager

\_\_\_\_\_  
Chair Mike Pushard (absent)

\_\_\_\_\_  
Vice-Chair Sheri Truman

\_\_\_\_\_  
Selectboard Member Jason Mills

\_\_\_\_\_  
Cheryl Mitchell, Town Clerk



# Town of Chelsea, Maine

560 Togus Road  
Chelsea, Maine 04330

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

<b>Meeting Date</b>	<b>January 11, 2023</b>	<b>Agenda Item #</b>	<b>VI.A.1.</b>
<b>Agenda Item</b>	<b>Appointment of Budget Committee Members</b>		
<b>Est. Cost</b>	n/a		
<b>Background Information</b>	<p>Per the budget committee bylaws, the board is to annually appoint members from residents completing a volunteer application form (registered voters and not employees) to serve on the budget committee. Currently we have Michael Brunelle (2025) and Scott Grady (2023).</p> <p>The committee needs five members and two alternates.</p> <p>The following needs to be filled:</p> <p>One year term   one member: Scott Grady</p> <p>Two-year term   two members: two vacancies</p> <p>Three-year term   two members: Michael Brunelle and one vacancy</p> <p>Two alternates   no term specified: two vacancies</p> <p>After this is established once again, we can proceed to three-year terms.</p> <p>Town Clerk Mitchell has been diligently working on updating boards and committees and at this time does not have statements from interested parties.</p>		
	<b>Town Manager and/or Dept. Recommendation</b>	The Town Manager does not have a recommendation.	
	<b>Requested Action</b>		
	<b>Departmental Follow-Up</b>		
	<b>Miscellaneous</b>		

**Budget Committee By Laws  
Town of Chelsea**

**September 26, 2012  
As Amended: October 24, 2012**

**Purpose**

The Budget Committee of the Town of Chelsea has been established for the purpose of determining the fiscal status of the town, to review the budget proposals presented to it by the Board of Selectmen and to make recommendations to the annual Town Meeting and Special Town Meetings regarding all warrant articles which have a financial impact.

**Organization**

The Board of Selectmen of the Town shall annually, in the month of August, appoint members from residents completing a volunteer application form, whose name appears on the list of registered voters of the Town of Chelsea and citizens who are not employed by the Town to serve on the Budget Committee

When the Budget Committee is first established, the Board of Selectmen shall appoint five people to serve

Those appointed shall, by lot, determine one member who will serve one year, two members who will serve two years, and two members who will serve three years. The Board of Selectmen shall appoint two alternate members, who shall attend meetings and vote if needed.

After the first appointments, the Board of Selectmen shall appoint members to the Budget Committee for three year terms.

Members of the Budget Committee may resign their position in writing to the Board of Selectmen who will then fill the opening for the remainder of the term. Any Budget Committee member who fails to attend two consecutive meetings without being excused by the Chairman of the committee shall be removed from the committee and the Board of Selectmen shall appoint a replacement to complete the un-expired term.

The first meeting of the Budget Committee shall take place not later than September annually. The meeting shall be called by the Town Clerk who will notify the members of the committee in writing and post a notice of the meeting at the Town Office.

At the first meeting annually, the committee shall select from its membership a chairperson, a vice-chairperson, and a secretary.

The chairperson shall preside at all meetings of the committee. In the absence of the chairperson, the vice chairperson shall run the meeting.

The secretary shall keep an accurate record of the decisions and actions taken by the committee and make the minutes available to the town by posting them at the town hall

All meetings of the Budget Committee shall be open to the public in accordance with the State of Maine Freedom of Access Law.

Three members of the committee shall constitute a quorum for the conducting of business. In the absence of a quorum, an informational meeting may be held but no action may be taken.

### **Responsibility**

The Budget Committee shall hold meetings as necessary to hear presentations from representatives of the Town and outside bodies regarding their proposed annual budget.

The Budget Committee shall, by majority vote of the committee members present and voting, make recommendations regarding each warrant article having a financial impact whether at the Annual Town Meeting or a Special Town Meeting.

The Budget Committee shall review the long range capital improvement plan for the Town and its annual fiscal impact.

The Budget Committee shall meet as necessary, but not less than quarterly, to review the fiscal status as it relates to income and expenditures.

The Budget Committee shall annually review the report of the auditor and make recommendations to the Board of Selectmen for meeting the needs identified by the auditor.

***Amended this 24 day of October, 2012 by:***

\_\_\_\_\_  
***Benjamin Smith***  
***Board of Selectmen***

\_\_\_\_\_  
***Mike Pushard***

\_\_\_\_\_  
***Linda Leotsakos***

## BUDGET Roster

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**Name** BRUNELLE, MICHAEL  
**Address**

**Title**

**Term From** 07/01/2022

**Term To** 06/30/2025

**E-Mail**  
**Work**

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**Name** GRADY, SCOTT  
**Address**

**Title**

**Term From** 07/27/2022

**Term To** 06/30/2023

**E-Mail**  
**Work**



# Town of Chelsea, Maine

560 Togus Road  
Chelsea, Maine 04330

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

<b>Meeting Date</b>	<b>January 11, 2023</b>	<b>Agenda Item #</b>	<b>VI.A.2.</b>
<b>Agenda Item</b>	<b>Approval of FY24 Budget Review Schedule</b>		
<b>Est. Cost</b>	<b>n/a</b>		
<b>Background Information</b>	<p>Attached is a proposed budget committee   selectboard budget schedule. Having such a schedule allows members to plan for presentations and review budget proposals.</p> <p>I am asking the board to consider adopting such schedule as a working document that way we can get the information out there to the committee. It is understood that weather and other factors may affect the schedule.</p> <p>The first meeting would be held February 1, 2023, (charter deadlines presentation by February 15<sup>th</sup> of each year) whereas a presentation will be given by the Town Manager on the proposed budget. At that time, the budget books will be given out to all members for a workshop to be held by the board on 2/22/23 and the budget committee on 3/15/2023. All of this will be concluded by May 10, 2023 when the board signs the annual town meeting warrant. The annual town meeting would be on Thursday, June 15, 2023.</p>		
	<b>Town Manager and/or Dept. Recommendation</b>	<b>The Town Manager recommends adoption of the schedule as a working document.</b>	
	<b>Requested Action</b>		
	<b>Departmental Follow-Up</b>		
	<b>Miscellaneous</b>		



**Town of Chelsea**  
**FY 2024 Municipal Officers and Budget Committee Schedule**  
**All meetings start at 6:00PM at the Chelsea Town Office (unless noted)**

**December 2022**

Town Manager Landes will give meet with Chief Ramage to discuss fire department budget and reserve funding. Town Clerk Mitchell and Deputy Town Clerk Swanson will be provided budget sheet for elections and other miscellaneous categories.

**Tuesday, January 3, 2023**

Budget sheets due to the Town Manager

**Wednesday, February 1, 2023**

Presentation of proposed budget to the Municipal Officers and Budget Committee by Town Manager Landes

**Wednesday, February 22, 2023**

Municipal Officers Budget Workshop

**Wednesday, March 1, 2023**

Municipal Officers Budget Workshop (if necessary)

**Wednesday, March 15, 2023**

Budget Committee Workshop

**Wednesday, March 29, 2023**

Budget Committee Workshop (if necessary)

**Wednesday, April 19, 2023**

Municipal Officers and Budget Committee Public Hearing

**Wednesday, May 3, 2023**

Final review of budget by Municipal Officers and Budget Committee

**Wednesday, May 10, 2023**

Municipal Officers Review Warrant Articles and Sign Annual Town Meeting Warrant

**Thursday, June 15, 2023**

7:00 PM, Annual Town Meeting

Approved by Board of Selectmen 01/11/2023  
as a Working Document



# Town of Chelsea, Maine

560 Togus Road  
Chelsea, Maine 04330

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

<b>Meeting Date</b>	<b>January 11, 2023</b>	<b>Agenda Item #</b>	<b>VI.A.3.</b>
<b>Agenda Item</b>	Approve Meeting Calendar for 2023 (two options available)		
<b>Est. Cost</b>	n/a		
<b>Background Information</b>	<p>Attached are two proposals for meetings in the 2023 calendar year. Planning for this provides opportunity to schedule on various social media sites and platforms.</p> <p>The board has an option to consider one or two meetings a month (see item VI.B.2. agenda item).</p>		
<b>Town Manager and/or Dept. Recommendation</b>	The Town Manager does not have a recommendation at this time.		
<b>Requested Action</b>			
<b>Departmental Follow-Up</b>			
<b>Miscellaneous</b>	_____		

2023 Proposed Selectboard Meeting Schedule  
(one meeting per month)  
(does not include work sessions)

Dates

Wednesday, January 11, 2023

Wednesday, February 8, 2023

Wednesday, March 8, 2023

Wednesday, April 12, 2023

Wednesday, May 10, 2023

Wednesday, June 14, 2023

Wednesday, July 12, 2023

Wednesday, August 9, 2023\*

Wednesday, September 13, 2023

Wednesday, October 11, 2023

Wednesday, November 8, 2023

Wednesday, December 13, 2023

\* Town Manager absent

2023 Proposed Selectboard Meeting Schedule (two meetings per month)  
(does not include work sessions)

First Meeting

Second Meeting

Wednesday, January 11, 2023

Wednesday, January 25, 2023

Wednesday, February 8, 2023

Wednesday, February 22, 2023

Wednesday, March 8, 2023

Wednesday, March 22, 2023

Wednesday, April 12, 2023

Wednesday, April 26, 2023

Wednesday, May 10, 2023

Wednesday, May 24, 2023

Wednesday, June 14, 2023

Wednesday, June 28, 2023

Wednesday, July 12, 2023

Wednesday, July 26, 2023

Wednesday, August 9, 2023\*

Wednesday, August 23, 2023

Wednesday, September 13, 2023

Wednesday, September 27, 2023

Wednesday, October 11, 2023

Wednesday, October 25, 2023

Wednesday, November 8, 2023

Wednesday, November 29, 2023\*\*

Wednesday, December 13, 2023

Wednesday, December 27, 2023

\* Town Manager absent

\*\* Fifth Wednesday due to holiday



# *Town of Chelsea, Maine*

560 Togus Road  
Chelsea, Maine 04330

## **MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET**

<b>Meeting Date</b>	<b>January 11, 2023</b>	<b>Agenda Item #</b>	<b>VI.A.4.</b>
<b>Agenda Item</b>	<b>Discussion Surrounding the Comprehensive Plan</b>		
<b>Est. Cost</b>	<b>n/a</b>		
<b>Background Information</b>	<p>It has come to the Town Manager's attention that the comprehensive plan for the Town of Chelsea was never officially adopted. Attached is some research history surrounding the proposed comprehensive plan.</p> <p>As state law requires the adoption of a plan for each municipality, the Town Manage is asking the board to consider moving forward with establishing a committee to work on this. KVCOG is also available to help in the process.</p>		
	<p><b>Town Manager and/orDept. Recommendation</b></p> <p>The Town Manager recommends the formation of a comprehensive plan committee to develop a current comp plan.</p>		
	<p><b>Requested Action</b></p>		
	<p><b>Departmental Follow-Up</b></p>		
	<p><b>Miscellaneous</b></p> <p>_____</p>		

## ChelseaManager

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**From:** ChelseaDeputy  
**Sent:** Thursday, December 15, 2022 1:42 PM  
**To:** ChelseaClerk; ChelseaManager  
**Subject:** Comprehensive Plan

Hey all,

Here are some outlined notes from the Comprehensive Plan research so far (below), including paths for/to digital documents. Bottom line: we have a gap in minutes from January 2004 to April 2004 which could probably shed some light!

### Comprehensive plan research:

F:\bobette = lots of old/related files

2003 ('02-'03): Year ending June 30, 2003

- Annual Town Report (physical):
  - o "The Board of Selectmen recognizes the Comprehensive Plan committee for the hard work and dedication in writing a comprehensive plan for the Town of Chelsea..."

F:\Carol\Angie\Selectmen Minutes & agenda\Selectmen Minutes & agenda\2003

- Minutes, September 2, 2003
- NEW BUSINESS: Comprehensive plan review

F:\bobette\Comp Plan revision.doc = reject letter from state attorney (12-3-03)

- Rejected in '03; need to look in '04 onward

### 2004: Missing minutes from Jan - April

- We do not have physical or digital copies of BOS minutes from Jan- April 2004
- Notes from *Planning Board* minutes:
  - o Physical copies:
    - 1-14-2004
      - "Old Business: Comprehensive Planning Committee Update"
    - 2-11-2004
      - CP Committee met with Frank Hample (State Planning Office) to discuss "inconsistencies"
      - States they'll discuss in March; they do not.
  - o Digital copies:
    - H:\clerk\Planning Board\PlanningBoardMinutes31203.doc
      - References Comprehensive Plan development

F:\Carol\Angie\Selectmen Minutes & agenda\Selectmen Minutes & agenda\2005\Select\_Minutes\_110105.doc

- "PLANNING BOARD/BOARD OF APPEALS – MJ stated the board is still adjusting to the reorganization, reviewing the subdivision ordinance and reading the comp plan."

F:\Carol\Angie\Selectmen Minutes & agenda\Selectmen Minutes & agenda\2006\sm103006.doc

- 6. Comprehensive Plan – Discussion was postponed to another meeting.

F:\Carol\Angie\Selectmen Minutes & agenda\Selectmen Minutes & agenda\2006\sm112706.doc

- 9. Comprehensive Plan – A brief discussion was given about possible creation of a Road Committee as recommended in the Comprehensive Plan. The Board members will consider names of possible members.

F:\Carol\Angie\Selectmen Minutes & agenda\Selectmen Minutes & agenda\2008\Minutes 12-22-08 BOARD OF SELECTMEN.rtf

- PUBLIC COMMENT: (Refer To Select Board Policy): Dick Condon spoke about the Road Committee. He was joined by Peter Hansen. One item raised was potential liability for members, which Kay will check with MMA on; also limited discussion on the status of the committee and how that supports the intent of the Comprehensive Plan. The concept of the committee's sphere of influence was discussed (unlike the Planning Board, etc./has no authority for action) simply an advisory body for the Town Manager.

F:\Carol\Angie\Selectmen Minutes & agenda\Selectmen Minutes & agenda\2009\Minutes 03-16-09 BOARD OF SELECTMEN.doc

- 5. OLD BUSINESS: C. Dick Condon led a spirited discussion on establishing the Road Committee as a permanent committee. The final result was that a motion was made, seconded, and unanimously supported by the Select Board to establish this committee of appointed members per ordinance by the Planning Board to function in an advisory capacity to the Town Manager and Select Board. It is noted that the committee will provide planning and problem solving input, and utilize the Maine Local Roads software as a primary tool. It is intended that this committee will complement the Comprehensive Plan.

Cody Swanson  
Deputy Town Clerk  
Town of Chelsea  
560 Togus Rd  
Chelsea, ME 04330  
(207) 582-4802  
Fax: (207) 588-0025  
chelseadeputy@chelseamaine.org

Office of: Tax Collector  
Town Manager  
Code Enforcement Officer

\* \* Telephone (207)-582-4802 \* \*  
Fax: (207)- 588-0025  
E-Mail: cto04330@aol.com

Office of: Selectman  
Treasurer  
Assessor

***Town of Chelsea  
560 Togus Road  
Chelsea, ME 04330-1272***

December 9, 2002

Matt Nazar – Senior Planner  
State of Maine  
Executive Department  
State Planning Office  
38 State House Station  
Augusta, ME 04333

Dear Mr. Nazar:

This letter is to request the first payment of 30% of the Comprehensive Planning Grant contract in the amount of \$5,400. It is my understanding that the contract between the Town of Chelsea and the State Planning Office stipulates that these funds can be release by written request form the Town of Chelsea.

Thank you for your prompt attention to this matter.

Sincerely,

Robert E. Drisko  
Town Manager



Dear Bob:

I'm writing in response to your email received today regarding the town's revised comprehensive plan. As I understand the situation, in July 2003, the voters approved a new comprehensive plan. It was then submitted to the State Planning Office for their review and approval. The State has notified the town that it cannot approve the plan, citing a number of deficiencies. You have asked whether you need to get approval from the voters for the revised plan before submitting it to the State.

My advice would be to submit the revised plan to the State for review before seeking voter approval, making it clear to the State that what is being submitted is a draft which has not yet been adopted by the town. That way, if the State wants you to make further revisions, you can do so without having multiple town meeting votes. You can keep the public informed about the revisions that are being made by scheduling one or more public hearings. Once you have the plan revised to the State's satisfaction, then you can submit it to the voters for approval. If the voters don't like the revised version, they are free to vote against it.

If you think that there are political reasons for having a town meeting vote first to give you clear authority to submit the revised plan to the State, I have no problem with that from a legal standpoint. The town may disagree with the conclusions of the State Planning Office regarding deficiencies in the plan approved in July and may want to wait and see if the plan is challenged in court. But if you are asking whether you must legally get the town's permission to prepare a revised plan and submit it to the State, my answer is that such a vote is not required.

I hope this is helpful. Feel free to contact me if you have any questions.

Sincerely,

Becky Seel  
Senior Staff Attorney  
Legal Services Dept.  
Maine Municipal Assoc.

12-3-03



# Town of Chelsea, Maine

560 Togus Road  
Chelsea, Maine 04330

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

Meeting Date	January 11, 2023	Agenda Item #	VI.A.5.
Agenda Item	Request from Town Manager to Accept Bangor Payroll Pricing Proposal		
Est. Cost	n/a		
Background Information	<p>The Town Manager has been diligently working through processes in the office to make things more streamlined, efficient, and cost effective.</p> <p>As part of that process, the Town Manager is requesting the board to consider a proposal from Bangor Savings Payroll that will switch the payroll to weekly, send all direct deposits to employees, submit retirement funds to ICMA, and file all required reports with the federal and state government.</p> <p>The Town Manager will explain the proposal and what is included/excluded in the request.</p> <p>The Town Manager would request that the payroll process start in the third week of March (when there is three payrolls in the month) when the switch would be more plausible for the employees.</p> <p>Until such time as a new budget is approved in the next fiscal year, the funding could be from contingency which has a balance of about \$3100 as of this meeting.</p>		
	Town Manager and/or Dept. Recommendation	The Town Manager recommends the town of Chelsea enter into a payroll proposal with Bangor Payroll.	
	Requested Action		
	Departmental Follow-Up		
	Miscellaneous		

# Bangor Payroll®

## Town of Chelsea

Christine Lanes  
560 Togus Rd  
Chelsea, ME 04330  
207-582-4802  
[chelseamanager@chelseamaine.org](mailto:chelseamanager@chelseamaine.org)

Contingency E1159210  
Balance as of 1/4 = 3166.51

## Pricing Proposal

09/08/2022

Weekly Payroll

Number of Employees: 4

Number of Locations: 1

ESSENTIAL PAYROLL BUNDLE	Base	Qty	Per	Weekly Payroll Fee
Payroll & Tax Processing base fee includes the first 10 pays	\$48.00	4	\$2.00	\$48.00
Tax Filing				included
Paperless Payroll				included
Electronic Payroll Reports				included
Electronic Quarterly Reports				included
New Hire Reporting				included
Employee Self Service - Online				included
Direct Deposits				included
Check Signing & Sealing				included
Time Off Accruals				included
Pay As You Go Workers' Compensation File Transmission				included
HR Support Center				included
Poster Compliance Service bundle ONLY includes one poster, fees apply for additional posters				included

Delivery Fees		
Electronic Delivery of Payroll and Reports	0	included
If Electronic Delivery is unavailable, U.S. Mail will be used at \$5.00 per delivery.		
If Electronic Delivery is unavailable, UPS Ground will be used at \$13.50 per delivery.		

Estimated Per Pay Period Cost **\$48.00**

MONTHLY SERVICE ITEMS	Minimum	Qty	Per	Monthly Fee
Bangor Time and Attendance - Swipeclock	\$40.00	4	\$4.00	\$40.00
Bangor Time Web Clock		1		\$0.00
Estimated Monthly Cost				<b>\$40.00</b>

QUARTERLY ITEMS	Minimum	Qty	Per	Quarterly Fee
Electronic Quarterly Report Access If paper quarterly return is requested, standard delivery method of U.S. Mail will be used at \$5.00 per delivery unless otherwise quoted.				included
Estimated Quarterly Cost				<b>\$0.00</b>

YEAR END ITEMS	Minimum	Qty	Per	Yearly Fee
W-2 Charges	\$100.00	4	\$5.00	\$100.00

Year-end W2s will be sent via UPS Ground at \$13.50 per delivery.

Estimated Yearly Cost	<b>\$100.00</b>
-----------------------	-----------------

SET UP AND ONE TIME FEES	Qty	Per	Fee
Payroll & Tax Processing Implementation Fee			\$500.00
Bangor Time and Attendance Implementation Fee			\$250.00
Web Clock Activation Fee	1	\$25.00	\$25.00
Total One Time Cost			<b>\$775.00</b>

***Quote Expires in 30 days***

#### Additional Fee Disclosure

Direct Deposit Returns	\$20.00 each
Stop Payments	\$34.00 each
Incoming Wire – Domestic	\$15.00 each
Outgoing Wire – Domestic	\$25.00 each
"Applied For" SIT or SUI ID#	\$25.00 each month it remains in "Applied For" Status
NSF Charges	\$100.00 1 <sup>st</sup> occurrence \$200.00 2 <sup>nd</sup> occurrence \$300.00 3 <sup>rd</sup> occurrence
Excessive NSF Fee (subject to termination)	\$500.00 each occurrence
Agency Checks	\$4.00 each, per processing
DHS Electronic Payments	\$2.00 per ee / per State, per Processing
Zero Dollar Filing Fee – Quarterly Tax Returns	\$50.00 per filing
Multiple State & Local Jurisdiction Reporting	\$12.00 per month, per State / Locality

Bangor Payroll

Town of Chelsea

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name Mikayla Plourde

Printed Name Christine Lanes

Date \_\_\_\_\_

Date \_\_\_\_\_

*Estimated fees are based on the services indicated on the Pricing Proposal at the rates and for the number of employees set thereon, assuming no changes in requirements, specifications, volumes or quantities. Total fees charged may change commensurate with the number of Client's employees being serviced. Additional services can be added by the Client at Bangor Payroll's then prevailing prices for such services.*

# Bangor Payroll®

## Town of Chelsea

Christine Lanes  
560 Togus Rd  
Chelsea, ME 04330  
207-582-4802  
[chelseamanager@chelseamaine.org](mailto:chelseamanager@chelseamaine.org)

## Pricing Proposal

09/08/2022

Weekly Payroll

Number of Employees: 4

Number of Locations: 1

ESSENTIAL PAYROLL BUNDLE	Base	Qty	Per	Weekly Payroll Fee
Payroll & Tax Processing base fee includes the first 10 pays	\$48.00	4	\$2.00	\$48.00
Tax Filing				included
Paperless Payroll				included
Electronic Payroll Reports				included
Electronic Quarterly Reports				included
New Hire Reporting				included
Employee Self Service - Online				included
Direct Deposits				included
Check Signing & Sealing				included
Time Off Accruals				included
Pay As You Go Workers' Compensation File Transmission				included
HR Support Center				included
Poster Compliance Service bundle ONLY includes one poster, fees apply for additional posters				included
<b>Delivery Fees</b>				
Electronic Delivery of Payroll and Reports		0		included
<i>If Electronic Delivery is unavailable, UPS Ground will be used at \$13.50 per delivery.</i>				
Estimated Per Pay Period Cost				<b>\$48.00</b>

YEAR END ITEMS	Minimum	Qty	Per	Yearly Fee
W-2 Charges	\$100.00	4	\$5.00	\$100.00
Year-end W2s will be sent via UPS Ground at \$13.50 per delivery.				
Estimated Yearly Cost				<b>\$100.00</b>

SET UP AND ONE TIME FEES	Qty	Per	Fee
Payroll & Tax Processing Implementation Fee			\$100.00
Total One Time Cost			<b>\$100.00</b>

**Quote Expires in 30 days**

### Additional Fee Disclosure

Direct Deposit Returns	\$20.00 each
Stop Payments	\$34.00 each
Incoming Wire – Domestic	\$15.00 each
Outgoing Wire – Domestic	\$25.00 each
"Applied For" SIT or SUI ID#	\$25.00 each month it remains in "Applied For" Status
NSF Charges	\$100.00 1 <sup>st</sup> occurrence \$200.00 2 <sup>nd</sup> occurrence \$300.00 3 <sup>rd</sup> occurrence
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DHS Electronic Payments	\$2.00 per ee / per State, per Processing
Zero Dollar Filing Fee – Quarterly Tax Returns	\$50.00 per filing
Multiple State & Local Jurisdiction Reporting	\$12.00 per month, per State / Locality

Bangor Payroll

Town of Chelsea

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name Mikayla Plourde

Printed Name Christine Lanes

Date \_\_\_\_\_

Date \_\_\_\_\_

*Estimated fees are based on the services indicated on the Pricing Proposal at the rates and for the number of employees set thereon, assuming no changes in requirements, specifications, volumes or quantities. Total fees charged may change commensurate with the number of Client's employees being serviced. Additional services can be added by the Client at Bangor Payroll's then prevailing prices for such services.*





# Town of Chelsea, Maine

560 Togus Road  
Chelsea, Maine 04330

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

<b>Meeting Date</b>	<b>January 11, 2023</b>	<b>Agenda Item #</b>	<b>VI.B.1.</b>
<b>Agenda Item</b>	<b>Discussion Surrounding Possible Expansion of Town Facilities (from 12/15/22 meeting)</b>		
<b>Est. Cost</b>	<b>n/a</b>		
<b>Background Information</b>	Brought back from the 12/15/22 meeting.		
	This agenda item has been requested by Chair Pushard to discuss the possible expansion of town facilities at the current location or another location. This discussion will give the Town Manager a starting point to move forward with plans for new town facilities.		
<b>Town Manager and/or Dept. Recommendation</b>	The Town Manager does not have a recommendation.		
<b>Requested Action</b>			
<b>Departmental Follow-Up</b>			
<b>Miscellaneous</b>			





# Town of Chelsea, Maine

560 Togus Road  
Chelsea, Maine 04330

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

<b>Meeting Date</b>	<b>January 11, 2023</b>	<b>Agenda Item #</b>	<b>VI.B.2.</b>
<b>Agenda Item</b>	Discussion Surrounding the Possibility of Once-a-Month Meetings (from 12/15/2022 meeting)		
<b>Est. Cost</b>	n/a		
<b>Background Information</b>	From 12/15/2022 meeting- also see agenda item VI.A.3.		
	This agenda item has been requested by Selectboard Member Mills. The board will have an opportunity to discuss the possibility of conducting once-a-month selectboard meetings. Of course, any work session, assessor meetings, or emergency meetings would be conducted as needed.		
	If the board decides that once a month is adequate, the Town Manager will continue to process warrants as needed and the board would be asked to come in and sign on off weeks therefore not delaying the disbursement of appropriations. As a matter of process, the board then would officially approve at the next meeting pending approval signatures on off weeks.		
	The current charter (section 4.6) states that the board shall hold regular meetings at least once-a-month.		
<b>Town Manager and/or Dept. Recommendation</b>	The Town Manager recommends the movement to once-a-month meetings.		
<b>Requested Action</b>			
<b>Departmental Follow-Up</b>			
<b>Miscellaneous</b>			



# Town of Chelsea, Maine

560 Togus Road  
Chelsea, Maine 04330

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

<b>Meeting Date</b>	<b>January 11, 2023</b>	<b>Agenda Item #</b>	<b>VI.B.3.</b>
<b>Agenda Item</b>	Discussion and Possible Acceptance of Economic Development Position Proposal (from 12/15/2022 meeting)		
<b>Est. Cost</b>	n/a		
<b>Background Information</b>	From 12/15/2022 meeting.		
	Attached is a proposal from the current contracted Economic Development Director, Matt Drost. His new proposal would also include planning tasks as an opportunity along with economic development. In the proposal there are several tasks that he would like to see implemented.		
	The proposed fee is \$45 an hour or can be set at a flat rate.		
	I would ask that the board give consideration to this proposal that he stated is negotiable. The Town Manager will be meeting with Mr. Drost on 12/22/2022 (after publication of this agenda) and will come forward with a planned proposal to the meeting.		
<b>Town Manager and/or Dept. Recommendation</b>	The Town Manager does not have a recommendation at this time.		
<b>Requested Action</b>			
<b>Departmental Follow-Up</b>			
<b>Miscellaneous</b>			

## **Contracted Planning and Economic Development Services Proposal**

### **Purpose and Need**

The Town of Chelsea will benefit from continued professional economic development services and the addition of professional planning services as a force-multiplier for Town staff and community groups already working to achieve the municipal and community vision for the future.

Contracted economic development services will enable the Town to achieve goals identified in the 2017 Strategic Economic Development Plan and better position Chelsea to attract and retain business and residents to the community while ensuring sustainability of identified economic development initiatives.

The addition of contracted planning services will support Chelsea in attaining any comprehensive planning and land use goals identified by the community as well as achieve compliance with existing and new land use laws and to establish efficient permit approval processes while planning for the future.

### **Scope of Services**

#### **Economic Development Tasks**

Provide technical assistance to the Town of Chelsea to seek funding and programming specific to community goals identified in 2017 Strategic Economic Development Plan.

→ Re-establish and provide technical assistance to the Economic Development Committee to implement Future Forward Chelsea and proactively seek opportunities to strengthen Chelsea's economy.

Provide quality customer service and high-level technical assistance to local businesses seeking to locate or enhance their business, and to community programs such as Age Friendly Chelsea and Chelsea Heart and Soul who offer programs and support for Chelsea residents.

Implement programs, such as a revolving loan fund and other programming, to attract and sustain businesses operating in the Town.

#### **Planning Tasks**

→ Provide technical assistance to Chelsea's Code Enforcement Officer and Planning Board on complex development opportunities, including plan review and interpretation.

Provide Planning Board administrative support through development of agenda, drafting of minutes, coordinating of applicants; as well as notification of abutters, public engagement, and scheduling.

Act as liaison between community officials and applicants for development plans and opportunities, assisting in community outreach and review of public and private projects.

Identify policies and develop ordinances or procedures to equitable and efficiently review permitting to be in alignment with Chelsea's development goals.

Conduct research and analysis on planning trends and legislation to maintain Chelsea's compliance with new and existing state laws, such as LD 2003 and other land use and municipal planning requirements.

# Matthew Drost

---

28 Lincoln Street, Randolph, Maine 04346 | 207-485-0259 | [matthew\\_drost@outlook.com](mailto:matthew_drost@outlook.com)

## Experience

### **TRANSPORTATION PLANNER | MAINEDOT | NOVEMBER 2021 - PRESENT**

- Develop and build strong relationships acting as the primary liaison between MaineDOT and county and local governments, business entities, and metropolitan and regional planning organizations
- Actively identify transportation needs and trends, as well as facilitate creative ways to connect people, funding, and programs to solve local and regional transportation problems
- Effectively communicate policies and messaging from MaineDOT as an extension of the Commissioners' Office, providing key departmental policy priorities and messaging across Maine
- Act as project manager for Maine's metropolitan and regional planning organizations, overseeing contract performance of their scopes of work, including trending, analysis, and opportunities
- Act as the primary broker for MaineDOT's Community Programs, the Planning, Municipal, Village, and Business Partnership Initiatives; Assist local officials define and achieve transportation opportunities
- Engage in the development of discretionary grants applications providing regional and statewide perspective on social, economic, and environmental needs and trends

### **CONSUMER EDUCATION COORDINATOR | MAINEHOUSING | MARCH 2019 – NOV. 2021**

- Administered the HUD Housing Counseling Grant and homebuyer education programs throughout the State of Maine, advancing initiatives to increase awareness of education and counseling in Maine
- Coordinated initiatives of MaineHousing's Strategic Plan and HUD Office of Housing Counseling Approved Work Plan to meet the needs of diverse and traditionally underserved populations
- Lead the Homeownership Departments business development efforts by identifying new partners, coordinate efforts for existing partner retention, and provide analysis on partner performance
- Procured federally funded purchases of goods and services, prepares requests and invitations for proposals, and executes professional service contracts for the Agency and partner organizations
- Provided professional support to Maine hoMEworks as a Board Member and Education Chair, lead organizations outreach activities and meetings; maintained list of industry-related legislative activity

### **HOUSING COUNSELOR | AVESTA HOUSING | JANUARY 2018 – MARCH 2019**

- Scheduled, organized, and facilitated a series of home buyer education courses, developed curriculum, coordinated presenters, arranged off-site facilities, and managed registrations
- Counseled and supported clients seeking homeownership opportunities, tracked and updated their progress towards homeownership goals using action plans and reported their housing outcomes

### **LEASING SPECIALIST | AVESTA HOUSING | MARCH 2015 – JANUARY 2018**

- Managed the lease-up process for more than a dozen new and rehabilitated affordable housing developments, successfully leasing more than 1,000 affordable and market housing units
- Identified and initiated a revision of the vacancy leasing process, implemented project management software and communication tools to reduce wasted resources and prioritize urgent housing needs

## **Education & Certifications**

### **MASTER, POLICY, PLANNING, & MANAGEMENT | IN PROGRESS | USM, MUSKIE SCHOOL**

- Relevant coursework: Grant Writing, Economics, Public Finance and Budgeting, Town and City Management, and Transportation Planning, State and Local Economic Development

### **BACHOLOR OF SCIENCE, MARKETING | AUGUST 2017 | UNIVERSITY OF SOUTHERN MAINE**

- Relevant coursework: Applied Business Analysis, Basic Financial Management, Marketing Research, Management Science, Production/ Operations Management, and Business Policy and Strategy

### **CERTIFIED HOUSING COUNSELOR | APRIL 2019 | US DEPT. OF HOUSING AND URBAN DEV.**

### **CERTIFIED CODE ENFORCEMENT OFFICER | JUNE 2021 | STATE OF MAINE FIRE MARSHALL**

### **CERTIFIED MAINE ASSESSOR | CURRENTLY INACTIVE | MAINE REVENUE SERVICE**

## **Leadership & Local Government Experience**

### **SELECTBOARD MEMBER | TOWN OF RANDOLPH | NOVEMBER 2015 - PRESENT**

- Engage with department leaders, community members, and partners to support the operations of the Town, focusing on efficiency, resource stewardship, and advancing goals of the comprehensive plan
- Develop and present an annual budget of \$2.25 million, balancing priority infrastructure improvements and ongoing capital needs with general municipal operations and new initiatives
- Seek and evaluate funding sources and opportunities to offset taxation and advance municipal priorities, successfully awarded \$200,000 with a four-to-one match for walkability improvements
- Staff and coordinate priority initiatives of the Town, including Dept. of Environmental Protection license renewal project, Dept. of Transportation multi-modal grant project, and streetlight conversion
- Track and report all public utility improvements using web-based software, including ESRI's ArcGIS and Google's mapping technologies, recently converting to a paperless and mobile friendly system

### **TRUSTEE AND TREASURER | GARDINER WATER DISTRICT | 2021 - PRESENT**

- Provide policy and financial oversight to the District, primarily on capital expenditures and hiring

### **PLANNER AND BUILDING OFFICIAL | TOWN OF MONMOUTH | AUGUST 2021 – JULY 2022**

- Identify community needs and develop short-term and long-term solutions for development within the community; carry out community plans by overseeing projects, supporting the Planning Board.
- Reviewing, permitting, and inspecting new buildings and alternations, and ensuring compliance with local, state, and federal building policies, ordinances, and regulations, using independent judgement.

### **TREASURER & BOARD MEMBER | GARDINER LIBRARY ASSOCIATION | 2017 - 2021**

- Chair the Association's Finance Committee, schedule and facilitate meetings, prepare Board reports
- Evaluate and update Association's financial and investment policies for a \$1,500,000 endowment fund, and allocate budget of \$125,000 annually to advance Association priorities and initiatives

## **Specific Tasks and Schedule for 2023**

### **Economic Development Tasks**

- Re-establish the Economic Development Committee (January 31).
- Close out the Project Canopy Grant (June 30); seek other grant funds during the spring.
- Implement development initiatives in revolving loan fund (March 30), others (Dec 31)

### **Planning Tasks**

- Develop a site plan and identify funding opportunities for a new Town Office (December 31)
- Ensure compliance with LD 2003 and other land-use regulations (July 1)
- Develop a town-wide development opportunity map, in conjunction with Town goals (Dec 31)

## **Budget for 2023**

Economic development and planning services will be provided as an independent contractor for a rate of \$45 hourly for all services, billed monthly for time worked and material expenses. The contract may be structure as a "not to exceed" contract for an annual total rate.

The Contractor assumes all subscriptions and services that are needed to fulfill the contract, i.e. computer and software, periodicals, and memberships. Reimbursable expenses may include Town-specific trainings, custom software, or mileage beyond local travel.

At the Town's request, some services can be provided for a flat fee, such as "Planning Board Administrative Support". As an example, Planning Board Support would be assumed at eight hours monthly and be provided for a flat fee of \$360 monthly, replacing time and materials invoicing.

At all times, the Contractor shall try to provide hourly work that leverages other funds or frees up other resources among staff, such as using time as eligible match for grants or that may be billed against development fees or by providing technical assistance in place of the Manager or CEO.

### **Example Economic Development Tasks**

- |   |         |                                |
|---|---------|--------------------------------|
| • General grant management                  | \$3,600 | May be used as grant match.    |
| o Project Canopy                            | \$1,800 | Eligible match for DACF grant. |
| • Program development and administration    | \$9,000 |                                |
| • General outreach and technical assistance | \$4,750 |                                |

### **Example Planning Tasks**

- |  |         |                           |
|--|---------|---------------------------|
| • Planning Board administrative support                                    | \$3,600 | Assumes 8 hours monthly.  |
| • Planning technical assistance  | \$4,000 | Assumes 2 hours weekly.   |
| • Ordinance review and development   | \$3,600 | As necessary or assigned. |
| o Compliance with LD2003 and other land-use regulations may be reimbursed. |         |                           |



# Town of Chelsea, Maine

560 Togus Road  
Chelsea, Maine 04330

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

<b>Meeting Date</b>	<b>January 11, 2023</b>	<b>Agenda Item #</b>	<b>VI.B.4.</b>	
<b>Agenda Item</b>	Discussion of the Governor's Office of Policy, Innovation, and the Future's Community Resilience Partnership Grant Opportunity (from the 12/15/2022 meeting)			
<b>Est. Cost</b>	n/a			
<b>Background Information</b>	<p>From the 12/15/2022 meeting.</p> <p>The Town Manager, Selectboard Member Mills, and Matt Drost from the Randolph board have met with Olivia Kunesh from KVCOG regarding grant opportunities.</p> <p>The resiliency grants will open up funding opportunities twice a year for resiliency projects that Chelsea may be seeking as a stand-alone project or projects that encourage partnerships between communities.</p> <p>KVCOG will work with the town to submit a grant. Attached is a checklist that the board needs to review to pull projects for the community priorities. The next step will be to adopt a resolution using 2-6 projects and then conduct a community engagement meeting to move forward.</p> <p>This grant has a March 15 deadline.</p> <p>The Town Manager would like to seek a grant opportunity to purchase a new furnace (using Efficiency Maine grants also) and also change all the lighting in the Town Office to LED.</p> <p>Both of these projects are able to move the town forward in a resilient fashion. The Town Manager has proposed a few items for consideration.</p>			
	<b>Town Manager and/or Dept. Recommendation</b>	The Town Manager recommends the approval of applying for a grant through Maine's resiliency program.		
	<b>Requested Action</b>	_____		
	<b>Departmental Follow-Up</b>	_____		





## **Governor's Office of Policy, Innovation, and the Future's Community Resilience Partnership**

### **About the Community Resilience Partnership**

A program through the Governor's Office of Policy Innovation and the Future, the Community Resilience Partnership will provide \$4.75 million over the next two years to fund projects that reduce energy use and costs and/or make communities more resilient. Through Community Action Grants and direct support to municipal and tribal governments, the program assists communities enrolled in the partnership to reduce carbon emissions, transition to clean energy, and become more environmentally, socially, and financially resilient to the impacts of climate change on public health, infrastructure, natural resources, and long-term viability.

The Community Action Grant activities include plan and ordinance development, energy upgrades at municipal facilities, provide public education and outreach support, community gardens, revegetating and protecting floodplains and shorelines, and so many more! The partnership has over 70 project examples that require no financial match. *See reverse for a sample of approved projects.* Grant awards are up to \$50,000 for each municipality or up to \$125,000 when two or more communities' partner on a project. Grants applications are due in March and September of 2022 with similar deadlines anticipated in 2023.

### **How to apply for grants**

To apply for funding, a community must first take these steps (in any order) to enroll in the partnership:

**Pass a resolution** by municipal officials. Draft language available here:

[https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/SampleMunicipalResolutionLanguage\\_2021-12-01rev.docx](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/SampleMunicipalResolutionLanguage_2021-12-01rev.docx)

**Complete a self-assessment** of current resilience efforts provided here:

[https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/CommunityResilienceSelf-Evaluation\\_2021-12-01\\_0.docx](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/CommunityResilienceSelf-Evaluation_2021-12-01_0.docx)

**Hold a public meeting** for the community to review the self-assessment results and develop a prioritized project list.

**Complete the Community Resilience Partnership application** here:

<https://appengine.egov.com/apps/me/governor/mcrp>

You may submit your partnership application either before or while submitting your grant application. The Community Action Grant application is here:

[https://www.maine.gov/dafs/bbm/procurementservices/sites/maine.gov.dafs.bbm.procurementservices/files/inline-files/RFA%20202111178%20-%20Community%20Action%20Grant%20Application%20-%20FINAL\\_0.docx](https://www.maine.gov/dafs/bbm/procurementservices/sites/maine.gov.dafs.bbm.procurementservices/files/inline-files/RFA%20202111178%20-%20Community%20Action%20Grant%20Application%20-%20FINAL_0.docx)

**If you are interested in having KVCOG assist you with these tasks, please let us know.** We can apply for a Service Provider Grant to help up to five communities each spring and fall with a letter of support from you. Spring/Summer 2022 KVCOG is supporting: Skowhegan, Waterville, Fairfield, Randolph and Unity. You may also complete these steps on your own.

**For more information:**

- Visit: <https://www.maine.gov/future/climate/community-resilience-partnership>, or
- Contact: Robyn Stanicki, [rstanicki@kvkog.org](mailto:rstanicki@kvkog.org) 207-453-4258 x211



<b>Transportation</b>
Purchase or lease electric vehicles for municipal/tribal government.
Install public EV chargers.
Adopt ordinances to encourage EV charging infrastructure.
Adopt an anti-idling ordinance.
Implement strategies to inc. use of public transit, biking, and walking.
Policies that encourage municipal/tribal employees to commute via public transit, carpool, bike/walk.
Adopt a telework policy for municipal/tribal government staff.
Adopt land use and development policies/codes to reduce driving.
Adopt a Complete Streets policy.
Adopt a broadband plan to increase access to high-speed internet.
<b>Building Design</b>
Execute a plan for municipal/tribal buildings and schools for energy efficiency and weatherization.
Upgrade to energy-efficient appliances in municipal/tribal bldgs.
Install a heat pumps or VRF system for air and water heating/cooling in municipal/tribal buildings.
Upgrade streetlights and other lighting for municipally/tribally-owned facilities to LEDs. <i>Office lighting</i>
Procurement policies to prioritize climate-friendly Maine products.
Adopt the energy efficiency stretch building code (currently IECC 2021).
Require EV charging and solar energy readiness for new buildings.
Adopt C-PACE ordinance for commercial property.
<b>Reduce Greenhouse Gas Emissions</b>
Conduct a baseline for municipal/tribal energy use.
Identify and track community emissions indicators.
Adopt a resolution setting targets and a plan for reducing emissions.

Adopt a renewable energy ordinance(s) supporting renewable energy and energy storage.
Adopt streamlined permitting for small solar/wind projects.
Enter into a long-term service contract for renewable energy.
Install a renewable energy project.
<b>Support Natural Resource Economy</b>
Adopt policies to support local food production and consumption, including community gardens.
Adjust procurement policies to prioritize natural Maine products.
<b>Clean Energy Jobs/Businesses</b>
Install clean energy on brownfields.
Incentivize clean energy industry/businesses to locate in community.
Encourage clean energy industries in economic development plans.
<b>Protect Natural/Working Areas</b>
Increase green space and tree planting for carbon sequestration.
Plan to conserve 30% of land in the community by 2030.
Create or update a watershed plan.
Develop natural resource/habitat inventory for climate impacts.
Conserve, revegetate, and reconnect riparian areas.
Preserve climate-threatened natural areas via zoning or regs.
Implement a source water protection program.
Adopt policies to prioritize shoreline protection of rivers/lakes.
Identify and protect open space in the floodplain.
<b>Assess Climate Vulnerable Infrastructure</b>
Conduct a vulnerability assessment of critical infrastructure and create a capital investment plan.
<b>Plan for Community Resilience</b>
Conduct a community vulnerability assessment and adopt a climate resilience plan to reduce risks.
Update local or county EMA hazard mitigation plan.

Develop/enhance early warning systems and evacuation plans.
Develop a storm debris mgt. plan.
<b>Reduce Flood Risk</b>
Complete the Maine Flood Resilience Checklist.
Participate in the National Flood Insurance Program to reduce flood insurance premiums.
Map and consider sea-level rise projections in plans and permits.
Adopt freeboard requirements in flood areas.
Adopt a low-impact design (LID) standard for stormwater mgt.
<b>Strengthen Public Health</b>
ID and plan to reduce public health threats in the community that are exacerbated by climate change, i.e. mosquito and tick-borne illness and extreme temperatures.
Establish a program to check on vulnerable residents during extreme heat or cold events.
Implement school-based programs to educate students on mosquito and tick-borne diseases prevention.
<b>Utilize Climate Ready Infrastructure</b>
Protect utilities to reduce physical damage and sustain function during extreme weather events.
Adopt DEP Stream Smart policy.
Assess utility facilities for solar, anaerobic digester, etc.
<b>Public Engagement</b>
Establish an official committee of community stakeholders. <i>Comp plan</i>
Create a climate change education and outreach program for residents and businesses.
Amplify public health advisories for climate-related health and weather events, i.e. air quality advisories, extreme heat/cold, power outages.
Engage youth in resilience, clean energy, and energy use reduction.
Create and support an energy reduction campaign or challenge among businesses.
Initiate a community bulk purchasing program for heat pumps, solar, and weatherization.

## Sample Municipal Resolution language

**Instructions:** The following language is provided for the municipal resolution. The three preamble and resolution sections on this page are required. Municipalities may select from and modify the optional preamble on statements on the following pages and add other statements as desired.

### REQUIRED STATEMENTS

WHEREAS, the [Town/City of ...] has completed the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and held a community workshop(s) on [date(s)] which prioritized the following action areas: [list 2-6 actions];

BE IT RESOLVED, the [Town/City of ...] commits to participating in the Community Resilience Partnership, which supports community leadership in reducing greenhouse gas emissions and increasing resiliency to extreme weather and climate change impacts;

BE IT FURTHER RESOLVED, the [Town/City of ...] designates [choose a or b: a) name a specific municipal staff position, b) name an existing or newly established committee] to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership;

## OPTIONAL PREAMBLE STATEMENTS

WHEREAS, the [Town/City of ...] experiences [**select all that apply**: coastal flooding, intense rainstorms, riverine flooding, ice jams, drought, wildfires, high heat emergencies], and other natural hazards and seeks to better prepare for future conditions;

WHEREAS, planning for community and infrastructure resilience will protect people, preserve businesses and the local economy, and reduce the impact and costs of natural disasters;

WHEREAS, investing in energy efficiency and weatherization improvements is proven to lower municipal electricity expenses and make buildings more comfortable for employees and visitors;

WHEREAS, transitioning municipal fleet vehicles to electric vehicles lowers fuel and maintenance costs and reduces the uncertainty of variable fuel prices on municipal budgets;

WHEREAS, the Gulf of Maine is warming 99% faster than other oceans around the world, and ocean acidification and warming ocean temperatures pose a serious economic and cultural risk to Maine maritime industries, heritage, and tourism;

WHEREAS, shifting seasonal temperature and precipitation patterns threaten local natural ecosystems, economic activity such as [**select all that apply**: agriculture, tourism and seasonal recreation, including winter sports and other outdoor activities], and public health due to increased incidence of heat-related illness and tick-borne illnesses such as Lyme disease;

WHEREAS, the [Town/City of ...] is prepared to demonstrate leadership in reducing energy use and greenhouse gas emissions, and increasing the resilience of people, infrastructure, and businesses;

WHEREAS, addressing climate change will present economic opportunities for the [Town/City of...] as well as opportunities to invest in the public good and cost-saving practices;

WHEREAS, the State of Maine's four-year climate action plan, *Maine Won't Wait*, seeks to put Maine on a trajectory to decrease greenhouse gas emissions 45% by 2030 and 80% by 2050, and achieve carbon neutrality by 2045;

WHEREAS, achieving these emissions and resilience goals will require Maine to act with urgency to slow the causes of climate change and prepare people, communities, and the environment for climate-related impacts to come;

WHEREAS, the Community Resilience Partnership provides grants to municipalities and Tribal Governments for activities that lower energy expenses, reduce greenhouse gas emissions, and increase community resilience in alignment with the state's climate action plan and goals;

# Community Resilience Partnership

Program Contact: Brian Ambrette  
brian.ambrette@maine.gov

[Community Resilience Partnership | Office of Policy Innovation & Future \(maine.gov\)](#)

## Community Resilience Self-Evaluation

**Instructions:** This tool is intended to help organize your community's approach to increasing resilience to natural hazards and climate change impacts. Answer the questions to the best of your knowledge and seek information from your colleagues in municipal and county government and organizations in your community. Provide any relevant information in the explanation field. If it is difficult to give a clear yes or no response to a question, use the explanation field to explain why. **There are no wrong answers and the responses here will not affect your community's eligibility to receive grants.** Where the response to a question is no, that may indicate an area of opportunity to address through a Community Action Grant.

<b>Community name:</b>	
<b>Self-Evaluation responses provided by:</b> Please include contact info	
<b>Date:</b>	
<b>Was this evaluation discussed during a community workshop? Include the date of the workshop.</b>	

Once the questions on the following pages are complete, use these prompts to identify potential next steps for your community:

<b>What are two things your community is doing well?</b>	
<b>What are two areas that could be improved in the short-term?</b>	
<b>What is important for your community to address in the long-term?</b>	
<b>What specific 3 to 5 actions are priorities for your community?</b>	

Minimizing Risk and Exposure to Hazards	
1) Has your community assessed the likelihood of various types of hazards or disruptive events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your local or county hazard mitigation plan is a good starting place to find this information. Hazards can include storms, floods, wind, fire, extreme temperatures, drought, etc. Likelihood could be indicated either numerically or qualitatively as low, medium, or high.	Explanation:
2) Has your community assessed how the likelihood of each hazard has changed over time and may change in the future?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If your community has not tracked trends historically, you might infer past trends by determining if current priorities have shifted compared to past hazard mitigation plans. For example, drought or wildfire might be an emerging concern.	Explanation:
3) Has your community assessed the impacts or consequences of each type of hazard for the community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For example, flooding on Main Street impedes emergency services or affects local businesses.	Explanation:
4) Is your community taking steps to reduce exposure to multiple risk types?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your local or county hazard mitigation plan probably contains this information.	Explanation:
6) Is your community preparing for low-probability-but-high-consequence events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
These events could be, for example, a 1-in-100 year flood, or a prolonged electricity outage or heating fuel shortage. What events might the community need to consider?	Explanation:
7) Has your community assessed the consequences of multiple events or different types of hazards occurring in geographic or temporal proximity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Examples could include back-to-back flooding events or a power outage during a heat wave.	Explanation:
8) Is your community assessing emerging risks (e.g. drought, wildfire) and identifying blind spots?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In addition to natural hazards, consider public health threats that might be worsened by climate change, such as contamination of drinking water sources and vector-borne diseases from ticks and mosquitos.	Explanation:

Understanding Sensitivity and Building Resilience	
9) Is your community tracking underlying societal characteristics and trends that increase vulnerability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
This information might be found in your community's comprehensive plan or economic development plan. Examples of characteristics and trends might include older or low-income populations, low housing availability, reliance on a single economic driver, aging infrastructure, environmental degradation, etc.	Explanation:
10) Is your community proactively addressing vulnerabilities associated with these underlying characteristics?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Look in your community's comprehensive plan or economic development plan for strategies that might address these trends.	Explanation:
10) Does your community have financial resources in reserve to cope with or absorb shocks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For example, a rainy-day fund.	Explanation:
12) Is your community building flexible human capacity that can be drawn on in emergencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For example, community emergency response teams (CERT) or mutual aid agreements with neighboring communities.	Explanation:

Improving Long-term Adaptive Capacity	
13) Does your community have plans or policies that anticipate future climate risks and community sensitivity trends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Examples might include a comprehensive plan chapter that describes how the community is planning for climate change impacts, or a capital improvement plan that requires construction projects to consider future conditions like sea level rise, extreme rain, or drought.	Explanation:



14) Are there resources to sustain new capacity when needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
This is different from Question 10 in that these resources would need to sustain a new long-term commitment rather than a one-time, short-term response. For example, if flooding emerges as an issue, a revenue source such as a stormwater utility fee could sustain a new community stormwater management program.	Explanation:
15) Does the community have policies in place to build back smarter or recover with resilience after a disruptive event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Examples might include a flood ordinance that requires compliance with the current building codes after substantial damage, or a communitywide post-disaster recovery plan.	Explanation:
16) Does the community stress test to ensure plausible risks are manageable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
This might be a table-top exercise with emergency management and community stakeholders, or a financial health analysis.	Explanation:
17) Does the community have a policy or process for managing uncertainty?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the community have a way of making important decisions when information is incomplete or unavailable?	Explanation:



## ChelseaManager

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**From:** Olivia Kunesh <okunesh@kvcog.org>  
**Sent:** Wednesday, December 7, 2022 1:25 PM  
**To:** ChelseaManager; Matthew Drost; Jason Mills  
**Subject:** Community Resilience Partnership

Hi all,

Thank you so much for meeting with me yesterday. I was personally very interested in hearing about all of the ways that the Community Resilience Partnership can impact Chelsea, Randolph, and the surrounding towns that you work closely with.

After talking with Yvette this morning, I have some insight to some of the questions that were raised yesterday. Some important things to note are listed below.

- Only one grant application can be submitted by a town per grant cycle, you will have to choose either regional or individual.
- Unfortunately, with this program, reimbursement for a project is not an option. However, there are generous incentives up to 60% that have been seen for some heating options you should look at no matter if you are applying in March or not. If appliances can wait, then you should definitely use the March grant for that. If you have a quote for the heating system, you should contact Rick Meinking from Efficiency Maine to see what that rebate could look like; His email - [richard.meinking@efficiencymaine.com](mailto:richard.meinking@efficiencymaine.com).
- As for how much technical assistance is provided, Yvette will help with your grant writing once you are enrolled (this happens once those first three steps are done). That means that she can help you with grants that are not your first community action grant right away (fed, state, or philanthropy) and she can assist with future community action grants in September if that becomes your second community action grant.
- For engaging the community with the public meeting some places to advertise (if they exist) could be – a selectboard email list, local library, local churches, any CAP organizations, etc. to try and target the vulnerable/low-income population.
- With applying for two grants in the same fiscal year, I just wanted to reiterate that it's a fresh slate for every application. Carrabassett Valley for example, applied for EV chargers last March and again this September and got the grant both times (they were in different locations of course). Many communities have been submitting for grants independently, but the intent of this partnership is for communities to work together, so regional projects more than likely have a better shot at getting funding (although, looking into it more – most communities are getting the funding they're requesting).

Chelsea and Randolph would like to participate in the Community Resilience Partnership to explore ways that this funding opportunity can make these ideas and other community goals feasible. Here are our next steps:

**Christine** will review the checklist and draft language at your next meeting.

**Robyn** will gather supplementary grant information and use the state Climate Plan to pull justification for the projects related to the community's priorities.

**All** need to decide on a date for when to meet next – after the new year perhaps?

Next meeting:

We will set a date for the Community Engagement session, go over the checklist/resolution, and look at the overall completion of the enrollment process. Decide how the grant writing process should look (who involved, consulting, KVCOG support, etc.)

If anyone has any more questions, please don't hesitate to send them my way. I look forward to working with you all!

*Olivia Kunesch*

Environmental Planner

Phone: 207-453-4258 Ext 222

Fax: 207-453-4264

17 Main Street

Fairfield, ME 04937





# Town of Chelsea, Maine

560 Togus Road  
Chelsea, Maine 04330

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

<b>Meeting Date</b>	<b>January 11, 2023</b>	<b>Agenda Item #</b>	<b>VI.B.5.</b>
<b>Agenda Item</b>	Approval of Disbursement to the Chelsea Food Bank and Other Food Programs   \$3,500 Remaining (from 12/15/22 meeting)		
<b>Est. Cost</b>	n/a		
<b>Background Information</b>	<p>From 12/15/22 meeting.</p> <p>At the June Town Meeting the legislative body approved \$4,500 for Local Food Banks and Pantries and to authorize the Selectboard to disburse funds to eligible food programs as the Selectboard deem are in the best interest of the Town.</p> <p>This is an opportunity for the board to decide where the funds are to be disbursed.</p> <p>\$1,000 was appropriated at the 12/15/22 meeting to go to Chelsea Food Bank.</p>		
<b>Town Manager and/or Dept. Recommendation</b>	The Town Manager does not have a recommendation.		
<b>Requested Action</b>			
<b>Departmental Follow-Up</b>			
<b>Miscellaneous</b>	_____		



# Town of Chelsea, Maine

560 Togus Road  
Chelsea, Maine 04330

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

<b>Meeting Date</b>	<b>January 11, 2023</b>	<b>Agenda Item #</b>	<b>VIII.</b>
<b>Agenda Item</b>	Written Communication		
<b>Est. Cost</b>	n/a		
<b>Background Information</b>	Attached are written reports from team members.		
<b>Town Manager and/or Dept. Recommendation</b>	The Town Manager recommends adoption of the submitted reports.		
<b>Requested Action</b>			
<b>Departmental Follow-Up</b>			
<b>Miscellaneous</b>			



**Christine M. Landes, ICMA-CM | MBA | CMM**

**Town Manager**

**Town of Chelsea**

**560 Togus Road**

**Chelsea, ME 04330**

**Telephone: 207-582-4802 FAX: (207)588-0025**

December 21, 2022

To: Chelsea Municipal Officers

From: Christine M. Landes, Town Manager

Re: Written Report for 12/28/2022 Meeting

The plow contractor for the town has worked through one storm. Some of the pieces for success of keeping up with the storm and roads was a bit of a learning curve. I am hopeful as the winter progresses the contractor will use resources a bit more effectively and attain high satisfaction on multiple levels.

I have initiated the process of direct deposit. Due to some technical difficulties, it did not process this last payroll. I will meet with Trio and determine the problem.

The town received the LRAP check in the amount of \$27,448.00.

On Wednesday, the 21<sup>st</sup> of December, the Road Committee met. I will update the board at the meeting as this went to print before the meeting.



**Christine M. Landes, ICMA-CM | MBA | CMM**

**Town Manager**

Town of Chelsea

560 Togus Road

Chelsea, ME 04330

Telephone: 207-582-4802 FAX: Fax: (207)588-0025

January 4, 2023

To: Chelsea Municipal Officers

From: Christine M. Landes, Town Manager

Re: Written Report for 1/11/2023 Meeting

The past storm resulted in some damage that I will be looking into to get a FEMA partial reimbursement. Shaw and Son have worked on several roads to repair the damage.

Now that the holiday season is over, things have quieted down in the office. We are all diligently working on get those projects cleaned off our desks that have sat dormant for awhile.

Tax forms have been distributed for year end. It was quite a process; I had to rely on Randolph's Finance Director for a couple of things.

We have started remote check deposit. This should earn the town interest much quicker as they will be deposited same day, instead of intermittent bank runs that take time out of the office.

211

MONTH December 2022

Chelsa

ANIMAL CONTROL LOG

Copy

GRETCHEN PATRICK  
(207) 458-8361

DATE	TIME	NAME	LOCATION + Nature of call	ACTION TAKEN	MILES	HOURS
12/1	2:29p	Susan Sargeant	597 Togus Rd. 2 dogs running down Rd by way - Togus Back	entirely went out. No dogs around, when I got there	10	1 HR
12/2	2:29p 2:34p	Bob Strout	Neighbor's dog (Kerouac) 1316 Eastern Ave. yesterday + today - dog	managing him. Went to ID. - make copies + time sheet	12	1/2 HR
12/2	3:40p	self	At Justin Geroux (by 1316 Eastern Ave.) called to Justin about a	heave in spring. Dog is licensed.	↓	1 HR
12/5	1:15p	Margaret Kahrs	206 Townhouse Rd. Amos Sutton who keeps her 3 cats + dog out. Called	Bl + wh (m) I told her I would help her trap + let me know if she wanted that. <sup>never</sup> <sup>comfortable</sup>	0	1/2 HR
12/8	2:14p	Torston	17 Sylvester Ave. Complaint about yallmounts horse. I called Angel	Vi (6:49p) made appt to look at horse again for 11:30 A	0	1/2 HR
12/9	11A	self	Angel yallmount appt. finally to see horse, again	Will keep in touch with Angel + horse Rehabs	16	1 HR
12/9	11:05 A	self	called James Golden Windsor Rd. will stop by to get better	about abandoned foul. for my records.	↓	↓
12/9	12:10p	self	called Mike's Town Hallom Rd to check on the Sathira + Willetts	+ their dogs. They are still there. They are okay according to Mike Wilson.	0	15 min
12/9	12:15p	Melissa White	Horse Rehabs. "Blaze" not spaying w/ 16 Sylvester Ave	will be back in 2 wks. It not spaying - horse may go to Rehabs to stay while I left a voicemail.	0	15 min
12/9	12:30	self	checking in on the Ma Genchup #18 Eagle Dr - Togus - Caber Woods		0	15 min
12/9	12:50p	Sheepna Ma Genchup	she will call me when she's on her way back so I can check on the dog	she called me at 6pm. I could not go out but she said husband has moved back in + dog good	0	15 min.
12/9	12:55	self	checked in at Town office 12:55 - Home at 1:15	see above	0	15 min.

MONTH: December 2022

CHELSEA

# ANIMAL CONTROL LOG

Gretchen Patrick  
(207) 458-8361

DATE	TIME	NAME	LOCATION AND NATURE	ACTION TAKEN	MILES	HOURS
12/11	1:30P	Sash Doyon	Complaint about "Lobo" dog left outside in the yard. Day Shivering. 345 Townhouse Rd.	I drove over immediately. "Lobo" on steps shivering. I called Lorena. She came home + put him in. Denied all day. * Waited for her to get there.	6.5	1 HR
12/12	2P	self	I tested Lorena - "Lobo" inside 345 Townhouse Rd.		0	15 min.
12/12	6:56A	Tulion Margitza	27 Skyline Dr. 4 Emails about loose Husky dog lives at 37 Skyline Dr.	Told back + forth. will check out	0	1 HR
12/12	12:40P	Tamara Miranda	96 Logan Ridge Rd. Daughter (15yo) being harassed by neighbors dog.	Will escort from bus then go see the pictures about their dogs.	0	15 min.
12/12	2:30P	self	McTalandia #60 Logan Ridge Rd "Hunter" "Ruby" "Remi"	Remember - to keep dogs in yard + to license for 2023. WALKED Eleanor Miranda bus stop	13	1 HR
12/13	1:45P	self	37 Skyline Dr. Talked to Husky owner. Reminder to license for 2023.	"Castor" is licensed verbal warning	6.5	1 1/2 HR
12/17	9:40A-10:40A	Angel Vaillemont	Angel claiming dog was out overnight + barking.	Dog well taken care of. False report.	10	1 HR
12/17	4:42P	George Tziros	101 Beach St. Small (30K) Bi & Bi. Dog ran down road and into Storage Shed by Beech. Went to get dog. Read the tag + called owner.	via garage. Dog tag had a # on it. Dog did not want to go back with owner. Very thin. Something off. 76 Fairwind Lane. Neighbor's cat.	0	15 min.
12/17	5:30P	self			10	1 HR
12/19	5P	Amanda Basselot	59 Oakwood Park Matt George's dogs at their farm - chasing a cat.		0	15 min.
12/20	1:30P	self	Georgetown Rd (off 117) Matt's not home. I left a card in the door.	Reminded. Got directions from Justin (brother) George.	(see next sheet)	
12/26	1P	Bob Strout	Another complaint about Justin George's dogs	Will go out	0	15 min.



Gretchen Patrick  
(207) 458-8361

CHELSEA

MONTH: December 2022

ANIMAL CONTROL LOG

DATE	TIME	NAME	LOCATION AND NATURE	ACTION TAKEN	MILES	HOURS
12/26	1:30-2:00	self	Went out to 1316 Eastern Ave and Gerouxville Ave. First visited Justin Geroux.	About "Bela" Laine Geroux said dog had been in or worked - she was there all day. I believed her. *	13.5	1 1/2 hrs
12/26	2:00	self	Then I went to Matt Geroux's place on Geroux Dr. left a card.		↓	↓
12/26	8:45 A	Susan Sargeant	Loose dog 597 Tozda Rd. Beagle/Basset. First across the street then back to house. I told Susan where dog belonged but asked her to call me. Reminded owner to license.	<del>X</del> it ran through her yard. I went out and the dog was already home - 5:13 Tozda Rd - next door to the Sargeants. dog for 2023.	9	45 min
12/26		self	70 Hideaway Ave. Great Dane. Chased her. she called town office. They called town office. They called me. I tried call her 2X. No answer.		↓	↓
12/29	10:30 A	Gloria Collins	613 Tallonwell Rd. Cat hanging ground neighbor. No one has claimed it.	Ashley from Passlee Rd. neighborhood, may trap it. a call w/ Madelin	0	15 min
12/30	9:30 A 4:10 P	Madelin Cameron	I went out to Kristina Geroux's working. I gave him my 72 Hideaway Ave. Both parents call me.		0	1 1/2 hrs
12/30	3:45 P	self	I called Ashley about the stray cat. She wants to trap for her boss to take.		6	1 1/2 hrs
12/31	10:50 A	self	He called me. Said dogs got loose just that once. Has a pen for them now.	I told her to let me know if she needed help. she will keep me informed.	0	15 min.
12/26	5 P	Matt Geroux	She called me. she talked 72 Hideaway Ave. to Gloria. It was the	Reminded him to license the dogs for 2023	0	15 min.
12/30	5:35 P	Kristina Geroux	Boxer who got loose + went over to Gloria's house. Reminded to license for 2023.		0	15 min.
12/31	5:44 P	Ashley O'sm	519 Tozda Rd. She called about a stray black cat under her porch. I said I would come trap it if it stayed. I called her again. She was at hospital. I will follow up in January (side)		0	1 1/2 hrs
12				TOTALS	112.5 miles	17.25 hrs

## TOWN CLERK REPORT DECEMBER 2022

HUNTING/FISHING LIC	7	289
TYPE 98 - see Cheryl	5	36
PLUMBINGPERMIT	1	80
SNOWMOBILE	1	56
ATV REGISTRATION	1	4
MISC FEES	2	6
STATE MONIES	1	717.5
State Reimbursements	1	27,448.00
CHELSEA DONATIONS	4	2,105.00
CEMETERY	1	400
Real Estate Payment	22	9,280.25
Tax Lien Payment	4	1,200.00
Personal Property Payment	4	307.75
Motor Vehicle	45	42,697.11
Dog Registration	19	131
		<hr/>
		84,757.61

December has slowed down considerably as is normal. Big sellers being hunting & fishing licences. Sure it will not last for long. All is well in the office and again I can only sing the praises of having Christine and Cody both here. Many thanks to the Board for the gift cards.

Respectfully,

Cheryl Mitchell

**DEPUTY CLERK REPORT  
DECEMBER 2022**

This month I processed the following:

Type	Count	Amount
AUTO REGISTRATION	1	297.96
HUNTING/FISHING LIC	15	598
SNOWMOBILE	5	280
MISC FEES	3	8.10
STATE MONIES	1	35,506.19
FIRE DEPT DONATION	1	500
STATE REIMBURSEMENTS	1	4,921.00
CHELSEA DONATIONS	3	94
VITALS - BIRTHS	2	78
REAL ESTATE PAYMENT	37	14,758.04
TAX LIEN PAYMENT	4	607.90
PERSONAL PROPERTY PAYMENT	2	215.47
MOTOR VEHICLE	87	23,879.71
DOG REGISTRATION	45	339
<b>Total</b>	<b>207</b>	<b>\$82,083.37</b>

Notes: Thanks to Christine, the Board, and our citizens for allowing us an extra day off (12/23) for the holidays!

Respectfully,

Cody Swanson  
Deputy Clerk

## **December 2022 Chelsea CEO Report**

**Plumbing Permits-2**

**Office hours- 16**

**Emails: Read 82 / Sent Out 25**

**Septic Permits-2**

**Occupancy permits- 1**

**Building Permits-4**

**Miscellaneous Forms Signed- 1**

**Demolition Permits- 0**

**Phone Calls on Code Questions- 34**

**Plumbing/Septic Inspections-3**

**HILLCREST DRIVE UPDATE:** Nothing has been done on this property. This case has been referred to the town attorney for legal action.

**SEARLES MILL ROAD UPDATE:** Most of the debris outside has been cleaned up and currently there is a large dumpster in the driveway. I have spoken with the town attorney about taking court action. The current owner of this property apparently entered into some type of sale agreement with another person. We checked into legal records and there is no paperwork on this indicating there is a new owner. I did speak with the alleged new owner and did let him know that he cannot turn this into a two-unit apartment house in its present condition and let him know our findings when it was inspected. This case has been referred to the town attorney for court action.

**MAGEE DRIVE:** I did an occupancy inspection on a new double wide home. I noted my findings and they have been corrected upon my recommendations.

**WINDSOR ROAD UPDATE:** New England homes and Rentals will be placing a new dwelling on Windsor Road. Most of the inspections were done on River Road where

it is being built. Final inspections will be done once the building is placed in early January. We are working with the company to be sure all future dwellings will be built to code on site. I have been working with the state inspectors as well on this.

**TOGUS ROAD DANGEROUS BUILDING UPADTE:** The owner has continued to clean his yard up.

**MARIE LANE:** Update. This issue still isn't resolved. It is my understanding that the dwellings on that property are not occupied at this time. The owner is out of state. This case will be referred to the town attorney for legal action unless the owner complies with getting the required permits and makes correction that are in violation of state law and town ordinance.

**SYLVESTOR AVENUE:** I have received many complaints of a resident with piles of trash and junk in their yard and that on windy days it blows into the neighbor's yard. This has been an ongoing issue for years. I have spoken with the owner of the property twice. The owner states there is no funds to clean it up. I let the owner know if the town has to clean it up that a lien could be placed on her property and all costs endured to clean her yard up may be her responsibility. I will discuss this with the town manager and will recommend court action if the owner fails to do anything.

**WINDSOR ROAD:** A potential buyer of a property called me and asked if they could do a small-scale construction business there. I did let them know the construction business would be no issue but that there is a formal process for marijuana retail business.

**RIVER ROAD UDATE:** Construction work continues on a commercial business. The steel structure is up now and progress continues. A pile of logs is being worked on to clean up the property entrance.

**BIRCH DRIVE:** Update-I have done 3 site visits to measure the progress at this residence after I served them notice to clean it up within 30 days. It appears nothing has been done. I will be referring this case to the town attorney for court action.

**BIRMINGHAM ROAD:** A new septic system was installed there and passed all the inspections.

**DR MAN ROAD:** A new Septic system was installed there and passed all the inspections

**EASTERN AVNUE:** A current business owner wants to utilize his parking area from time to time and rent tables out to persons to sell their goods. I advised this should be okay as long as it doesn't affect the free flow of traffic and all state and local laws/ordinances are followed.

**HIDEAWAY ACRES:** I received a complaint about loose dogs and persons living in a garage on Hideaway acres. I met with the complainant first. I then went to the residence in question and did see dogs. I looked in the garage. The garage was full of items and I didn't see any heat source or signs of anyone living in the garage. I will let the ACO know about the dogs.

**OAKRIDGE DRIVE:** There is an on-going domestic type issue there. The renter there has built buildings with no permits and has been residing in what he calls a tiny house on the property with his children. No permits and no occupancy permit. Prior to the tiny house he had been residing in a tent on the property which contained a wood stove. I spoke with all parties. I advised the tent and tiny home owner that he cannot reside in these structures and explained why. He was argumentative and basically said he'll do what he wants. I am working this case with Kennebec Sheriffs Office and we have met there and have a plan. The person being the problem has since been served a protection order and hopefully this will all be resolved when it gets to court.

**WINDSOR ROAD:** Recently there was an overdose at a residence and the person didn't make it. This residence has been in my spot light for code violations. If anyone has any information that may be helpful, please let me know.

The dangerous building process and junk yard cases continue to take up a considerable amount of time but I am making progress slowly.

Greg Lumbert/CEO Chelsea