

AGENDA
01/09/98
3:00 P.M.

*Cancelled
01/16/98*

MEET TO GO INTO EXECUTIVE SESSION AT 2:30

CALL MEETING TO ORDER

APPROVE MINUTES OF 12/19/97

SIGN WARRANTS #70 -

PUBLIC DISCUSSION

OLD BUSINESS

SEAPLANE BASE - JIM STRANG lease for 98 not paid due
PLOWING ADRIAN BELANGER
GRANT MEETING 1/9/98
CD's
OTHER

NEW BUSINESS

BLACK HAWK MINING
HOURS FOR THE OFFICE
BUDGET COMMITTEE - WHO AND WHEN
PLANNING BOARD AMY AND CHERRY
NOMINATION PAPERS
TOWN BOOK COVER CONTEST
OTHER - Weapons - suppliment - CLOSE 2/2/98

MINUTES
1/16/98
3:00 P.M.

The meeting was called to order at 2:30 to go into executive session concerning a personnel matter. It was moved and seconded to leave executive session at 3:00 p.m. to continue with the regular meeting. Those present were Steve Belanger, Gloria Curtis, Pat Raymond, Sharon Rafford, and Russell Morris.

At this time Russell left the meeting and Mr. James Strang joined the meeting. Discussion was held on just what the town wanted to be responsible for as far as costs concerning the seaplane base. The board reaffirmed that they were leasing the property with the understanding that it would not cost the town anything. There are not too many places that you can rent a building and docks on the lake for a mere \$200.00/ yr. Jim agreed to repair the building by putting cedar logs underneath. The town received the money from the state for the docks. Jim asked if the money he had in the bill of to be paid to him could go for the lease. board agreed. He asked the board if they would order the lumber to repair the docks so he could work on them during the winter months because he does not have the time during the spring. Jim was to get back to Sharon on the cost of the lumber. Also he felt that the windsock should be taken out of that money. No decision was made. At this time Jim left the meeting.

It was moved and seconded to approve the minutes of 12/19/97. Let these minutes reflect that the meeting on 1/9/97 was cancelled due to no quorum and rescheduled for the 16th at 3:00 p.m. Motion carried.

Warrants were signed.

It was moved seconded and carried to dispense with public discussion as there was not any one here.

Sharon stated that Adrian Belanger has agreed to fill in for Russell when he can not be here. The board said they would like to have Adrian go with Russell some time so he will know what to do.

Sharon told Pat she had spoken to Rich Hoppe of IF&W and he said there was nothing a private landowner could do concerning the nesting of the eagle but he said they would work with them on what ever they wanted to do.

Sharon said she held a meeting with the different groups along with the planning board to see what to do with Gateways grant. They all had great ideas but no one has come forward to do anything except for Christy and Sharon said she just don't have the time because of the books closing and getting ready for the town meeting. Sharon expressed concern over the fact that the state is looking for community involvement and there does not seem to be a whole lot of that.

The auditors will be here in February and Sharon said that there should be something done with the money we have in the credit union. Anything over \$100,000.00 is not insured by

FDIC. The board asked Sharon to speak to Harold Violet to see if the accounts could be treated as separate accounts therefore they would be covered. Other than that we will have to pull some money out of there and put it somewhere else. Do not want to because of the interest rates. Also 2 of our CD's will be maturing at the end of Jan. It moved and seconded to renew them . Motion carried.

Gloria asked if Ralph was all done. Sharon stated that he had to come in to take care of a building that was being built without a permit. All taken care of.

Sharon stated that there was going to be a public meeting concerning the permit submittal for Black Hawk Mining here on 1/28/98 at 7:00p.m. This meeting will be hosting all the surrounding towns and she hopes we will have some interest.

Sharon said Kathy has requested that the office hours be changed to 7:00 a.m. to 3:30 p.m. The board feels this would not be in the interest of the towns people because a lot people could not get here to do their business before 3:30 It was moved ,seconded and carried to leave the hours as is.

Sharon asked the board to appoint the budget committee and to set a date for the meeting. It was moved and seconded to have the following people appointed to the committee:

Anita Theriault

Betty Dumond

Judy Moreau

Bud Clark

Raymond Chasse

Donald Paradis

Angie Boutot

with alternates Dan Higgins, Christy Dicker and Roberta Belanger. Motion carried. It was also moved and seconded to hold the meeting on 2/12/98 at 7:00p.m. in the conference room of the municipal bldg. Motion carried. The board will have a budget working meeting at the regular meeting held on the 6th of February at 3:00 p.m.

It was moved and seconded to appoint Amy Collins and Cherry Danker to the Planning board. Motion carried.

Sharon asked Pat if he planned on taking out nomination papers for the next term. He said he would only if no one else run. Sharon stated that someone had called but she was not sure if he would run. The board and Sharon said they would like to see Pat run but they would understand. Pat said he had heard a rumor that Sharon was getting done. Sharon stated that she was but not sure when right now . She explained that she was going to talk this over with them at the last meeting but it was cancelled. She assured them it would not be before the 1st of June and that she would let them know in April for sure.

Sharon would like to hold a contest involving grades K-6 and have them design the front cover of this years town report. She said this is something she has been wanting to do for a long time. The prizes would be as follows:

1st \$75.00 savings bond

2nd 50.00 "

3rd 10.00 gift certificate from Wal-Mart

1st place would be the cover of the town report and 2nd & 3rd places would be placed in the book somewhere. It was moved and seconded to do this Sharon could work out the details. Motion carried.

There was a weapons permit application presented to the board. The board asked if the person had a hand gun safety course. Sharon did not know and would check into and have this information at the next meeting. Tabled.

It was moved and seconded to approve the supplemental taxes assessed on Windows of the Wilderness as they were not put into the 1997 commitment by mistake. The supplement was for 138.25. Motion carried.

Sharon asked the board if it would be possible to close the office to the public on Feb. 2 so the books could be closed without any interruptions. She said she had never done this in the past but she felt it would make it easier. It was moved and seconded to close the office to the public on 2/2/98 to close the books. Motion carried.

As there was no other business it was moved and seconded to adjourn the meeting at 4:30 1.5 hrs.

Respectfully submitted,
Sharon Rafford

AGENDA
1/23/98
3:00P.M.

CALL MEETING TO ORDER

SIGN QUIT-CLAIM DEEDS -- OAKPOINT ASSOC AND CARNEY

APPROVE MINUTES OF 01/16/98

SIGN WARRANTS

PUBLIC DISCUSSION

OLD BUSINESS

JIM STRANG
WEAPONS PERMITS STATE
BUDGET COMMITTEE Angie and Judy NO
OTHER

NEW BUSINESS

PROGRAMS FOR COMPUTER
PRINTER
OTHER

MINUTES
JAN. 23, 1998
3:00 P.M.

The meeting was called to order by Steve Belanger at 3:00 p.m. Those present were Steve Belanger, Pat Raymond, Gloria Curtis, and Sharon Rafford.

It was moved seconded and carried to approve minutes of 1/16/98 as written.

Warrants were signed by full board.

It was moved seconded and carried to sign two quit - claim deeds, one to clear up years back in the 1930's for Lorraine Carney on the West Cottage rd. and the other to return property to the former owners that property was foreclosed on due to non payment of taxes.

It was moved and seconded to dispense with public discussion as there was no one here. Motion carried.

Sharon presented the board with the list of lumber that Jim Strang had given her to replace the docks at the Seaplane Base. Sharon stated that she was a little upset because the quote was so high. Steve then explained that this was just a high quote and that Jim feels we could get this at a cheaper rate. The board asked Sharon to call Marcel Theriault at Rock Lumber to get price for lumber.

It was moved , seconded and carried to approve weapons permit for Perry Charette.

Sharon explained that she had contacted the state police and requested that all weapons permits from now on be issued by the state police. They said they would do this , the board has to sign an agreement with them and vote to turn it over to them. It was moved , seconded and carried to turn over the issuing of canceled weapons permits to the state police.

Sharon informed the board that Angie Boutot and Judy Moreau has opted not to serve on the budget committee. It was moved seconded and carried to ask the 2 alternates Dan Higgins and Roberta Belanger.

Sharon stated that she had spoke to Harold Violet from Fraser Credit Union to inquire about treating our accounts as separate accounts therefore, they would be FDIC approved up to \$100,000.00 each acct. He said he would see what he could do but if he could not do any thing he understands our situation and if we have to move the money ok. He still had not called back at the time of the meeting . The board asked Sharon to move it Monday if nothing could be done.

Sharon stated that there was a tax program from Netherlands Office supply that she is looking at. The program will cost about \$1800.00 . She explained to the board that we really have a hard time getting support from the place we have the program with at present and that we need to do something

different . Sharon is concerned that down the road it just will not be worth the trouble we have been encountering. The board feels this is a lot of money but , Sharon should look at it and if it is something that is user friendly and something that we will get support go ahead. Sharon explained there is money in the in the budget before we close the books and this would be the time to do it.

The printer will be here next week.

Gloria asked how the volleyball group was doing . She stated that she heard that there is another key out there and that we should find out why, the board agreed. Gloria is going to call Rob and ask her if she knows anything about this and also that there should be a schedule posted for the people if they would like to play.

Sharon reminded the board that there was going to be another public meeting with Black Hawk Mining Wed. 1/28 at 7:00 p.m. at the Portage Municipal Bldg. and that they should try to attend. Also, Sharon suggested that we offer Black Hawk office space rent free while they get set up. This might lead to rent money for us if they stay. It was moved , seconded and carried to offer Black Hawk office space rent free.

As there was no other business it was moved seconded and carried to adjourn the meeting at 4:30 p.m.

Respectfully submitted,
Sharon Rafford

AGENDA
FEB. 6, 1998
2:30 P.M.

CALL MEETING TO ORDER

APPROVE MINUTES OF JAN. 23, 1998

SIGN WARRANTS # 76 - # 80

PUBLIC DISCUSSION

SIGN QUIT- CLAIM DEED

SIGN CANCELED WEAPONS AGREEMENT WITH STATE POLICE

OLD BUSINESS

FFCU - CANT INSURE MONEY
SEAPLANE BASE
PROGRAM FOR COMPUTER
PRINTER
BUDGET COMM.
OTHER

NEW BUSINESS

BLACK HAWK MINING
NOMINATIONS
OTHER

WORK ON BUDGET FOR THE YEAR OF 2/1/98-1/31/99

MINUTES
FEBRUARY 6, 1998
3:00 P.M.

The meeting was called to order by Steve Belanger at 3:00 p.m. Those present were Steve Belanger, Gloria Curtis, Pat Raymond, and Sharon Rafford.

Prior to calling the meeting to order the board worked on budget from 2:30 to 3:00

It was moved and seconded to approve the minutes of 1/23/98 as written. Motion carried.

It was moved and seconded to dispense with the public discussion as there was no one here. Motion carried.

Warrants #76 - #80 were signed . Closed year.

It was moved and seconded to sign a quit- claim deed for windows on the wilderness so as to clear up any problems so they could sell property. Motion carried.

It was moved and seconded to sign an agreement with the Maine State Police to have them issue concealed weapons permits from now on. Motion carried.

Sharon informed the board that she had moved \$100,000.00 to the County Federal Credit Union because Harold could not insure more than \$100,000.00. We still have some exposure if we carry more than \$50,000.00 in our checking at Peoples. Sharon said she had thought that both CD's were insured separately, only one is. Our exposure is about 30,000.00.

Sharon ordered the lumber from Rock Lumber for the Seaplane Base. Will hold the check until it is delivered to Jim Strang.

Sharon informed the board that she had purchased the new tax program. She had run into more problems with the previous program server and said enough is enough. She explained to the board that she was looking down the road and what would be more user friendly for the office. The program cost us \$2000.00 but that is with support and Willy from Netherlands is going to switch all our files for us therefore we will not have to do data entry for over 730 tax records. Also she had purchased the new printer \$20.00 less than she had expected.

Sharon asked the board if they would postpone the budget committee meeting until 2/19/98. It was taking more time to get the figures together than she had anticipated and that she really felt that they should work on it one more time before going to the committee. It was moved and seconded to slate the budget meeting on the 19th of February. Motion

carried.

Sharon said the banks were getting very high and that we are having problems with pulling out of driveways and streets. Pat suggested that we have the state wing back only if it becomes necessary.

The board discussed the Black Hawk mining meeting that was held 1/28/98. Sharon said she had offered them office space if they needed it to get started. They did not think they would need it but would let the company know and thanked us for our offer. Looks good as far as the project getting off the ground.

Sharon stated that Roland had come in to get nomination papers but has not returned them as of yet.

Sharon informed the board that she was taking a weeks vacation 2/26 to 3/5. She said that she has asked Sue to come in and work with Kathy and also Sue will put our Town book together.

At this time more work was done on the budget :

It was moved and seconded to adjourn the meeting at 4:30 p.m. 2 hrs. Let these minutes reflect that Pat and Gloria had 1.5 hr. on 1/28/98

Respectfully submitted,
Sharon Rafford

AGENDA
FEBRUARY 20, 1998
3:00 P.M.

CALL MEETING TO ORDER

APPROVE MINUTES OF 2/6/98

SIGN WARRANTS #1 - #2

PUBLIC DISCUSSION PERIOD

OLD BUSINESS

CUTTING BY DEER YARDS
SAND - NEW POLICY
WINNERS OF COVER CONTEST
NOMINATION PAPERS
TRANSFER STATION
ICE ON ROOF
OTHER

NEW BUSINESS

QUIT -CLAIM DEED
WARRANT FOR ANNUAL TOWN MEETING
LD 2077- Greg Cyr
TOWN BOOKS - PRINTING
OTHER

MINUTES
FEBRUARY 20, 1998
3:00 P.M.

The meeting was called to order by Steve Belanger at 3:00 p.m. Those present were Steve Belanger, Pat Raymond, Gloria Curtis, and Sharon Rafford.

It was moved and seconded to approve the minutes of 2/6/98 as written. Motion carried.

Warrants #1 - #3 were signed.

It was moved and seconded to dispense with public discussion as there was no one there. Motion carried.

Peter St. Peter approached the board about getting sand for the towns people. He stated that Russell had told him he could not get any. After much discussion the board along with Peter agreed that he could get sand but next year there would have to be a whole new policy concerning winter sand. The town is not in the business of sanding yards. This was tabled at this time. Let these minutes reflect that Portage Construction had delivered 18 yds of additional sand just for the use of the people in town whom needed it.

Pat asked Sharon if she had received anything from Laura or Rich Hoppe. Sharon pointed out the handout she had given them concerning the plan to cut around the chip plant area. The board felt this was satisfactory and Pat stated that they would start right off and should be done in 2 weeks. There is not a lot but want to clean it up and not affect the deer yard. Approximately 185 cords.

Sharon presented the board with the winners of the Town Book Cover Contest.

- 1st place --- Alicia Collins front cover
- 2nd place --- James Collins Jr. back cover
- 3rd place --- Ian Robertson inside back cover.

It was moved and seconded to place these drawings in these places in the annual town report. Motion carried. Sharon stated that she was really disappointed in the number of entries, only 3.

Sharon informed the board that there would be two people on the ballot for selectperson, Roland Caron and Dan Higgins.

Sharon informed the board that the transfer station roof had been shoveled.

What are we going to do with the ice on the roof, very dangerous. Gloria is going to ask Herb if we can use the fire truck and hose to push it off .

It was moved and seconded to sign a quit-claim deed to clear up any title problems on Pauline Godins land. Motion carried.

Sharon presented the board with a draft of the Town Warrant, asking them to go over with fine tooth comb. Bring to the next meeting to be signed.

Sharon stated that she had written letters to our representatives by request of Greg Cyr asking them to change the definition of LD2077 to read " to be inclusive of the formally known chip plant area." This would create avenues of relief involving tax breaks for any new business in this area.

The Town books should be ready to go to print on the 11th and be here on the 18th of March. About the same costs as last year.

The board asked Sharon to get Russell to push a hole in the bank just before the tree to allow the water to drain.

It was moved and seconded to adjourn the meeting at 4:30 as there was no other business. Motion carried.

Respectfully submitted,
Sharon Rafford

AGENDA
MARCH 6, 1998
3:00 P.M.

CALL MEETING TO ORDER

APPROVE MINUTES OF 2/20/98

SIGN WARRANTS

PUBLIC DISCUSSION PERIOD

OLD BUSINESS

LINDA BERUBE GRANTS / NMDC
WARRANT FOR TOWN MEETING
OTHER

NEW BUSINESS

PLANNING BOARD MEETING 3/17/98
PUTTING SCHOOL LOT BACK LINE OUT FOR BID
OTHER

MINUTES
MARCH 6, 1998
3:00 P.M.

The meeting was called to order by Steve Belanger at 3:00 p.m. Those present were Steve Belanger, Pat Raymond, and Sharon Rafford. Gloria Curtis was necessarily absent due to a death in the family.

It was moved and seconded to approve the minutes of 2/20/98 as written. motion carried.

Warrants were signed by Steve and Pat.

It was moved and seconded to dispense with public discussion as no one was there. Motion carried.

It was moved and seconded to sign the warrant for the annual town meeting. Motion carried. Let these minutes reflect that Gloria signed previously that day.

It was moved to dispense with the discussion on grant work as Linda Berube, from NMDC, did not make the meeting. Motion carried.

Sharon presented the board with a report from workers compensation concerning the accident involving Mrs. Velma Casey back in 1985. Sharon stated that this was the first time she had ever received any information concerning this. The board asked her to contact the person who sent the report to find out more about it.

Pat stated that the cutting that was to be done near the old chip plant area should be completed this week. Sharon informed the board that Reginald Pinette had been in and stated that we should not be cutting there for various reasons. Sharon told the board that she had asked Reg to come to the meeting if he had concerns. He said he might.

Sharon said the planning board asked if the Selectpersons could attend their next meeting (3/17/98) at 7:00, they were having Dave Bell from Maine Links, present them with options for having a web site for the town. Pat said he would be able to attend but Steve said he would not be here. The planning board would like the town to hook up to the internet and be able to answer the e-mail. Sharon and Pat at this time both felt this was not something we could do right now. It would tie up office help. Pat suggested that they form a chamber of commerce with the business', therefore putting the work load onto the people that would benefit from this web-site.

Sharon asked the board what they wanted to do about the school lot survey. They suggested that she send out

inquirers to 2 or 3 different land surveyors. Call Laura to discuss parameters.

It was moved and seconded to send Russell to a welding workshop . Motion carried.

Pat mentioned that Dave Ash had approached him about the assessment of the chip plant. Sharon stated that Bowater has to bring us a listing of what is still there and what has been removed. This is what we've always done in the past. Pat expressed concern that Dave thinks we are going to get an assessor over there as of April 1st. Sharon said she would call Parker Appraisals to see if they would do this. Also will have to get list of personnel property updated.

Sharon stated they could not find the light that was over the fire dept door. She said it would probably just as cheap to get a whole new light . Board agreed and Steve said he would look into getting the information to Sharon as she does not have an updated Grainger book and Standard Electric has sold out . Sharon said she would order it if Steve would get her all the information.

It was moved and seconded to order a \$30.00 flower basket for Gloria in memory of Luke Curtis. Motion carried.

Sharon stated that Kathy had approached her about the board having to appoint the ballot clerks. It was moved and seconded to appoint the ballot clerks that are currently being asked to serve. Glenna Condon, Vivian Morris, Rena Boutot, Wilza Robertson, Hallie Condon, Brenda Goodblood, and Lucille Cyr. Motion carried.

As there was no other business it was moved and seconded to adjourn the meeting. 4:30 p.m. 1.5 hrs.

Respectfully submitted,
Sharon Rafford

AGENDA
MARCH 20, 1998
3:00 P.M.

CALL MEETING TO ORDER

DAN BRIDGEHAM -- EASEMENT CLARIFICATION ON GOLF COARSE RD.

APPROVE MINUTES OF 3/6/98

SIGN WARRANTS

PUBLIC DISCUSSION

OLD BUSINESS

GRANTS/NMDC
MEETING WITH PLANNING BOARD
SURVEY FOR BACK SCHOOL BLOCK LINE
DAVE ASH CHIP PLANT ASSESSMENT
LIGHT FOR FIRE DEPT.
MOVING OFFICE
DOOR LOCKS
WORKERS COMP. REPORT VC
OTHER -- REPORT FROM LAURA

NEW BUSINESS

DOG WARRANT
TIF DISTRICT
OTHER

Minutes
March 20, 1998
3:00 p.m.

The meeting was called to order by Pat Raymond at 3:00 p.m. Those present were Pat Raymond, Gloria Curtis, Sharon Rafford, and guest Dan and Sylvia Bridgham. Steve Belanger was necessarily absent.

Dan Bridgham approached the board about clearing up the dimension language in the easement given to Marcel Theriault. for the Golf Course Road. The board did not see any problem with the new easement as long as this did not affect the meaning intended for the original easement. Dan wants to meet with president of the PHCC and Marcel at the next meeting. Tabled.

Pat informed the board that the cutting by the chip plant was all done for the year because of the weather. They will finish next winter.

It was moved and seconded to approve the minutes of March 6 as written. Motion carried.

It was moved and seconded to dispense with public discussion as there was no one there. Motion carried.

Sharon informed the board that she had not made a mistake that Linda Berube was supposed to be at the last meeting but had gotten sick and did not have a chance to call. This was the fourth time NMDC has cancelled.

Sharon said she had received a quote from Dan Bridgeham concerning the surveying of the back line of the school block. The board decided to table this issue until the next meeting. Wants more quotes.

Sharon said Herb was real upset about the light not working in front of the fire dept. He said he had come to us three weeks ago. The problem was we could not find the light so the board wants to purchase a new one. Sharon will talk to Steve as soon as he gets back from Canada.

The board asked Sharon to call Millinocket and ask them to send her a current list because we just cannot make heads or tails out of the lists we currently have which was given to us in 89. Also the lists that Dave Ash gave us we cannot find half the items on the present lists and some of the stuff is still there.

Sharon said we should decide what we want to do with the new office. Pat suggested that we wait until the budget is approved. Tabled until the next meeting.

Table door locks.

Sharon stated that she had spoken to the workers comp

representative concerning Velma Casey. They stated that Velma was to get 91.00/ wk. for the rest of her life.

Laura Audibert sent the town a progress report concerning the cutting on town ground . None was done for the past year.

Sharon asked Pat if he would consider staying on as the forestry consultant and work with Laura even if he gets done as selectmen. He said he would be more than willing if the board wants him to.

Sharon stated that she had to replace the water tank for our water supply. It was all rusted out and had sprung a leak. Put in a new 30 gal. tank cost about 400.00.

It was moved and seconded to sign the dog warrant for delinquent dog licenses. There were 3.

Sharon informed the board that Greg Cyr and Alan Ouellette was going to meet with the board around the first week in April to explain the TIF district that they want the town to go into if they purchase the chip plant. Sharon will let them know when.

Sharon told the board that she was going to take her second week of vacation the last week in May. Also she asked them how they felt about her having her full 3 weeks vacation even though she was thinking of getting done the end of July. Pat and Gloria said they did not have a problem with this.

As there was no other business it was moved and seconded to adjourn the meeting at 8:00 p.m. Motion carried. 3hrs.

Respectfully submitted,
Sharon Rafford

**AGENDA
APRIL 8, 1998
6:00 P.M.**

CALL MEETING TO ORDER

WELCOME DAN HIGGINS TO THE BOARD

SAWHILL PROPOSAL

EASEMENT FOR RIGHT-A-WAY -- DAN BRIDGHAM

APPROVE MINUTES OF MARCH 20, 1998

SIGN WARRANTS

PUBLIC DISCUSSION

OLD BUSINESS

MONEY RECEIVED FROM FEMA

CHERRY DANKER

MISTAKES IN TOWN BOOK

GENERAL SAVINGS CD AT PEOPLES \$51,000.00 APRIL 17

SURVEY BIDS ON SCHOOL LOT

ROADS

NEW OFFICE

BOWATER ASSESSMENT

OTHER

NEW BUSINESS

APPOINT NEW OFFICERS , ALTERNATE FOR CEO BRIAN CARNEY

COUNTY TAX 1998 DOWN 2279.00 30,484.00

MOBILE EQUIPMENT - INSURANCE

OTHER

MINUTES
APRIL 8, 1998
6:00 P.M.

The meeting was called to order by Steve Belanger at 6:00 p.m. Those present were Steve Belanger, Gloria Curtis, Dan Higgins, Sharon Rafford, Cherry Danker, Kathy Hoppe, Rich Hoppe, Amy Collins, Mike Collins, Greg Cyr, Jane Caulfield, Alain Ouellette, Diana Michard, Dan Bridgeham, Sylvia Bridgeham, Jerry Cormier, and Frank Currier.

The board proceeded to turn the first part of the meeting over to Greg Cyr. Greg presented the board with the plans for the acquisition of what is known as the old chip plant site owned by Bowater presently. Greg went on to introduce Mike Collins whom is not a stranger to this area. Mike explained that Seven Islands Land Co. and Greg Cyr were partners in this purchase. Greg then had Alain Ouellette, from NMDC speak about the Town helping this company being formed as Maine Woods Co. get what is known as a TIF district. This would involve a program called the credit enhancement agreement. Alain explained that this would do the following:

- 1) Freeze county and school commitment during the life of the TIF. Freeze Me Rev Sharing also.
- 2) The town would reimburse the company a percentage of captured valuation of the district, which can not exceed more than 2% of the townships acreage and the project must be completed within 5 years. The selectpeople would negotiate the length of the TIF district (could be up to 30 years) and the percentage of what the Town will allow. Then it would have to be voted on by the Town at a special town meeting. There were a lot of questions but the general consensus was in favor of the project. This would create in excess of 45 jobs considering the different services that would be affected.

At this time Jane Caulfield presented the board with the application of a CDBG called the EDI (Economic Development Infrastructure) the Town would in essence act as a vehicle for the company to get up to 400,000.00 in funding to purchase the garage that is presently on the site now. The town would in turn own the building and lease it to the Maine Woods Co. for how many years negotiated. This was also received well after some concerns were addressed. Both Alain and Jane explained this would have to go to a public hearing that was already scheduled for April 14 here at the Municipal bldg. Greg went on to explain that all cost incurred by the town for the work done by the NMDC would be picked up by the company.

At this time everyone egressed from the meeting except the board and Dan Bridgeham and his wife, Frank Currier, and Jerry Cormier. Kathy Gagnon joined the meeting at this time.

Dan Bridgeham presented the board, on behalf of Unicef

an easement clarifying the dimensions of the right-of-way issued to Marcel Theriault in 1987. Gerry Cormier questioned Dan on whether Unicef would consider helping with the maintenance. Sharon stated that she had not noticed it before and apologized to Dan but, there was nothing in the new easement stating that the only thing that would supersede the old easement was the clarification of the dimensions. There was no mention in the new easement that the town was not going to be responsible for the maintenance of the golf course road. Dan and Gloria both reiterated the same concern. The board asked Dan to go back to Unicef and have the easement rewritten noting this. At this time Dan, Sylvia, and Gerry left the meeting.

Frank Currier stated that he was there to give his opinion during public discussion. Frank stated that he thought it was an injustice that the public works person had not received a raise in 3 years and he felt that this should be looked at. At this time Frank left the meeting.

Sharon stated that Steve had not even been home for supper and wanted to know if the board would just take care of the immediate matters at hand and table the rest for the next meeting. Board agreed.

Next on the agenda was to appoint all necessary town officers. It was moved and seconded to appoint the following: See attached list. Motion carried.

Sharon spoke of the CD that was coming due April 17 wanted to know what we wanted to do because it was with Peoples and we would be over exposed as far as the limits of FDIC. Board asked Sharon to check with other banks. Also First Citizens about accounts.

It was moved and seconded to give the school block survey to Blackstone with a bid of \$1000.00 not a complete survey. Other bids were for complete survey ranged from ;

BR Smith	\$2500.00- 2800.00
Bridgeham	1900.00- not exceeding \$2100.00
Blackstone	1000.00- 2000.00

Motion carried.

Sharon informed the board that County taxes went down by \$2279.00 for the year 1998. This was a good thing.

Sharon stated that she could not make heads or tails of the information Dave Ash had given her concerning the assessment of the chip plant and that she called Millinocket and asked them to send her an updated list to work with. The last list we received from them was in 1989 and it was getting very hard to read and comprehend what they did or did not have there any more. Board agreed.

It was brought to Sharon's attention that the pagers were not listed on the mobile equipment list with our risk pool insurance. Sharon stated that this was prompted by the fact that one of the firemen had lost his pager and he was going to have to replace it with his own money. Sharon stated that

AGENDA
APRIL 8, 1998
6:00 P.M.

CALL MEETING TO ORDER ✓

WELCOME DAN HIGGINS TO THE BOARD ✓

SAWMILL PROPOSAL ✓

EASEMENT FOR RIGHT-A-WAY -- DAN BRIDGHAM ✓

APPROVE MINUTES OF MARCH 20, 1998 ✓

SIGN WARRANTS ✓

PUBLIC DISCUSSION

OLD BUSINESS

MONEY RECEIVED FROM FEMA *do*

CHERRY DANKER *do*

MISTAKES IN TOWN BOOK *do*

GENERAL SAVINGS CD AT PEOPLES \$51,000.00 APRIL 17 X

SURVEY BIDS ON SCHOOL LOT ✓

ROADS *gi*

NEW OFFICE *di*

BOWATER ASSESSMENT ✓

OTHER *- Vet exempt - but yr.*

NEW BUSINESS

APPOINT NEW OFFICERS , ALTERNATE FOR CEO BRIAN CARNEY

COUNTY TAX 1998 DOWN 2279.00 30,484.00 ✓

MOBILE EQUIPMENT - INSURANCE ✓

OTHER - *Sumper for front of plow 350.00*

street
Application for hall rental - 7/4/
next Bmo meetings

Everything submitted

she went out on limb and told Herb that this really is not a good policy to have considering that the men are all volunteering their time and any stipend they get would have to go towards replacing their equipment!!! What's wrong with this picture? Sharon said she checked to see if we could change our deductible for this equipment to \$100.00 and if Herb wanted the men to pay that then fine. MMA said we could as long as we provided them with a list . They said this would increase our insurance about \$167.00/ yr. Board agreed.

Sharon stated that she had put in a request to state surplus a year ago to put us on a list for a street sweeper. Carl Lafrance from state surplus called and told her they have one available for \$350.00 and Sharon asked the board if they wanted to purchase it. It has a 8ft span and was said to be in good condition. It would fit on the front of the truck like the plow w/ hidraulics. It was moved and seconded to purchase the sweeper. Motion carried and Sharon would have Donnie pick it up the next time he came up empty from Lewiston.

It was moved and seconded to adjourn and to table any unfinished business until the next meeting. Motion carried.

Respectfully submitted,
Sharon Rafford

AGENDA
APRIL 24, 1998
3:00 P.M.

CALL MEETING TO ORDER

APPROVE MINUTES OF 04/08/98

SIGN WARRANTS

PUBLIC DISCUSSION

OLD BUSINESS

TABLED FROM 4/8/98
MONEY FROM FEMA
CHERRY DANKER
MISTAKES IN TOWN BOOK
ROADS
NEW OFFICE
VET'S EXEMPT
HALL RENTAL
OTHER

NEW BUSINESS

ELECT CHAIRMAN OF BOARD
APPOINT MEMBER TO NMDC BOARD
PHCC LIQUOR LIC.
WORKSHOPS
TRANSFER STATION SCHEDULE
DOCK AT THE NEW BOAT LANDING
OTHER

MINUTES
APRIL 24, 1998
3:00 P.M.

The meeting was called to order by Steve Belanger at 3:00 p.m. Those present were Steve belanger, Gloria Curtis ,Dan Higgins, Sharon Rafford and Amy Collins.

It was moved and seconded to rescind the vote of the previous minutes to give the survey bid of the school lot to Dale Blackstone for \$1000.00. It was moved and seconded to contact Dale and offer him the bid for the first proposal if he would do it for \$1900.00. Motion carried.

It was moved and seconded to approve the minutes of 4/8/98 as written. Motion carried.

For public discussion Amy Collins approached the board concerning some grant money that was out there to do buffer strips along the lake to possibly deter the geese from defecating on the campowners lawns and the beach area. She also stated that she would like to go to a class that was being put on at UMPI to write grants. The cost would be \$60.00. She wanted to know if the town would consider sending her. After some discussion it was moved and seconded to give Amy the money to go to this class. Motion carried.

Sharon stated that she had received approx. 2500.00 from FEMA for the extra work done during the storms this winter. It was moved and seconded to use this money to improve the building. Motion carried.

Cherry Danker sent the board a letter concerning the mix-up at the town meeting. She explained that Dwight Sewell had never followed through with getting her some information to present at the town meeting, and to her knowledge had never asked her to do this.

Sharon mentioned that she had some complaints on the Town Book. She apologized for the errors but that is part of life.

The issue of the hot topping of the west cottage rd. has apparently bothered some towns people enough so as to complain that we are going to be wasting the town's money. Sharon stated that she felt we have looked to the right people and that she does not know what else she can do outside of hiring an engineer which would cost too much. She stated that she had spoken to Tim Ring from Lane Con. again and he feels we are going down the right avenue. The board wants to meet with Tim and Dave StJohn from DOT.

Dan stated that we should not deal with the new office until after the taxes. Sharon agreed because she just does not have the time to put into it right now. We will have Adrien Belanger come in and get the work done(counters, walls, etc.)

because he works as our backup man for Russell. We can move after all done.

Sharon presented the board with Lucille Cyr's application for widow's exemption. She stated that Lucille had brought it in before 4/1/98 but it got overlooked. It was moved and seconded to give Lucille Cyr the Widow's Exemption. Motion carried.

It was moved and seconded to rent the hall out on the 4th of July to Curt Boutot for a wedding. Motion carried.

Sharon informed the board that the Sweeper we purchased from the State Surplus was all paid for but it had not been picked up yet. Donnie has always been loaded.

It was moved and seconded to elect Gloria Curtis as chairperson of the board of Selectpeople. Motion carried.

It was moved and seconded to appoint Dan Higgins as a member of the board for NMDC to act as our representative. Motion carried. It was also suggested that we ask Cherry Danker or Heb Umphrey to be on the board. Sharon is to ask Cherry first.

It was moved and seconded to approve the liquor license for the Portage Hills Country Club. Motion carried.

After some discussion the board felt that they wanted to use 1998 figures to implement the credit enhancement agreement for the TIF. Insist on this when NMDC calls.

The board asked Sharon when she was planning to give her written notice. She stated that she could give at any time. She expects to get done 7/24/98 would be her last employee day to physically be here. Her actual date of resignation would be 7/30/97. The board would like to get notice out by May 22 have interviews and have some one hired by the 1st of July so they could work with Sharon for at least 3 weeks.

Sharon has a workshop on May 21st in Bangor will stay there and do lien research on the next day in Houlton. It was moved and seconded to close the office on the 28th of May so Kathy could go to a workshop. Kathy must post 7 days before. Motion carried

The transfer station dates and hours will be the following;

May 2,16,23 9:00 am to 2:00 pm
July 11, 18 due to the 4th landing on the first Sat. 9:00-2:00 All other summer months it will be the 1st and 3rd Saturdays from 9:00 to 2:00. Dan wants Jim to clean up the site by May 20th. Both Steve and Sharon are to call him and remind him of the fact that he was supposed to have someone pick this up every 10 days. There was also supposed to be a steel bin placed there so we would not see all that metal.

Sharon mentioned that she had gotten a few inquires about

purchasing the old boat ramp at the end of the lake. Put it out to bid locally because too many people have asked to buy it.

Dan said he would like to have the stop signs fixed and the town square cleaned as soon as possible.

As there was no other business it was moved and seconded to adjourn the meeting at 4:30 p.m. Motion carried.

Respectfully submitted,
Sharon Rafford

AGENDA
MAY 6, 1998
7:00 P.M.

CALL MEETING TO ORDER

FISH RIVER LAKES ASSOC. AND PLANNING BOARD

APPROVE MINUTES OF APRIL 24, 1998

SIGN WARRANTS

PUBLIC DISCUSSION

OLD BUSINESS

ROADS
NEW OFFICE
SURPLUS SWEEPER
NMDC BOARD CHERRY DANKER
OTHER

NEW BUSINESS

CAMPGROUND
ATB GRANT
RUSSELL
SUMMER HELP
OTHER

MINUTES
MAY 6, 1998
3:00 P.M.

The meeting was called to order by Gloria Curtis at 7:00 p.m. Those present were Gloria Curtis , Steve Belanger, Dan Higgins, Sharon Rafford, and guests Jennifer Zipprick from Fish River Lakes Assoc. , Kate from Americorps, Terry and Virginia Overlock, Donald Martin, Ken Hodsdon, and Dave Scullion.

It was moved and seconded to approve the minutes as written of April 24th. Motion carried.

It was moved and seconded to dispense with public discussion. Motion carried.

Sharon presented the board with a price quote from Dave St. John of DOT for the resurfacing of all of the West Cottage Rd. through a program with the State called the Piggy Back program. Estimated cost of \$62,837.84 to resurface with 5/8 surfacing and a modified binder of 1.5 inches for 2.86 miles after .43 miles of reconstruction of areas that are bad. It was moved and seconded to go with this program ,have Sharon call and set it up. Motion carried.

It was moved and seconded to move into new office after taxes are committed and out to the public. Motion carried.

It was moved and seconded to have MRJ Trucking transport our sweeper from Augusta for \$150.00. Motion carried.

It was moved and seconded to appoint Cherry Danker to the NMDC Board. Motion carried.

There was some discussion on the day and time of the selectmens meetings. All agreed to continue as we have until it becomes a problem.

It was moved and seconded to raise the rates at the campground to \$10.00/ night (non-electrical)

60.00/ 7 nights "*****"

12.00/night (electrical)

72.00/ 7 nights " " "

Maximum stay 2 weeks.

Have Fern Wilson manage it for 1 electrical site free of charge. Must keep her site picked up and not so much clutter due to complaints from the Portage Lake Assoc.

Planning Board joined the meeting at this point and discussed Water shed survey and the possibility of applying for a 319 grant through DEP. Much discussion was held but no decision was made at this time due to the fact that there was not enough PLA members present.

Dan approached the board about purchasing trees for the area

around the igloos. He stated that he could get the trees for \$350.00 and he would plant them. The board agreed to give him the \$350.00 out of the America the Beautiful Grant monies if we received written permission from B&A RR.

It was moved and seconded to offer Russell \$8.50/ hr. to continue as our public works man, one condition being that he provide a work schedule weekly of what he plans to do. If he does not accept it was moved and seconded to post the job in the Star Herald for 2 Issues. Motion carried.

It was moved and seconded to hire Bill Good for the summer if he is interested. Motion carried.

It was moved and seconded to adjourn the meeting at 9:00 p.m. Motion carried.

Respectfully submitted,
Sharon Rafford

AGENDA
JUNE 12, 1998
3:00 P.M.

CALL MEETING TO ORDER

APPROVE MINUTES OF MAY 6, 1998

SIGN WARRANTS

PUBLIC DISCUSSION

OLD BUSINESS

HIRE PUBLIC WORKS MAN
TIF/CREDIT ENHANCEMENT AGREEMENT
APPLICATIONS FOR TOWN MANAGER
APPLICATION FOR ROAD CONSTRUCTION BID
CAMPGROUND - TOO EXPENSIVE
SUMMER HELP - SARAH BELANGER
PAINTING OF THE MUNICIPAL BLDG.
ROLL OFF AT TRANSFER STATION
OTHER

NEW BUSINESS

PLANNING BOARD HAVING PUBLIC HEARING
SIGN FOR THE P L ASSOC.
BATHROOMS AT THE BEACH
COUNTY TAX BILL
VET'S EXEMPT
CASH AUDIT WHEN SHARON LEAVES
TRUCK NEEDED REAR END AND TRANSMISSION REPAIR
OTHER

MINUTES
JUNE 12, 1998
3:00 P.M.

The meeting was called to order by Gloria Curtis at 3:00 p.m. Those present were Gloria Curtis, Steve Belanger, Sharon Rafford, guests were Amy Collins , Joanne Nelson, and Kathy Hoppe.

Warrants were signed by Gloria and Steve.

At this time 3:15 Dan Higgins joined the meeting.

Joanne Nelson presented the board with a cost proposal to paint the municipal building. Perry Charette was not able to do the painting therefore , Joanne came forward to give the board a job cost to do both the trim and gables and to also do the building. They are as follows:

Trim and Gables	\$1500.00	(primed and painted twice)
Main building	3800.00	(one coat)
	4400.00	(two coats)

Sharon stated that she had also been given a price to just paint the trim and gables by Dave Jones for \$400.00. Amy Collins stated that 10 years ago the town paid \$3600.00 to just do the main building 1 coat. Also, she stated that they have liability insurance through Modern Roofing and siding. The board asked Sharon to check with the other individual to find out if he had liability insurance . If he did not then have Joanne Nelson paint the entire building for 5900.00. This price does not include the repair of the two entries and the slats that are missing . Joanne will get back to the board on what she will charge to do this.

Kathy Hoppe addressed the board about the additions to the Shoreland Zoning ordinance. The planning board must hold a public hearing ,plus it must be posted for 10 days and run in a local newspaper for two editions. The public hearing was set for July 1st at 7:00 p.m. at the Municipal building afterwhich the board would hold a special town meeting to vote on the additions to the ordinance.

Amy brought to the board her concerns about the public beach. She stated that the restrooms were not very healthy and she would like to see them replaced. The discussed the situation and different avenues to go but decided to table this to a later date.

Sharon presented the board with a petition and also some written comments on the price increase at the campgrounds. Basically the campers feel the prices are too steep for the services they get. After much discussion it was moved and seconded to bring the price of camping back to last years fees. Let Fern know of this decision . Motion carried.

It was moved and seconded to hire Brian Morris as our new public works man. Motion carried. He will work under Bill Good for the summer.

Sharon stated that we have Sarah Belanger for the summer through the ACAP program. She will start June 15 as will Brian Morris.

The board will host a special town meeting to vote to go with the Tax Increment Funding District tonight, and Sharon asked the board if they had any questions. They stated that they want to make sure the town understands what they will agree upon and to stay with the 10% administrative costs.

It was moved and seconded to accept the minutes of May 6, 1998 as written. Motion carried.

Irving Russell passed away this 12 day of June. he will be missed by all. The board asked Sharon to get out a card and Sharon stated that she will be attending his funeral.

The board has received 8 applications for the Town Manager's position. Sharon gave them copies of the resumes and asked them to get back to her who they wanted to interview. The interviews will start 6/22/98.

Gloria stated that she had been in touch with Jim Nadeau numerous times concerning the transfer station and that Jim had told her that the person that was going to haul off the metal was having trouble with getting a truck. He said that it would be done next week. Gloria stated that she was going to meet them up there Sat. and unlock the gate for them when they called her. Give them some time but will have someone else come in and do it if it does not get done.

Sharon explained that the appraiser Bob Gingrass had spoken to Bowater and he felt taking the valuation down to half was fair because there was nothing left there even though they have not come forward with a list. Board agreed. Also Sharon explained that because of the Homestead Exemption Law we have to set the valuation on tree growth and Vet's exemptions at 88%. This came right from the State.

The Portage Lake Assoc. has asked if they can place their sign at the new boat launch on the right hand side just as you drive in. Board said this was alright.

It was moved and seconded to sign the County Tax Commitment for the 1998 year. Motion carried.

It was moved and seconded to give Cleveland Goodblood a Veterans's Exemption for the 1999 tax year. Motion carried.

Sharon stated that she wants to schedule a cash audit for when she leaves for the new person's protection and her's also. It was moved and seconded to get a cash audit done when Sharon leaves. Motion carried.

Dan stated that the culvert at the end of Ted Condon's driveway was bad and that the Hathaway road needed ditching. Sharon stated that this had been done last summer and she did not feel that the road was in poor condition except to go put more fill in where they had replaced Ted's culvert. Look into.

At this time Sharon stated that she understood that the town was planning to have a farewell supper for her. She stated that she really appreciated the gesture but there was something else she would prefer. She asked the board if they would plant a good flowering crab tree in the Town square and place a bench with a plaque stating " In loving memory of Eugene Morris and Gerald Everett" It was moved and seconded to do this . Motion carried.

Sharon had to have the transmission and the rear-end repaired in the new truck . She had not received a bill yet but it had to be done. Board agreed.

As there was no other business it was moved and seconded to adjourn the meeting at 4:30 p.m. 1.5 hrs.

Respectfully submitted,

Sharon Rafford

AGENDA
JUNE 24, 1998
7:00 P.M.

CALL MEETING TO ORDER

APPROVE MINUTES OF 6/12/98

SIGN WARRANTS

PUBLIC DISCUSSION

SIGN GA ORDINANCE

OLD BUSINESS

TOWN MANAGERS POSITION
COMMITMENT
CAMPGROUND
JIM STRANG
CASH AUDIT
OTHER

NEW BUSINESS

FLAG POLE
OTHER

MINUTES
JUNE 24, 1998
7:00 P.M.

The meeting was called to order by Gloria Curtis at 7:00 p.m. Those present were Gloria Curtis, Dan Higgins, Steve Belanger, Sharon Rafford, and guests were Jennifer Zipperick, Dwight Sewell, Dave Bolstridge, and Jim Garrity.

The first thing on the agenda was Dwight Sewell explaining that he was here to represent the Fish River Lakes Assoc. concerning what they do for the Town, as there was some concerns at the annual Town meeting. Dwight had asked Jennifer Zipperick to speak about the projects they were working on. One of which was the water shed survey and the possible NPS grant. Some discussion was held and after Jennifer presented the board with the different things that the Assoc. does for the different towns, it was moved and seconded to give the \$500.00 donation approved at the town meeting with the stipulation that someone would give us some idea of what they do for us. Motion carried. Dan stated that he would like to see Portage Lake get top priority. Dwight and Jennifer thanked the board for allowing them to speak on the Assoc. behalf and egressed from the meeting.

Gloria asked Dave if he would like to speak to the board at this time. Dave and Jim explained that they were going to do some cutting of wood behind the town office at a later date and asked if they could either use one of two places to enter onto the Town's property to haul the wood out. They stated that they would only be using it at most 2 times a week. The board said they did not feel this was a problem as long as the hauler had liability insurance and that Jim and Dave sign a statement saying that if there was any damage to the town's property that they would be responsible for it. The town will right up a statement and have Jim and Dave sign it before they start anything. Jim also stated that he still wasn't sure that he was going to do this, but he wanted to be prepared if he did. At this point Jim thanked the board and him and Dave left the meeting.

Dan stated that he thought the area by the Igloos should be weed wacked. It was looking pretty shabby. Sharon explained that Sarah was new and probably didn't know that she was supposed to do this area. Sharon said she had to tell her to do certain areas at the campsites also.

It was moved and seconded to approve the minutes of 6/12/98 as written. Motion carried.

It was moved and seconded to dispense with the public discussion as they took care of all guests earlier. Motion carried.

It was moved and seconded to approve and sign the new General Assistance Ordinance as we have not done any since 1991. Motion carried.

Sharon informed the board that William Beaulier had refused the job but, wanted to thank them for taking the time to interview him. Sharon asked the board if they wanted to call Richard Gould, the other interviewee, and offer him the job. It was moved and seconded to call Dick Gould and offer him the Town Managers position. Motion carried. Sharon informed the board that the commitment would not be affected by the TIF district this year because nothing was done before April 1st. She had called the State and they helped explain what we had to do. Sharon stated that she thought this was the situation but she wanted to make sure because Alan Ouellette had mentioned to her that the town would be affected this year.

Sharon stated that we had \$96.00 in camping fees last week since we brought the fees back down to last years fees.

Gloria asked Sharon if she had gotten in touch with Jim Strang about the wharfs and the mess at the seaplane base. Sharon explained that she had to reach him a couple of times but he has never called her back. It was moved and seconded to send him a registered letter explaining that he was to get the seaplane base in order or we would have to take over and get it done. Motion carried. The board said that they would have to really take a good look at the lease.

Sharon stated that Davis CPA was going to come and do a cash audit before she leaves.

Sharon informed the board that Pauline Everett approached her concerning a new flag pole at the town square. Pauline said she had about \$500.00 to give as a donation in memory of Gerald Everett, her husband whom had just passed away. The board felt this was a nice gesture and wanted to have Sharon check on the price of an aluminum pole. This was tabled until further information was available.

Under other new business it was moved and seconded to have Portage Construction haul our winter sand at \$5000.00 for 700 yards. Motion carried.

At this point the board asked Sharon to give Mr. Gould a call and ask him if he wanted the Town Manager's position. Sharon went to her office and called Mr. Gould. He stated that he could not give them an answer right at this moment, but would do so with in a week or sooner if possible. Board agreed.

As there was no other business it was moved and seconded to adjourn the meeting at 8:30 p.m. Motion carried. 1.5 hrs.

Respectfully submitted,
Sharon Rafford

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
MUNICIPAL BUILDING
JULY 10, 1998
3:00 PM**

Call Meeting to Order

Roll Call

Approve/Sign Warrant for Special Town Meeting

Public Discussion

Approve Minutes for Meeting of 06/24/98

Sign Treasurers Warrant(s)

Old Business

1. Hire/Appoint Town Manager
 - (a) Tax Collector
 - (b) Treasurer
 - (c) Road Commissioner
 - (d) Agent for Overseers of the Poor
2. Commitment of 1998 Taxes
3. Location of tree/benches (M16L52)
4. Jim Strang
5. Paving/West Cottage Rd
6. Other

New Business

1. Appoint Katherine A. Gagnon MV Municipal Agent (1 Yr only)
 - (a) New Registration (b) Reregistration (c) Truck Registration
2. Permission to close Town Office on 07/16/98 to attend Mandatory Truck Training in Fort Kent.
3. Appoint Wm Ray Beaulier as Municipal Alcohol/Drug Testing Program Administrator for the Town of Portage Lake.
4. Extend West Shore Road paving into Boat Landing
5. Appoint additional Ballot/Election Clerks:
 - (a) Beatrice Cormier (b) Donna Martin (c) Lucille Cyr (d) Cherry Danker
 - (e) Brenda Goodblood
6. Sign MDOT LRAP Certification

Selectperson(s) Concerns

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
MINUTES
07/10/98
3:00 PM

Meeting called to order by Gloria Curtis, Chairperson, at 3:05 PM. Present were: Gloria Curtis, Daniel Higgins, Board of Selectpersons and Amy Collins from the audience. Mary Ellen Chasse arrived later.

First item of business concerned Special Town Meeting. Dan Higgins moved, Gloria Curtis 2nd, motion to call Special Town Meeting at 7:00 PM, 07/17/98, for the purpose of amending the Portage Lake Shoreland Zoning Ordinance. Motion Carried.

Gloria Curtis moved, Dan Higgins 2nd, motion to sign and post the Warrant for Special Town Meeting. Motion Carried (Copy of Warrant attached).

No Public Discussion at this time. Manager informed the Board that Mary Ellen Chasse had requested the opportunity to meet with the Board, but had not arrived.

Dan Higgins Moved, Gloria Curtis 2nd, motion to approve minutes of Meeting of 06/24/98, as printed. Motion Carried.

Gloria Curtis moved, Dan Higgins 2nd, motion to approve Treasurers Warrant(s) #30-#31-#32-#33-#34. Motion Carried.

OLD BUSINESS

Board discussed the proposed gift from Pauline Everett, of a new flagpole for the Town Square area. Manager was instructed to get price(s) on new pole, satisfactory to Mrs. Everett, and get project under way as soon as possible. Amy Collins, from audience, indicated she had catalogs at home with flagpole prices and would bring them in for review.

Dan Higgins moved, Gloria Curtis 2nd, motion to hire/appoint William Ray Beaulier as Town Manager, Tax Collector, Treasurer, Road Commissioner, Agent for the Overseers of the Poor, effective this date. Motion Carried. Gloria Curtis asked that the record show she had opposed meeting Mr. Beaulier's salary requirement of \$25,000 due to lack of experience and the fact she felt it was unfair to the previous manager. She did indicate that Dan Higgins and Steve Belanger were in favor of meeting the salary asked. Dan Higgins stated previous Manager never gave money as a reason for getting done. At this time Mary Ellen Chasse arrived and Chairperson Curtis returned to the Public Discussion area of the Agenda.

AMENDED MINUTES (See minutes of 07/24/98)

Mary Ellen Chasse presented a program of co-operative advertising encompassing the 6 community area, in the Snowmobile Maine Magazine, as well as the MSA Snowmobiler Magazine distributed to members and advertisers. Mary Ellen asked that the Town of Portage Lake consider buying advertisement, along with other area towns, to show support for the snowmobiling industry. She indicated Ashland had given approval, Masardis was considering approval, but that Oxbow had said no due to lack of a funding source. The cost to the Town of Portage Lake would be \$144 co-operative, or \$216.50 non co-operative. Dan Higgins indicated that he did not feel funds were available in the Town's Administrative Account but were available through the Planning Board's Account. Amy Collins, Chmn. of the Planning Board, indicated the Planning Board was meeting that night and would be willing to take the funding request to them for approval. Dan Higgins moved, Gloria Curtis 2nd, motion to approve funding of co-operative advertising, provided the Planning Board approved the funds at their meeting. Motion carried.

Painting of exterior of Municipal Bldg. was discussed. Amy Collins indicated they would start painting as soon as weather allowed. Amy Collins also advised Board that she is no longer able to clean the Municipal Bldg., due to time constraints, and asked that we replace her. Board instructed Manager/Chairperson/Office Staff to review list of potential cleaning people and act accordingly.

Board instructed Manager to send letter to Kathy Hoppe and Frank Currier in appreciation of their many years of service on the Planning Board.

Discussion on location of "Memorial Tree & Benches" was held. Manager informed Board that Sharon had chosen two locations on tax map M16/L52, is choice being near the Portage Lake sign with the alternate location being in the area near the Veteran's Memorial. Location near the Portage Lake sign would be dictated by Velma Casey's property line. The Board instructed the Manager to get this taken care of as soon as possible.

The Commitment of the 1998 Taxes was tabled due to a problem of computation by the previous Manager. Would be ready for meeting of 07/22/98.

Manager reported that it appears Jim Stang has started to do some work on the warves. General appearance of the Seaplane Base is not good, however.

Manager reported on meeting with Dave St. John, MDOT, on proposed paving on West Cottage Rd. Mr. St. John indicated that, although there were one or two areas on the road that could use some minor rehab, the rest of the road was in good

condition and is suitable for paving. The cost of paving with the MDOT "Piggyback Program" would be \$44,045.56 (1,846T x \$23.86T) plus a Haul Cost of \$18,792.28 (40.72mi x \$.25/ton mile x 1,846T), for a total cost of \$62,837.84. Tack cost would be an additional \$1,600 (approx) and was not included in the original estimate. Time constraints would prevent the Town from doing any major rehabing on the road due to the fact MDOT would be moving into Portage Lake to do the project within the next week. If the road was not ready, the "Piggyback Program" would not be available until next year. Gloria Curtis moved, Dan Higgins 2nd, a motion to go ahead with the MDOT "Piggyback Program" and pave the West Cottage Road now. Motion Carried.

NEW BUSINESS

Manager reported Bureau of Motor Vehicles (BMV) had given tentative approval to Kathy Gagnon being appointed Municipal Agent, replacing Sharon Rafford. The Manager informed the Board he would not be eligible for the Municipal Agent appointment for 6 months and that Kathy had agreed to take it, but for no more than 1 year. Dan Higgins moved, Gloria Curtis 2nd, motion to appoint Katherine A. Gagnon, Municipal Agent for BMV, for 1 year from this date.

Manager requested permission to close the Town Office on 07/16/98 for a mandatory Truck Registration training session at the Ft. Kent Municipal Bldg. This training is required for Kathy to keep her certification and for the Manager to get certification. Dan Higgins moved, Gloria Curtis 2nd, a motion to close the office for training. Motion Carried.

The Manager indicated Kathy had requested she be removed from the position of Municipal Alcohol/Drug Testing Program Administrator for the Town of Portage Lake. Dan Higgins moved, Gloria Curtis 2nd, motion to appoint William Ray Beaulier as Municipal Alcohol/Drug Testing Program Administrator for the Town of Portage Lake. Motion Carried.

Manager presented a proposal, prepared by Dave St. John, MDOT, to extend the paving into the new Boat Landing at the end of the West Cottage Road, tying in with the paving now in place. Total cost to the Town would be \$4,458.21. Amy Collins expressed concern that paving could create increased volume of water entering into lake and would cause an increase in turbidity. Manager advised the Board that the new surfaces would be "crowned" to force water off to the sides, thereby reducing the force and volume entering the lake. Gloria Curtis moved, Dan Higgins 2nd motion to extend the paving into the Boat Landing Area. Motion Carried.

The Town Clerk has requested the following be appointed as Election Ballot Clerks: 1. Beatrice Cormier, 2. Donna Martin, 3. Lucille Cyr, 4. Cherry Danker, 5. Brenda

Goodblood. Dan Higgins moved, Gloria Curtis 2nd, motion to appoint above residents as Election Ballot Clerks. Motion Carried.

Manager presented the MDOT LRAP Certification for 1999 for approval and signature. Dan Higgins moved, Gloria Curtis 2nd, motion to approve and sign the 1999 Local Road Assistance Program Certification. Motion Carried

The Manager presented a Letter of Resignation from the position of Fire Chief for the Town of Portage Lake, from Herb McPherson. After discussion, Gloria Curtis moved, Dan Higgins 2nd, motion to accept Herb's letter, with regret. Motion Carried. The Board instructed the Manager to prepare a Letter of Appreciation and a suitable plaque in recognition of Herb McPherson's 25+ years of service to the Town of Portage Lake.

Due to Herb McPherson's resignation, Dan Higgins moved, Gloria Curtis 2nd, a motion to appoint Deputy Chief Wayne Gagnon, Fire Chief until the 1998 Annual Appointments. Motion Carried.

SELECTPERSONS CONCERNS:

Both Gloria Curtis and Dan Higgins expressed their desire to see the area around the Recycling Igloos cleaned up.

Dan Higgins requested that the Manager prepare a Road Inventory, outlining current maintenance requirement and future (re)construction proposals for Town Meeting consideration(s). Dan indicated he would be more that willing to assist the Manager in this area.

The Board further instructed the Manager to prepare a list of any other projects, requiring Town Meeting approval/funding, bring them to the Board for review, input, etc well in advance of Town Meeting. One such item would be repair/replacemwnt of the bathroom/changing areas at the beach. Any requests from citizens for projects requiring funding should go to the Board first.

Motion by Dan Higgins, 2nd by Gloria Curtis, to adjourn, 4:30 PM. Motion Carried. 1 1/2 hrs

TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
MUNICIPAL BUILDING
JULY 24, 1998
7:00 PM

Call Meeting to Order/ PUBLIC HEARING

Roll Call

Public Discussion/Business from Floor

Approve Minutes of Meeting of 07/10/98

Approve Warrants #35 & #36

OLD BUSINESS

1. Approve application for Renewal Special Entertainment Permit - Angeline Burton d/b/a Dean's Motor Lodge
2. Approve application for Renewal of Malt/Spirituuous/Vinous Liquor License - Angeline Burton & Rudolph Boutot d/b/a Dean's Motor Lodge
3. Seaplane Base
4. Response from MDOT Commissioner
5. New Tax Maps - Billing
6. Audit Report for Change in Treasurer
7. Committment of 1998 Taxes
8. Update on Paving - West Cottage Rd.
9. Update on Flagpole & Benches
10. Update on CDBG Grant

NEW BUSINESS

1. Permission to send Town Clerk/Registrar to Elections Conference/Training in Bangor
2. Auditors recommendation

SELECTPERSONS CONCERNS

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
MINUTES
07/22/98(POSTPONED)
07/24/98
7:00 PM

PUBLIC HEARING:

A Public Hearing on the renewal of a Liquor License and Special Entertainment License by Angeline Burton, d/b/a Dean's Motor Lodge was held. No audience participation or general discussion was held as no members of the general public were present.

Regular Meeting of the Portage Lake board of Selectpersons was called to order at 7:05PM. Dan Higgins was elected to preside in the absence of Gloria Curtis, Chairperson.

Selectpersons present: Steve Belanger and Dan Higgins

No Public Discussion or Business from the Floor.

Minutes of 07/10/98 were approved with an amendment by Dan Higgins, stating that "money was never brought up as a reason for the previous Manager's leaving".

Warrants #35-#36-#37 were presented for approval. Steve Belanger moved, Dan Higgins 2nd Motion to approve. Motion carried.

OLD BUSINESS:

Application for Renewal of the Special Entertainment Permit, submitted by Angeline Burton, d/b/a/ Dean's Motor Lodge. Steve Belanger moved to approve, 2nd by Dan Higgins. Motion carried.

Application for Renewal of Malt/Spirituuous/Vinous Liquor License submitted by Angeline Burton, d/b/a Dean's Motor Lodge. Steve Belanger moved to approve, 2nd by Dan Higgins. Motion carried.

Discussion of Seaplane Base. Board directed Manager to check with Jim Strang to determine what he planned to do. The Board also discussed what course of action would be taken with the Lease in view of the fact it expires on 08/31/98.

Letter from MDOT Commissioner Melrose was read and discussed. Board made note that the Commissioner indicated the hill south of Town as well as Main street would be reclaimed/resurfaced in 1999.

Manager advised the Board the revised Tax Maps, prepared by Dan Bridgham were in. The new maps contain current property

owners and book/page numbers, but not lot dimensions. The Manager and Board also discussed the necessity of a revaluation of the Town of Portage Lake. This will be a budget item for 1999.

The Audit Report and Auditors Recommendations, due to change in Treasurer, were reviewed. Steve Belanger moved, Dan Higgins 2nd, Motion to accept report and pay the bill. Motion carried. Board did ask for clarification as to whether the bill would result in a reduced cost to the Annual Audit or is to be considered in addition to.

A review of the proposed Commitment of 1998 Taxes was held. Steve Belanger moved, Dan Higgins 2nd, Motion to set the 1998 Tax Rate at .0180 and commit to William R. Beaulier, Tax Collector. Motion carried.

Manager advised the Board the paving on the West Cottage Road was completed, but that there had been a cost overrun caused by use of additional shim in some areas. The total cost for paving was \$72,500.47, less \$4,458.21 for the Boat Landing, which results in a cost for actual paving on the West Cottage Road of \$68,042.26. Steve Belanger moved, Dan Higgins 2nd, Motion to pay Lane Construction \$62,074.83 and MDOT \$10,425.64. Motion carried.

Manager presented Board with 3 prices on flagpole, from Rollan Walker. Prices for 30' aluminum flagpole were as follows: \$945 - \$623 - \$413, with shipping to be approx \$60. Manager indicated Mrs. Everett had advised that she had received approx \$500 in donations to go towards the purchase price. Steve Belanger moved, Dan Higgins 2nd, Motion to go with the middle price and to pay any difference out of Municipal Funds. Motion carried.

Manager advised Board that a Special Town Meeting was necessary to apply for, receive and administer CDBG Funds for the Maine Woods Co Project. Steve Belanger moved, Dan Higgins 2nd, Motion to call a Special Town Meeting for August 04, 1998. (Copy of Warrant Attached). Motion Carried.

NEW BUSINESS

Manager's request to send Kathy Gagnon to an Election Conference/Training session in Bangor, was presented. Steve Belanger moved, Dan Higgins 2nd, Motion to approve request. Motion Carried

SELECTPERSON(S) CONCERNS

Dan Higgins requested the following:

1. As soon as possible, prepare a schedule of Public Works projects, present and future, along with some

kind of documentation of time spent on specific projects.

2. Contact Pat Raymond to determine whether or not the new lines have been painted in the Boat Landing area.
3. Contact Laura Audibert GNP, concerning harvesting the School Lot.
4. Determine what the status is on roll-offs for the Transfer Station.

There being no further business, Steve Belanger moved, Dan Higgins 2nd, Motion to Adjourn.

Meeting adjourned at 10:00 PM.

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
AUGUST 07, 1998
3:00 PM**

Call Meeting to Order

Roll Call

Business from the Floor

1. Ken Nelson - Request to Consider Street Name Change

Approve minutes of 07/24/98

Approve Warrants #38 - #39 - #40

OLD BUSINESS:

1. Re-sign Commitment
2. MMA Risk Pool Pmt - Pager loss
3. Review Salt Bid - NMDC Bid Pool
4. West Cottage Road - paving project
5. Reappoint Fire Chief

NEW BUSINESS:

1. Approve/Sign FAIR HOUSING RESOLUTION
2. Approve/Sign STANDARDS OF CONDUCT
3. Determine recipient of Boston Post Cane
4. Report on 1989 Plow Truck
5. Letter from Charles Cornier
6. Repair Estimate on Copier
7. Resignation from Zoning Board of Appeals
8. Letter to Maine State Police
9. Economic Development (Executive Session Required)

SELECTPERSON(S) CONCERNS

TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
MUNICIPAL BUILDING
AUGUST 07, 1998
3:00 PM

Regular meeting of Portage Lake Board of Selectpersons called to order by Gloria Curtis, Chairperson, at 3:00 PM.

Gloria Curtis, Steve Belanger, Dan Higgins, Selectpersons present. Ken Nelson, resident of Stockford Rd and Maryland, present in audience.

BUSINESS FROM FLOOR: Ken Nelson presented a letter to the Board of Selectpersons and Amy Collins, Chairperson of the 911 Committee, requesting that consideration be given to rename the Stockford Rd. to Prosser Rd. Mr. Nelson's letter, as well as photocopies of old Annual Reports of Portage Lake indicated that it appears that sometime during the 1950's the name was changed from Prosser to Stockford, without Town Meeting approval, and that he would like to see it revert to the original name. The Manager advised the Board that since 911 was still in progress, changing of the name might not require Town Meeting action. Dan Higgins moved, Steve Belanger 2nd, Motion to approve changing name of Stockford Rd to Prosser Rd and to recommend same to the E911 Committee. Motion Carried.

PREVIOUS MINUTES: Dan Higgins moved, Steve Belanger 2nd, Motion to accept the minutes of 07/24/98, as printed. Motion Carried.

TREASURERS WARRANTS: Dan Higgins moved, Steve Belanger 2nd, Motion to approve Treasurers Warrants #38-#39-#40. Motion Carried.

OLD BUSINESS;

Manager presented new 1998 Tax Committment forms for signature of the Board. An error in computation of Tree Growth and entry of the wrong figures into the computer program resulted in the necessity of recomputing the Mill Rate. This error was entered by the former Manager and was discovered half way through the printing of this years bills. The continuation of printing of the bills at the Tax Rate of .01800, set previously, would result in an increase in the Overlay to \$9,929.67, up from \$6,928.86. To revise the Mill Rate would necessitate ordering more blank tax bills and delay issuing by up to 2 weeks. The Chairperson was notified and decision made by Chairperson to stay with the .01800 rate. Motion made by Dan Higgins, 2nd by Gloria Curtis, to leave the Mill Rate at .01800 and sign the new Committment Papers. Motion Carried.

Manager presented results of NMDC group salt bid prices. Price per ton delivered this year \$34.98. 1997 price was \$35.85. Dan Higgins moved, Steve Belanger 2nd, Motion to

purchase salt through NMDC group salt plan from Cargill Salt, \$34.98 per ton, delivered, 41 tons total. Motion Carried.

Manager advised Board that the Town has received a check from MMA Risk Pool reimbursing us for a pager lost by a member of the Fire Dept.

Manager advised Board he had requested quotes for screened gravel to be used on shoulders along recently paved west Cottage Rd. Quotes were requested from Portage Construction and Shamrock Trucking. Quote of \$5.00 per yd received from Portage Construction only. Manager went ahead and ordered 300 yds to be hauled by Town trucks.

Manager advised Board Wayne Gagnon had declined appointment as Fire Chief replacing Herb McPherson. Meeting of Fire Dept resulted in members choosing Bill Scheaffer to serve until 1999 Annual Appointments. Dan Higgins moved, Steve Belanger 2nd, Motion to appoint Bill Scheaffer as Fire Chief until 1999 Annual Appointments. Motion Carried

NEW BUSINESS:

Manager advised Board that in order to qualify for CDBG Funds, a FAIR HOUSING RESOLUTION must be adopted by the Town of Portage Lake. Dan Higgins moved, Steve Belanger 2nd, Motion to Adopt FAIR HOUSING RESOLUTION. Motion Carried. (Copy Attached).

Manager also advised CDBG required that we adopt STANDARDS OF CONDUCT. Steve Belanger moved, Dan Higgins 2nd, Motion to adopt STANDARDS OF CONDUCT. Motion Carried (Copy Attached).

Manager advised Board that as result of death of Laurie Pelletier, they should select a new recipient for the Boston Post Cane. After discussion and review of list of residents and their ages, it was determined that William (Bill) Bolstridge, DOB 06/17/14, appears to be the oldest living resident of Portage Lake. Dan Higgins moved, Gloria Curtis 2nd, Motion to award the Boston Post Cane to William (Bill) Bolstridge. Vote was 2 in favor, 1 abstention. Selectperson Steve Belanger said he would be honored to present the Cane to his grandfather.

Manager advised Board that Bill Good had advised that the frame was broke on the 1989 International plow truck. Board instructed Manager to get quotes for repair; use T100 steel and to plate both sides.

Manager presented letter from Charles Cormier, East Cottage Road, in response to the CEO warning him to obtain a Building Permit for the new construction currently in progress. Board so noted and asked that the CEO follow up on Mr. Cormier's concerns.

Manager presented a quote for repairs on the Savin Copier, by Levesque Office Supply. It appears that the drum

will have to be replaced, with a total cost estimated to be \$474.33. The copier was purchased new in April, 1995 and has had a considerable amount of maintenance since then. No Maintenance Agreement exists and replacement is out, at this time due to lack of funds. Dan Higgins moved, Steve Belanger 2nd, Motion to authorize repairs. Motion Carried.

Manager presented Letter of Resignation from Zoning Board of Appeals, by Greg Cyr. Dan Higgins moved, Steve Belanger 2nd, Motion to accept resignation. Motion Carried. Discussion of possible replacement with the names of Jerry Cormier, Angie Burton, Al Murphy presented.

Manager gave Board a copy of letter sent to Cmdr., Troop F, Maine State Police concerning citizen complaints of excessive speed in early morning and late afternoon. Manager advised he had received telephone call from Lt. Barry Smith, this a.m., stating his department would make an effort to curtail the excessive speed.

Manager presented a concern of the new owners of the former GNP Chip Plant Site. It appears that prospective tenants are interested in some of the land, but that their attorney has interpreted our Shoreland Zoning Ordinance as requiring a subdivision permit when any lot containing forested wetlands is divided, and therefore is not consistent with State Law. It appears that we used the 1990 State of Maine Guidelines for Municipal Shoreland Zoning, which has been revised, in 1992 and again in 1994 and we have not updated our Ordinance to comply. After discussion, Dan Higgins moved, Gloria Curtis 2nd, a motion to Call for a Public Hearing, combined with a Special Town Meeting to "Revise the Portage Lake Shoreland Zoning Ordinance to Comply with the State of Maine Model of 1994". Motion Carried.

SELECTPERSON(S) CONCERNS;

Dan Higgins asked that the Manager review current salary level of office personnel as well as new highway employee who's probationary period is almost up. Report back to Board when info is available.

Dan Higgins indicated he had received complaints of dust, from residents adjacent to the Golf Course Road and asked the Manager to look into it.

No further business, meeting adjourned at 5:00 P.M.

**AGENDA
TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
7:00 P.M.**

Call Meeting to Order

Roll Call

Business from the Floor

1. Meet with Dave Barry re: M1AL07
2. Marcel Theriault re: Golf Course Road Easement
3. Other

Approve Minutes 08/07/98

Approve Treasurers Warrants #41-#42-#43

OLD BUSINESS:

1. Street Name Change Request
2. Review TIF Revenue Dollars
3. Update on 1989 Plow Truck
4. Sign Warrant for Special Town Meeting
 - A. Authority to Spend from Building Permit Income
 - B. Revision of Shoreland Zoning to Comply with State Model
5. Correspondence from John Dority, MDOT

NEW BUSINESS:

1. Amy Collins - Request to use Comprehensive Plan Funds for Tourism Brochures.
2. Revise Policy Statement on Use of Town Property
3. Review Proposed Slate of MMA Officers
4. Review Trial Balance

PERSONNEL MATTERS: (Executive Session)

SELECTPERSON(S) CONCERNS

TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
MUNICIPAL BUILDING
AUGUST 19, 1998
7:00 PM

The regular meeting of the Portage Lake Board of Selectpersons was called to order at 7:00 PM by Gloria Curtis, Chairperson.

Gloria Curtis, Steve Belanger, Dan Higgins, Selectpersons all present. Dave Barry, Sheila Moro, Marcel Theriault, Brian Morris, Amy Collins, present in audience.

Dan Higgins moved, Steve Belanger 2nd, Motion to go into Executive Session with Brian Morris, to discuss Personnel Matter. Motion carried and the Board went into Executive Session at 7:03 PM.

Dan Higgins moved, Steve Belanger 2nd, Motion to end Executive Session. Motion carried and the Executive Session ended at 7:15 PM. Brian Morris then left the room.

BUSINESS FROM FLOOR:

Mr. Barry addressed the Board about his concern about the delinquent taxes on property owned by Richard Teel, M1A, L07 which abuts Mr. Barry. Mr. Barry indicated that he has a signed "Right of First Refusal" on the property from Mr. Teel and was wondering if the Town would honor this document if the property became Tax Acquired. Dan Higgins advised Mr. Barry that it takes approx 18 mos for property to become tax acquired and that a lot could happen during that time. He also stated that he was aware that Mr. Teel was involved in a recent divorce proceeding and that may have had a bearing on the non-payment of taxes. Dan Higgins indicated to Mr. Barry, that if he would furnish us a copy of the signed agreement, we would attach it to the Property Card and should the property become tax-acquired we would get a legal opinion as to whether or not we could recognize the agreement and honor his request. If legal opinion indicated we could recognize the Right of First Refusal without going to bid, he had no problem with selling it to Mr. Barry. Steve Belanger agreed. No further action taken.

Sheila Moro advised the Board she had been hired to do the Municipal Bldg. cleaning but was finding it difficult to clean the Town Office part during normal business hours. She asked if it would be possible to clean approx 1/2 hr before opening or after closing. The Board indicated they had no problem but that it was up to the Manager. The Manager indicated he was unaware of the problem but felt that something could be worked out. No further action taken by the Board.

Marcel Theriault presented an easement, for review by the Board, for the "Golf Course Road", so called, from the intersection of Rte 11 and terminating at his property line.

The new easement more clearly defines the road dimensions and contains the clause that the Town of Portage Lake was not liable for any maintenance; and that the new easement was necessary in order for him to secure a bank loan using his property as collateral. Dan Higgins moved, Steve Belanger 2nd Motion to approved the easement and authorize the Town Manager to sign it. Motion carried.

Amy Collins, representing the Planning Board, presented a copy of a Portage Lake tourism brochure prepared by the Planning Board members and currently being used on the Internet. Amy indicated that there is \$2,590.88 remaining in the Comp Plan account and according to Kathy Hoppe, that amount was to be used for tourism. She indicated that they had planned to have the first page printed, in color, for approx \$500 and use the office copier to copy the remaining pages. They have also talked about purchasing a "spiral binding" tool to finish the job. They have talked about distributing the brochures at the Me Publicity Bureau kiosks and possibly selling them. The Manager indicated he was uncomfortable about authorizing expenditure of these funds without determining if this was a proper expenditure, especially in view that these are state grant funds. He also felt that if the office copier was slated for use in preparing the brochures, perhaps some of those funds could help pay for the \$475 repair bill authorized by the Board in a previous meeting. After more discussion, Dan Higgins moved, Steve Belanger 2nd, Motion to authorized using these funds for preparation of the brochures and helping to pay for the copier repairs, providing the Manager was able to determine it to be a proper expenditure. Motion carried.

Amy Collins asked the Board to consider paying for an additional charge of \$58.63 on the painting contract, due to the necessity of repainting an area adjacent to the Highway Garage caused by red paint splatters from using the pressure washer to clean brushes used on the mower storage building. There was also extra time involved in straining and mixing the blue paint purchased from the Ashland Hdwe. a year ago. Dan Higgins moved, Steve Belanger 2nd, Motion to authorize payment. Motion carried.

Third item by Amy Collins was an update on the Planning Board members and Portage Lake Assn. members to obtain funding for a demonstration project for planting of buffer strips on Town owned property to curtail erosion and discourage the geese from frequenting those areas, the Public Beach in particular.

No further business from the floor.

MINUTES OF PREVIOUS MEETING

Steve Belanger moved, Dan Higgins 2nd, Motion to accept the minutes of August 07, 1998 meeting. Motion carried.

TREASURERS WARRANTS

Dan Higgins moved, Steve Belanger 2nd, Motion to approve Treasurers Warrants #41-#42-#43. Motion carried.

OLD BUSINESS

Manager advised the Board that the request from Ken Nelson to consider changing the name of the Stockford Rd back to the original name of Prosser Rd may require Town Meeting action. Whether or not the Special Town Meeting of 06/28/96 which failed to list all street/road names in addition to the proposed changes was improper remains to be clarified. No further action taken pending legal review.

Manager presented the Board with a list of the PROPOSED USES OF RETAINED CAPTURED TAX INCREMENT REVENUE DOLLARS, necessary for the TIF Agreement with MWC. Total amount of dollars was \$860,000. The Board felt the list was in line with their goals discussed previously. No further action at this time.

Manager informed Board that Barry Baranowski had been out to look at the 1989 plow truck and indicated he would be willing to make the necessary repairs to the frame for approx \$300 provided highway personnel removed the plow frame and got it ready for him.

Dan Higgins moved, Steve Belanger 2nd, Motion to sign Special Town Meeting Warrant for 09/03/98 for purpose of #1: Obtaining permission to expend from Building Permit income; #2: Revision of Shoreland Zoning to comply with 1994 Model. Motion carried. (Copy of Warrant attached)

Manager reported to Board that payment of the painting contract for the Municipal Building had depleted the Building Improvement Account of \$3,266.45, carried forward from 1987, with the balance taken from the Town Hall operating account. This transaction reduces the balance of the Town Hall operating account to approx \$8,000 to carry us through the next 6mos. In view of the upcoming heating season, things could be quite tight and it definately means that the Town Office could not be moved to the former Credit Union Office, especially in view of the fact the custom-built counter was a necessity. After much discussion, the Board decided to charge a share of the painting costs to the Highway repair account, and possibly some to the Fire Department repair account. Manager was instructed to determine how much, if any, could be charged to the repair accounts at a later date.

Manager presented the Board with copies of the Policy Statement, published in the Annual Report, on use of Town owned equipment. Of concern was that provision that appears that both tables and chairs could be allowed out to the Public with Board permission. Kathy Gagnon had advised the Manager that at some time in the past, the Board had changed that policy allowing only the chairs to be let out. The Board agreed that the policy had been informally changed and they had failed to make the changes in the written policy. Dan Higgins moved, Steve Belanger 2nd, Motion to revise the

Policy on Use of Town Owned Equipment, allowing removal of chairs only and giving authority to Town Manager to approve use, instead of the Board as currently written. Motion Carried.

The Board reviewed the Maine Municipal Association 1998 Slate of Officers and the Nomination by Petition criteria for selection. No action taken.

SELECTPERSON(S) CONCERNS:

No specific items. Mostly covered in previous Board actions.

Motion to Adjourn, 9:45PM. Motion Carried

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
MUNICIPAL BUILDING
SEPTEMBER 02, 1998
3:00 PM**

The regular meeting of the Portage Lake Board of Selectpersons was called to order at 3:00 PM by Gloria Curtis, Chairperson.

Gloria Curtis, Steve Belanger, Dan Higgins, Selectpersons all present. Wm R Beaulier, Town Manager and Amy Collins, Planning Board Chair, also present.

BUSINESS FROM THE FLOOR:

Amy Collins presented a copy of a fax letter from Dan Prichard, MDEP, concerning the proposed changes to the Shoreland Zoning Ordinance, scheduled for Special Town Meeting on 09/03/98 and also the proposed subdivision of the former GNPCo property by Seven Islands. Ms Collins indicated it appeared the proposed revision would not help Seven Islands in their attempt to subdivide the property because it appears that the area in question is within 250' of a wetland as defined by the 1995 edition of the Shoreland Zoning Map. Ms. Collins also stated that she, as well as the rest of the Planning Board members were upset to think that the Board of Selectpersons would go forward with calling a Special Town Meeting to change the Shoreland Zoning Ordinance without getting their approval. Dan Higgins said that he apologized, and hoped he was speaking for the rest of the Board, for not getting the Planning Board involved sooner. He stated that the only reason for going ahead was to expedite the process due to the short period of time left for construction, etc. The rest of the Board agreed. The Manager stated that the current Shoreland Zoning Ordinance was based on the 1990 model and has been changed twice since then, the last change in 1994. Since no changes have occurred since the 1994 model, it appears very little, if any, review would be necessary. Ms. Collins replied that might not be necessarily true, "What might be good for economic development might not be good for the Lake".

Dan Higgins then stated that in view of Dan Prichards fax, he would Move to recommend a NO vote on Article 3 at the 09/03/98 Special Town Meeting and to charge the Planning Board with reviewing both the Shoreland Zoning Ordinance and General Zoning Ordinance for presentation to the voters at the Annual Town Meeting in 1999, for revision. Steve Belanger, 2nd motion. Motion Carried.

Ms Collins then asked that the Board of Selectpersons instruct the Manager to send a letter to Sara Medina, Seven Islands, explaining what had, or would, be taking place. Manager so instructed.

Ms. Collins also stated she was also upset that the Manager had insisted that the Planning Board come back to the Board of Selectpersons for approval to expend some of the Comp Plan funds remaining, for the tourism brochure, because it was her understanding that this had been approved by the Board quite some time ago. The Manager indicated he had read through 11/2 yrs of previous Board minutes and could not find prior approval. Several possible expenditures had been discussed but no specific authorization. Manager also indicated he had received approval from the State Planning Office in Augusta to expend the funds as long as it was identified as a goal in the Comprehensive Plan.

Dan Higgins moved, Steve Belanger 2nd, Motion to expend up to \$750.00 for Tourism Brochures and using Comp Plan Funds to pay for it. Motion Carried

PREVIOUS MINUTES:

Dan Higgins moved, Steve Belanger 2nd, Motion to accept the Minutes of 09/02/98 as printed. Motion Carried.

**TOWN OF PORTAGE LAKE
SELECT PERSONS MEETING
MUNICIPAL BUILDING
SEPTEMBER 02, 1998
3:00 PM**

TREASURER WARRANTS:

Steve Belanger moved, Dan Higgins 2nd, Motion to approve and sign Treasurer Warrants #44 #45 #46 #47 as presented. Motion Carried.

OLD BUSINESS:

The Board discussed the pending vacancy for the Public Works Department, including possibility of making the position part-time if the right person was interested. Steve Belanger moved, Dan Higgins 2nd, Motion to advertise (1 edition) the vacancy, indicating salary to DOE and requiring a resume listing salary requirements and experience based on 40hr workweek. Motion Carried.

Manager reported to Board that after all charges for the West Cottage Rd had been totaled, it appears that approx. \$26,000 remains in the Road Improvement Account and was looking for direction from the Board on what, if anything, they wanted to do with the balance. Manager indicated the Town Meeting Articles did NOT specify exactly where the funds were to be spent, only that the West Cottage Rd was the "target area". Discussion continued with consensus being to ditch and replace culverts of East Cottage Rd. and necessity of going out to bid. Manager indicated that bidding would add at least 2-3 weeks to time line and that it was his understanding that Shamrock Construction was the only firm in the area with a rubber tired excavator. The Manager also made note that Portage Construction has received approx. \$7,000 in Town business to date and would have the opportunity to bid on the emergency replacement for a septic system in the near future. He, therefore, felt the Board should consider waiving the bidding requirement, due to time constraints. He also felt that Dan Higgins should not be penalized because he serves on the Board.

Steve Belanger moved, Gloria Curtis 2nd, Motion to waive bidding process and hire Shamrock Construction, on a hourly basis, to ditch and replace culverts on the East Cottage Rd. Steve Belanger and Gloria Curtis voted in favor. Dan Higgins abstained.

Manager reported that the Environmental Review process on the CDBG had taken place and that the proposed Phase I review on subsoil contaminants as brought forward by Chad McPherson's letter, representing S.W.Cole, has already taken place and would be entered in the ER statement to CDBG by NMDC.

Manager reported to the Board that the "Boston Post Cane" currently in the Town's possession, was in fact the Portage Lake Bicentennial Cane. Whereabouts of the Boston Post Cane is currently unknown. The Board expressed the desire to "track down" the Boston Post Cane, when time allowed. No further action.

Discussion on Seaplane Base took place. Gloria Curtis indicated it was her understanding that Jim Strang was not interested in renewing the lease, which expired on 08/31/98. Dan Higgins moved, Steve Belanger 2nd, Motion to go to bid on leasing the Seaplane Base.

NEW BUSINESS:

The Board acknowledged a thank-you note from Judy Moreau.

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
MUNICIPAL BUILDING
SEPTEMBER 02, 1998
3:00 PM**

The Board reviewed the MDEP Inspection Report of the Transfer Station and instructed the Manager to contact Jim Nadeau to determine status of the roll-off for the Transfer Station.

The Board acknowledged receipt of Roadside Spraying schedule from MDOT for September. No action taken.

After discussion, the Board authorized Manager to pay NMDC dues, if he felt the Town of Portage Lake had "gotten their moneys worth".

Manager presented Board with list of local residents and officials to be appointed to the CDBG Advisory Committee. Dan Higgins moved, Steve Belanger 2nd, Motion to appoint CDBG Advisory Committee as per list presented. Motion Carried. (List attached)

Manager advised Board that Jerry Cormier had agreed to replace Greg Cyr on the Zoning Board of Appeals. Steve Belanger moved, Dan Higgins 2nd Motion to appoint Jerry Cormier to Portage Lake Zoning Board of Appeals. Motion Carried.

Manager advised Board the letter from S.W. Cole had been addressed by the CDBG Environmental Review conducted by NMDC. No further action taken.

Manager advised the Board that the clutch had to be replaced on the "M" tractor. Cost would be approx. \$125 and was being done by Brian Morris.

Insurance Review - Tabled pending visit by MVA Risk Pool representatives on 09/16/98.

Manager indicated Angie (Boutot) Burton, Dean's Motor Lodge was planning a pig roast for the weekend of 09/13/98 and was requesting the use of picnic tables and bleachers. She also indicated she was trying to line up snowmobile dealers to display their new models and wanted permission to park them in the "Town Square" area. Steve Belanger moved, Dan Higgins 2nd, Motion to allow use of bleachers, picnic tables and Town Square area as long as everything was returned in original condition. Motion Carried.

Manager indicated the Portage Lakers Snowmobile Club was pursuing a grant to purchase or build, a snowmobile trail rescue sled and needed a place for temporary storage. The Club did not want to build onto their storage building until they were sure they would be getting the sled and were asking for permission to store it in the Fire Station. They were also asking if two keys could be issued; 1 to Jim Fahey and 1 to the Ashland Ambulance Service. Dan Higgins moved, Gloria Curtis 2nd, Motion to grant both requests, provided everything was o.k. with the Fire Chief. Motion Carried.

Manager indicated that Roberta Belanger had requested permission to start the fall/winter volleyball activities in the multi-purpose room. Manager brought the matter to the Board because of past problems he became aware of while reading through past Board Minutes. Steve Belanger moved, Dan Higgins 2nd, Motion to approve request with following conditions: (1) Roberta Belanger to be responsible and only one with key, (2) Permission is for ONE (1) night or day only; additional nights/days may be requested but MUST be approved by the Board, and (3) There is to be NO volleyball activity if any other Town/Civic function is scheduled within the Municipal Building.

SELECTPERSONS: CONCERNS:

None due to late hour. Dan Higgins moved, Steve Belanger 2nd, Motion to Adjourn.

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
MUNICIPAL BUILDING
SEPTEMBER 02, 1998
3:00 PM**

Adjourned at 4:45 PM (1hr, 45 mins)

**AGENDA
TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
AUGUST 28, 1998(POSTPONED)
SEPTEMBER 02, 1998
3:00 PM**

Call Meeting to Order

Roll Call

Business from Floor

- 1. Amy Collins**
 - a. Proposed Shoreland Ordinance Rev**
 - b. Tourism Book - Comp Funds**
 - c. Planning Board**

Approve Minutes of August 19, 1998 Meeting

Approve Treasurer Warrants #44 #45 #46

OLD BUSINESS

- 1. Replacement of Highway Employee**
- 2. Continuation of Road/Street Work**
- 3. Update on CDBG Grant**
- 4. Update on Boston Post Cane**
- 5. Seaplane Base**

NEW BUSINESS:

- 1. Thank-you note from Judy Moreau**
- 2. MDEP Inspection Results-Transfer Station**
- 3. MDOT Notice-Roadside Spraying**
- 4. NMDC Dues Billing**
- 5. Appoint CDBG Advisory Committee**
- 6. Appoint Jerry Cormier to Zoning Board of Appeals**
- 7. Letter from S.W. Cole-Environmental Site Review**
- 8. Repairs to "M" Tractor**
- 11. Request to use Picnic Tables & Bleachers**
- 9. Insurance Review**
- 12. Volleyball Request**
- 10.Portage Lake S.C. Request**

SELECTPERSONS CONCERNS

TOWN OF PORTAGE LAKE

Incorporated: March 24, 1909

P.O. Box 255, 7 School Street
PORTAGE LAKE, MAINE 04768
Phone 435-4361
Fax 435-6229

September 03, 1998

Northern Maine Development Commission
ATTN: Joella R. McBreairty
99 West Main St.
Fort Kent, ME 04743

Joella,

The Portage Lake Board of Selectpersons, at their regular meeting on 09/02/98, appointed the following individuals to the CDBG Advisory Committee.

Roland Caron	15 Hayward St., P.O. Box 289 Portage Lake, ME 04768 Tel 435-6326
Angeline (Boutot) Burton	1 School St., P.O. Box 31 Portage Lake, ME 04768 Tel #435-6817
Anita Theriault	55 West Cottage Rd., P.O. Box 114 Portage Lake, ME 04768 Tel #435-4311
Ken Y. Hodsdon	203 East Cottage Rd., P.O. Box 285 Portage Lake, ME 04768 Tel #435-6591
Stephen Belanger	89 Rte 11, P.O. Box 267 Portage Lake, ME 04768 Tel #435-8078
Diana Michaud	19 Hayward St., P.O. Box 263 Portage Lake, ME 04768 Tel #435-6892
Michael Bartlett	121 East Cottage Rd., P.O. Box 20 Portage Lake, ME 04768 Tel #435-6551

The following are Ex-Officio Members:

Gloria Curtis 59 West Cottage Rd., P.O. Box 110
Portage Lake, ME 04768 Tel #435-6413
Chairperson, Board of Selectpersons

Wm Ray Beaulier 267 East Cottage Rd., P.O. Box 15
Ashland, ME 04732 Tel #435-2022
Town Manager

Ralph Stolze 89 Garfield Rd., Masardis, Me 04732
Tel #435-6114
Code Enforcement Officer

FOR THE BOARD OF SELECTPERSONS

WILLIAM RAY BEAULIER
Town Manager

**AGENDA
TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SEPTEMBER 23, 1998
7:00 PM**

Call Meeting to Order

Roll Call

Business from the Floor

Approve Minutes of September 02, 1998

Approve Treasurer Warrants #48 - #49 - #50 - #51 - #52

OLD BUSINESS:

1. Review Employment Applications-Highway Employee(Executive Session)
2. Review Proposed Contractors - School Lot
3. Review Bid(s) on Small Community Septic System Grant
4. Status on ditching/culvert replacement - East Cottage Rd
5. Review Insurance Proposals
6. Update on MDOT Paving Project (Main St)
7. Review "Revised" Building/Equipment Policy

NEW BUSINESS:

1. Application for Veteran's Exemption - Humphrey E. Bridges
2. Amend General Assistance Ordinance Appendixes (A-B-C)
3. Cast Ballot for 1999 MMA Executive & Advisory Committee
4. Designation of Voting Delegate to annual MMA Convention
5. Review and approve letter of support for Empowerment Zone
6. Review collection activity - 1998 Taxes
7. Review draft Credit Enhancement Agreement
8. Highway Equipment
9. Managers concerns - employee & other

SELECTPERSON CONCERNS:

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
SEPTEMBER 23, 1998
7:00 P.M.

The regular meeting of the Board of Selectpersons was opened at 7:00 PM by Gloria Curtis, Chairperson.

Gloria Curtis, Chairperson, Dan Higgins, Steve Belanger all present. Wm R Beaulier, Town Manager present, as well as Amy Collins and Grace Nason from the Planning Board (in Library working on Tourism Book and would be in later for presentation to Selectpersons).

Steve Belanger moved, Dan Higgins 2nd, Motion to accept minutes of 09/02/98 meeting as printed. Motion Carried.

Steve Belanger moved, Dan Higgins 2nd, Motion to approve Treasurer Warrants #48 - #49 - #50 - #51 - #52 - #53. Motion Carried.

Dan Higgins moved, Steve Belanger 2nd, Motion to go into Executive Session to review applications for Public Works Position. Motion Carried. Board entered Executive Session at 7:15 PM.

Dan Higgins moved, Steve Belanger 2nd, Motion to end Executive Sesssion. Motion Carried. Board ended Executive Session at 7:18 PM.

Dan Higgins moved, Steve Belanger 2nd, Motion to schedule an interview for first choice of three applications, on Friday, September 25th, at 6:00 PM. Motion Carried.

Manager presented the Board with the names of 2 woods contractors that had expressed an interest in harvesting the School Lot. The Board instructed the Manager to proceed with contacting Laura Audibert, GNP Forester and schedule a meeting, along with Pat Raymond, to finalize harvest plans for this Winter.

Manager advised the Small Community Septic Grant on the East Cottage Rd was on hold because the abutting property owner has refused to sign a "Well Release Form" and that Bill Hersey, Nick Archer MDEP and Jay Hardcastle Dept of Human Svc., had all been notified. Gloria Curtis, Chairperson was present at the Town Office on 09/16/98, 3:00 PM, accepted and opened the sole bid from Portage Construction in the amount of \$7,992.00. No further action taken pending authorization to proceed or terminate action.

Manager advised Board that he had contacted Laura Bouchard & Ron Fowler, both of the East Cottage Road, concerning easements to allow drainage on their property from 2 proposed cross culverts. Manager further stated he had contacted the Soil Conservation Service and requested an on

site evaluation of the proposal, in particular any impact the drainage might have on abutting property owners. Steve Belanger moved, Gloria Curtis 2nd, Motion to go ahead with culvert installation if the Soil Conservation Service sees no problem. Steve Belanger and Gloria Curtis voted in favor. Dan Higgins abstained. Motion Carried.

Manager presented the Board with a new quote, on Workers Compensation Insurance from MEMIC through F.A. Peabody in the amount of \$1,750, down from the original quote of \$2,300. This amount compares to the Maine Municipal Risk Pool quote of \$1,830. The Manager indicated he felt this reduction was as a direct result of advising F.A. Peabody that the Town was doing "comparison shopping" on insurance costs. The Board discussed the difference in quotes and questioned whether the small difference between MEMIC and MMA was worth changing, in view of the fact we had received good service from F.A. Peabody over the years. Final discussion centered on the fact that if MEMIC was interested in keeping our business, they should have been upfront with the lowest possible quote. Dan Higgins moved, Steve Belanger 2nd, Motion to go with Maine Municipal Risk Pool for Workers Comp coverage and to authorize the Manager to sign necessary contract documents. Motion Carried.

Manager advised the Board he had received word from a Mr. Horstmann, MDOT Augusta, that the Road Reclamation Project(s) slated for Ashland and Portage Lake, have been delayed until next spring due to the fact the sole bidder came in a 20% over budget estimate. When the Board was advised that the project was for the Main Street and then going North, Dan Higgins asked the Manager to arrange a meeting with the Governor, when he was in town on the 29th of October for the groundbreaking ceremony at the mill, to express the Boards dismay at the road conditions.

The Manager presented the Board with a revised Building/Equipment Use Policy for their review. Manager also advised that insurance coverage for on premise alcohol consumption exists ONLY for functions considered as TOWN FUNCTIONS and not for activities taking place when the building was rented. This information was brought to the Manager's attention when visited by the MMA Risk Pool Team. Dan Higgins moved, Steve Belanger 2nd, Motion to adopt the revised Building/Equipment Use Policy. Motion Carried. The Board also asked the Manager to do more research on the liquor coverage issue and get back to them.

NEW BUSINESS

Manager presented an Application for Veterans Exemption for Humphrey Bridges, 264 West Cottage Rd. Application appeared to be in order and a copy of a DD214 was available. Motion by Steve Belanger, 2nd by Dan Higgins, to approve the application. Motion Carried.

Manager presented copy of MMA legal recommendation on required revision(s) to the General Assistance Ordinance.

Steve Belanger moved, Dan Higgins 2nd, Motion to call a Public Hearing, within required time limits, for the purpose of revising the Portage Lake General Assistance Ordinance to comply with State of Maine Guidelines. Motion Carried.

Dan Higgins moved, Steve Belanger 2nd, Motion to sign and cast the preprinted ballot for the 1999 MMA Executive and Advisory Committee. Motion Carried.

Dan Higgins moved, Steve Belanger 2nd, Motion to table designating a Voting Delegate for the Town of Portage Lake at the Annual MMA Convention, due to the fact the Town would not be sending anyone to the Convention. Motion Carried.

The Board reviewed and approved a letter of support, to NMDC, for the Empowerment Zone Application.

Manager reported tax collections for 1998 were at 72%.

Manager reported the 1989 International Plow Truck had been stripped and was waiting for Barry to make the necessary repairs. It appears Barry is working on the water tower in Ashland is taking longer than originally estimated. Board instructed Manager, that due to the lateness of the season, if Barry can't get to it within reason, go to an alternative source of repair. Manager also advised the Board it appears the hopper sander is in such bad condition that the Public Works crew feel it will not make it through the winter. The distribution chain installed at the beginning of the winter season has been damaged due to the unstable sides and defective bearings. Dan Higgins indicated he had looked at the hopper and as far as he was concerned it was not worth investing any more money in it. Steve Belanger said he felt it could be repaired, but that he would like an estimate of the cost before making a decision. Steve Belanger moved, Dan Higgins 2nd, Motion to get estimate on cost of repairs. Motion Carried.

The Manager then presented a list of concerns, as follows:

- (1) The FAX machine in the office has been malfunctioning (7 pages sent out, 3 received) and actually requires someone to stand and feed each page individually. Dan Higgins moved, Steve Belanger 2nd, Motion to replace FAX machine at best price. Motion Carried.
- (2) Jim Nadeau, NAWSA, indicated the new roll-off should be in place within the week. He asked if he could take it back to Eagle Lake after we closed our transfer station for the winter and also could they have a key so that the contract hauler could have access to the transfer station. Steve Belanger moved, Dan Higgins 2nd, Motion to allow the roll-off to go back to Eagle Lake and also to issue a key. Motion Carried.
- (3) Manager requested authority to sign up for Internet Access for the office computer to allow the ability to utilize the MMA Resource Center; MDOT Resource

- Center, etc. Cost would be in area of \$10 per month. Dan Higgins moved, Steve Belanger 2nd, Motion to authorize hook-up. Motion Carried.
- (4) Manager advised the Board they were currently renting rugs from UniFirst Corp at an annual cost of \$598.00. He felt that was an unnecessary expense and that we could purchase the same type rugs for approx \$60-\$75. The Board indicated they were unaware of the expense and to go ahead and cancel, if we could, without a penalty.
- (5) Along this same line, the Manager advised that the Town was paying a Maintenance Agreement to Lucent Technologies, in the amount of \$72.59 quarterly or \$290.36 annually, for their telephone equipment and that if something happened that would require repairs it would be expensive, the entire system could be replaced for less than the Maintenance Agreement. The Board said they were not aware of the M/A and that if the Manager felt it in the best interest of the Town to go ahead and cancel.
- (6) Manager inquired of the Board if there was some reason why the safe was not being locked. He indicated that Dana Cameron had noticed the safe was left open in a locked position and wondered if the Town had lost the combination. Dana indicated he was confident he could rework the lock and make it useable with little effort. Board instructed the Manager to determine why it was not being locked and act accordingly.
- (7) Manager reported Hallie (Condon) Baker had been in the office that afternoon inquiring why the ditching activity had not gone as far as her residence. She indicated that both the driveway and cross-culvert had been plugging sending water into her driveway and across the East Cottage Road. Manager informed Mrs. Baker that he had actually stopped the ditching for the year but would bring it to the Board's attention. Steve Belanger moved, Gloria Curtis 2nd, Motion to replace the culverts at the Baker residence, and also the one near Chauncey Jones residence, if necessary. Steve Belanger and Gloria Curtis voted in favor. Dan Higgins abstained. Motion Carried.
- (8) Manager reported to Board that it appeared that the payments made in lieu of Medical Insurance, paid directly to Kathy Gagnon, was being charged to the Wages/Salary Account instead of to the Insurance Account. As a result it appears that there would be adequate funds available to give Kathy Gagnon a wage increase. Based on this information, the Manager recommended that Kathy Gagnon's salary be increased from \$6.00 to \$7.00 per hour, retroactive to August 01, 1998. Dan Higgins moved, Steve Belanger 2nd, Motion to grant wage increase to \$7.00 per hour for Kathy Gagnon, retroactive to 08/01/98. Dan Higgins and Steve Belanger voted in favor. Gloria Curtis voted against, stating that she was in favor of increasing the wages by \$.50,

but that \$1.00 was too much even though Kathy deserved that amount. Motion Carried.

SELECTPERSON(S) CONCERNS

Due to the hour, no concerns were expressed and the Board felt we had adequately covered most everything during the regular session. Dan Higgins did state he was serious about meeting with the Governor.

Dan Higgins moved, Steve Belanger 2nd, Motion to adjourn meeting at 9:45 PM. (2hrs 45mins)

**AGENDA
SPECIAL MEETING
BOARD OF SELECTPERSONS
TOWNOF PORTAGE LAKE
SEPTEMBER 25, 1998
6:00 PM**

Call Meeting to Order

Roll Call

ITEM #1 Interview Applicant for Public Works Position (Executive Session)

#2 Other Business

#3 Selectpersons Concerns

**TOWN OF PORTAGE LAKE
SPECIAL MEETING BOARD OF SELECTPERSONS
MUNICIPAL BUILDING
SEPTEMBER 25, 1998
6:00 PM**

Meeting called to order by Wm R. Beaulier, Deputy Town Clerk, due to absence of Gloria Curtis, Chairperson, calling for nomination for Chairperson Pro Tem. Steve Belanger moved Dan Higgins serve as Chairperson. Motion Carried.

Manager presented, for signature, a Short Form Quit Claim Deed w/o Covenant for property owned or formerly owned, by Patrick Gagne (M19 L27) for Tax year(s) 1988, 1992, 1993, and 1997. Steve Belanger moved, Dan Higgins 2nd, Motion to sign said Quit Claim Deed. Motion Carried. (Copy attached).

Manager presented applications for Public Works Position and advised Board top applicant was present for interview. Steve Belanger moved, Dan Higgins 2nd, Motion to go into Executive Session to interview applicant. Motion Carried. Entered into Executive Session at 6:05 PM.

Motion to leave Executive Session, 6:35 PM, by Steve Belanger, 2nd by Dan Higgins, Motion Carried.

Motion made by Steve Belanger, 2nd by Dan Higgins, to hire Paul Nason, Portage Lake, as new Public Works Employee effective 09/28/98 at starting wage of \$7.00 per/hr, Single Subscriber Hospital Insurance provided, Income Protection Insurance provided, Alcohol/Drug Test required before operating any Town Vehicle, dependent Hospital Insurance available, 6 month probationary period with review after 3 months of employment. Motion Carried.

Manager presented quote on repairs to hopper sander, by Elden York, Jr. as per request of Board at meeting of 09/23/98. Mr. York indicated he could not make a firm quote without actually removing some of the steel but felt a minimum of \$1,200 would apply and that in all probability it would be more. He indicated all bearings would have to be replaced and some prefabricated steel would have to be purchased from Haines Mfg Co. Estimated time 4-5 days after all materials were in. Dan Higgins asked how much money was available in Equipment Repair and the Manager replied approx. \$5,000. Stating he felt no other source of funding was available, Steve Belanger moved, Dan Higgins 2nd, Motion to call a Special Town Meeting for authority to purchase a 10'x54" Stainless Steel Hopper Sander, est. price of \$8,200, funds to come from Equipment Reserve Account. Motion Carried.

Motion by Steve Belanger, 2nd by Dan Higgins, to Adjourn at 8:45 PM. Motion Carried.
(Time: 45 mins)

AGENDA
TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
OCTOBER 09, 1998
PUBLIC HEARING 3:00 P.M.
REGULAR SELECTPERSONS MEETING 8:00 P.M.

PUBLIC HEARING:

Amendment(s) to Town of Portage Lake General Assistance Ordinance

Call Regular Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR

Approve Minutes of Meetings of 09/23/98 & 09/25/98

Approve Treasurer Warrants #54 - #55 - #56

OLD BUSINESS

1. Adopt revisions to Portage Lake General Assistance Ordinance.
2. Update on Small Community Septic Grant-E.Cottage Rd
3. Update on E Cottage Rd ditching
(A) Cross culverts (Bouchard & Fowler)
(B) Driveway culverts (Baker & Belanger)
4. Workers Comp & other insurance
5. Review draft TIF Agreement (copy at last meeting)
(A) Revision of Proposed Uses of Revenue Dollars
6. Review letter to MDOT - Paving of hill
7. Reply from UniFirst Corp on Rental Rugs

NEW BUSINESS

1. NCOA Worksite Application
2. Approve Application for Veteran's Widow Exemption
3. Review Cemetery Policy
4. Workshop(s) for Clerk
(A) Parlimentary Procedure - Bangor
(B) MMA Health Insurance Coverage - Caribou
5. Proposed 1998 State Valuation
6. Street Name change request

7. Street light request - Hayward St.
8. Right-of-way Tree/Brush Program - Maine Public Svc
9. MMA Survey - Water Testing - Public beaches
10. Maine Publicity Bureau Dues
11. Trio Software Corp - Voter Registration List
12. Review charges to Building Permit Account
13. Review Proposed Buy/Sell/Lease Agreement with Maine Woods Co
14. Manager 90 day review
15. Manager Concerns - Employee & other

SELECTPERSON(S) CONCERNS

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
PUBLIC HEARING
REGULAR MEETING
OCTOBER 09, 1998
3:00 PM
6:00 PM**

A Public Hearing for the proposed changes to the Portage Lake General Assistance Ordinance was opened at 3:00 PM, by William R. Beaulier, Deputy Town Clerk/Town Manager. Copies of the proposed changes were available for inspection. No public participation for the Public Hearing.

The regular meeting of the Board of Selectpersons was opened at 6:00 PM by Gloria Curtis, Chairperson.

Gloria Curtis, Chairperson, Dan Higgins, Steve Belanger all present. Wm. R. Beaulier, Town Manager, present.

BUSINESS FROM THE FLOOR: None

Steve Belanger moved, Dan Higgins 2nd, Motion to accept minutes of 09/23/98 and 09/25/98, as printed. Motion Carried.

Dan Higgins moved, Steve Belanger 2nd, Motion to approve Treasurer Warrants #54 - #55 - #56, as presented. Motion Carried.

OLD BUSINESS:

Dan Higgins moved, Steve Belanger 2nd, Motion to adopt the proposed revisions to the Portage Lake General Assistance Ordinance and to forward the Revisions to the Maine Department of Human Service for their approval. Motion Carried.

Manager advised the Board that the Dept of Human Svc had approved the variance for the Russell septic system and authorized Town to proceed with installation. Since the apparent low bidder had been put on hold pending the variance approval, the bid should now be awarded. Dan Higgins moved, Steve Belanger 2nd, Motion to award the contract to Portage Construction for the amount of \$7,992.00. Motion Carried.

Manager advised the Board he had been involved in a conference call with Alain Ouellette, NMDC, and Jim Nimon, DECD, concerning the TIF Application and Agreement with MWC. The Tif Application contained 2 areas of concern; (1) was the language concerning the 10% retainage for administrative costs for the Town. The Town Meeting vote reflected returning 100% to MWC. To retain the 10%,

the wording would have to be changed to 90%. The Manager and Alain Ouellet discussed the necessity of going back to the voters to make the change and decided to recommend to the Board to enter into a side agreement with MWC to hold the 10% in escrow and allow the Town to bill them direct for any administrative costs directly attributable to the MWC project. This arrangement would allow the original vote of returning the 100% to remain unchanged. (2) Involved the proposed uses of Retained Captured Tax Increment Revenue Dollars, and in particular that item for \$10,000 earmarked for the Artesian Well Area. Mr. Nimon felt this would be considered as recreation and is explicitly excluded by State Statutes. After discussion, the Manager asked that it be added to the Revolving Loan Fund, raising that item to \$110,000. Mr. Nimon further asked why the total of Captured Tax Dollars in the proposed list did not equate the amount in the TIF Application and Alain Ouellette indicated he had recommended to the Manager that the amount be reduced to pass DECD approval. Mr. Nimon said he felt the list was well thought out and had no problem with approving the amount of \$887,250 as presented in the application. The Manager then asked that the additional \$17,250 be added to the MDOT Investment Program, increasing that item to \$102,250. Mr. Nimon indicated that with the proposed changes, he would recommend approval of the application. Dan Higgins expressed his concern that the Artesian Well Project had been removed, but if the State wouldn't allow it he didn't think we had much choice. Steve Belanger moved, Dan Higgins 2nd, Motion to approve the changes to the TIF Application. Motion Carried.

NEW BUSINESS:

The Manager presented an application for a National Council of the Aging (NCOA) Training Site for 2 persons. The proposed trainees would have to be 55+ years of age, would be paid Minimum Wage for 20 hrs a week. The training sites would be for an Admin Tech, located in the Town Office and Library/Records Tech, located in the Library. Both would be supervised by the Town Manager and would be at no cost to the Town. Dan Higgins said he thought it was an excellent idea but he would like to see an additional duty, that of Town Historian, included. Steve Belanger moved, Dan Higgins 2nd, Motion to approve the application for the NCOA Training Site, as presented. Motion Carried.

An application for Veteran's Widow Property Tax Exemption for Myrtle Russell was presented to the Board for approval. Steve Belanger moved, Dan Higgins 2nd Motion to approve the application and authorize the Chair to sign. Motion Carried.

Manager presented the Board with his concerns on the Cemetery, in particular, what was the policy on those blocks of lots reserved many years ago by a family. One family in had reserved 19 parcels and only 9 of them have been used. Question at hand is whether or not to charge the current fee of \$150 for future use of these "reserved lots" or are they free? The Board responded that they were under the impression a Cemetery Policy had been developed and was

on file. The Manager indicated he had been unable to locate the policy, as of this date. Manager also indicated he had contacted Dan Bridgham for a quote on cost to have the old cemetery maps, along with the newer maps consolidated on one mylar map. The Manager also indicated he had come across mention of authorization, back in 1991, to form a Cemetery Committee to help oversee the cemetery operation. Apparently this was never done and he would like permission to go ahead with forming the committee. Dan Higgins moved, Steve Belanger 2nd, Motion to go ahead with obtaining the map quote, forming a Cemetery Committee, and researching the rules in existence. Motion Carried.

The Manager presented a request from the Town Clerk to attend 2 training sessions, one for parliamentary procedure in Bangor, and one for MMA Health Insurance Coverage in Caribou. Discussion centered around the Bangor session and as to whether or not the Clerk would benefit as much as someone who actually conducted meetings, such as the Chair or Roberta Belanger, who has been performing Moderator duties. Dan Higgins indicated that at the very least, make sure we had a current copy of Roberts Rules. Dan Higgins moved, Steve Belanger 2nd, Motion to approve going to the Caribou session of Health Insurance only. Motion Carried.

The Manager presented the Board with the proposed 1999 State Valuation figure of \$27,400,000, up from the 1998 figure of \$27,200,000. He also indicated that if the Board was dissatisfied with the figure, the time for appeal is 45 days from the date of receipt. The Board reviewed the figures for Portage Lake, as well as other area towns and felt they were comfortable with them. No further action taken.

The Manager presented the Board with a written request, from Mrs. Rose Leighton, requesting the Board consider changing the private roadway they live on from Zepher Drive to Leighton Lane. Gloria Curtis responded that she did not think the Board could make the name change and questioned whether the action taken on the Stockford Rd was in fact correct. Dan Higgins stated he was not in favor of changing the name on Zepher Drive but that he was definitely not going to change his vote on the Stockford Rd. The Manager informed the Board the E911 Guidelines suggest a moratorium be imposed. Dan Higgins moved, Steve Belanger 2nd, Motion to deny the name change request for Zepher Drive and to impose a moratorium of 3 years for any new requests. Motion Carried.

The Manager presented at request from Mr. & Mrs. Vaughn Lamoreau, Hayward St., for additional street lights. After discussion, Steve Belanger moved, Dan Higgins 2nd, Motion to place the request in the 1999 budget file. Motion Carried.

The Manager presented letter from Maine Public Service outlining the Tree/Brush Trimming Program. Dan Higgins moved, Steve Belanger 2nd, Motion to go along with proposed program, rather than an alternative. Motion Carried.

Manager presented a survey from MMA concerning possible state imposed water testing of public swimming areas. Board felt they would go along with the testing program as long as the state assumed all costs. Manager instructed to return the survey to MMA expressing their thoughts. No further action taken at this time.

Manager presented request from the Planning Board to authorize paying the \$145 fee to the Maine Publicity Bureau for the purpose of distributing the Portage Lake Tourism/History booklets statewide, with the expense to be charged to the balance remaining in the Comprehensive Plan Account. Dan Higgins moved, Steve Belanger 2nd, Motion to approve the request. Motion Carried.

Manager presented the Board with a quote from TRIO Municipal Software for various computer programs available to municipalities, including software for the Voter Registration List. Manager indicated he had considered requesting approval for purchasing the Voter Registration software, but after discussing it with Kathy, decided to wait until year end, or 1999 budget and go for an entire municipal computer program. No further action taken.

Manager presented a list of journal entries to be made from various existing accounts to be transferred to the \$5,000 Building Permit Account, as approved by the voters in the Special Town Meeting of 09/03/98. The amount will be \$2,190.22 and include some wages for Sharon, Kathy and the current Manager as well as mileage to Augusta, etc. The Manager indicated that by making the transfers, it made funds available to finally pay him the amount due based on his starting wage of \$25,000 as per the minutes of 07/10/98. Gloria Curtis stated that she was not sure that the Manager was supposed to be getting the \$25,000 but did not have the worksheet that the previous Manager had prepared. Both Dan Higgins and Steve Belanger disagreed with the Chair and stated they were under the impression the salary was \$25,000. The Manager then left the room to obtain a copy of the worksheet in question. He explained that Sharon's phonecall to him, which ultimately led to his decision to resign in Corinna and come to Portage Lake, stated that they had come up with \$14,825.50 for salary and benefits for the remainder of the year. The only problem was that nobody bothered to explain to him that Portage Lake's year ends on January 31st. He, therefore, expected to be paid the \$25,000 amount. Dan Higgins moved, Steve Belanger 2nd, Motion to authorize the journal entries as presented by the Manager. Motion Carried.

The Manager presented a copy of a proposed Buy/Sell/Lease Agreement, between the Town and MWC for the building currently being purchased with the CDBG Grant. Both Dan Higgins and Steve Belanger indicated that they were unaware of the agreement to sell the building, at the end of 5 years, for \$10 provided certain conditions were met. They also indicated they were unaware that there would not be a monthly lease fee. Gloria Curtis indicated she recalled

that these provisions were included in the discussion held in Caribou, between the Town, Rich Solman, NMDC and MWC officials. It would appear that the full Board was not kept informed of all negotiations. The Manager indicated that a copy of the agreement had been forwarded to Rick Solman for his review prior to the meeting tonight but when he contacted Rick's office, he had gone hunting. Nothing further to add at this time.

The Manager reminded the Board that the Personnel Policy required an evaluation after 90 days of employment and that the 90 days was up on 10/07/98. He had obtained evaluation forms from MMA Resources and gave a copy to each of the Board members. Dan Higgins moved, Steve Belanger 2nd, Motion to table the review until next meeting so that they could take the forms home to prepare. Motion Carried.

SELECTPERSONS CONCERNS:

Three items were presented for information or status:

1. Status on Roll-Offs at Transfer Station
2. Make every effort to have the Fire Dept assist MWC in their effort to fill the Fire Suppression Pond.
3. Update status of Seaplane Base

Motion by Dan Higgins, 2nd by Steve Belanger to Adjourn at 8:50 PM.
Motion Carried. (2hrs. 50 mins)

**REVISED
AGENDA
TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
OCTOBER 21, 1998
7:00 PM**

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR

Approve Minutes of Public Hearing & Regular Meeting 10/09/98

Approve Treasurer Warrants #57 - #58 - #59 - #60 - #61

OLD BUSINESS

1. Review letter from Attorney Solman
 - (a) TIF Agreement
 - (b) CDBG Documents
2. Letter from MDOT
3. Street Light Inventory/Cost
4. Manager 90 day review (Exec Session)
5. Update on Seaplane Base
6. Update on Equipment Purchase - Sander
7. Update on Transfer Station
8. Update on Fire Dept/MWC/Fire Pond

NEW BUSINESS

1. Schedule Meeting on School Lot
2. Review Treasurer Warrant Procedure

SELECTPERSON CONCERN(S)

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
OCTOBER 21, 1998
7:00 PM**

Meeting called to order by Gloria Curtis, Chairperson, at 7:00 PM.

Present were, Gloria Curtis, Chairperson, Steve Belanger and Dan Higgins, Board of Selectpersons. Wm R Beaulier, Town Manager. Also present were Grace Nason, Diana Michaud, Christy Dicker and Amy Collins, all members of the Portage Lake Planning Board. Kathy Hoppe, resident and Ab & Lynne Khambaty, non-resident taxpayers from Mass. Jim Collins arrived later.

BUSINESS FROM THE FLOOR: Amy Collins stated she was there concerning her bill for printing of the Tourism/History Booklets which was apparently going to be covered under New Business #2. Manager explained that Kathy had received a call from Amy, shortly after 8:00 AM, on 10/13/98, requesting a check be made out to her for \$1,500. Kathy indicated she couldn't pay anything without a bill and at 0855 AM a fax bill was received. The Manager stated he called the Chair and advised her he had a problem paying the bill without prior approval of the Board for 3 reasons: (1) The dollar amounts had been discussed and voted in at least two Board Meetings and the last figure was \$750.00, on 09/02/98. Previously, in the meeting of 08/19/98, a figure of approx. \$500 was approved. (2) The Manager, as Treasurer, has authority to issue checks without a prior approved Warrant, in three cases only; payroll, school payments and withholding from payrolls for items such as credit unions, attachments, etc. (3) The Board was super critical of allowing Shamrock Construction to do the ditching, making sure that no other rubber tired excavator was available, etc., simply because Dan Higgins served on the Board. He saw no difference between that and Amy Collins, Planning Board Chair doing the printing without prior review and approval by the Board of Selectpersons. The Manager also felt that it could have been done in-house at considerable savings.

The Manager also indicated current State Guidelines for Planning Board activities indicate they serve a planning function and do not have spending authority. Kathy Hoppe then stated that maybe things hadn't always been done right in the past, but that if changes were going to take place, "all the players" should be made aware of the changes. The Manager responded that his insistence that the Planning Board get Board of Selectpersons approval, i.e., the August 19th and Sept 2nd meetings, should have signaled a change in procedure. Dan Higgins stated as far as he was concerned he was sorry that the Planning Board was upset, but that they were an advisory board and actually should answer to the Town Manager. If the Manager felt the Board of Selectpersons should be involved, he would bring their concerns forward to the Board. Dan Higgins also stated he was the one who made the motion to approve the \$750 in

September, and he could not recall any other figure being mentioned. Both Amy Collins and Kathy Hoppe indicated the expenditure from Comprehensive Plan Funds had been approved by the Planning Board and Board of Selectpersons shortly after the Comprehensive Plan had been approved in Town Meeting. Amy stated that this entire procedure had upset the remaining Planning Board members and they could not afford to lose any more members. AB Khambaty then spoke, as a person who has been involved in municipal government for a long period of time, and cautioned the Manager and Board not to be overly critical of volunteer board members. They are hard to find. Jim Collins then stated he found it strange that the imposition of the warrant requirements surfaced with his wife's request for payment. Gloria Curtis responded that the Manager had brought the subject to them before, but no action had been taken. Grace Nason also indicated Paul had indicated the warrant procedures outlined were in use in 1984 when he served on the Board.

Dan Higgins then stated that he felt this item had been discussed enough and that since the brochures were already printed, we might as well pay the bill of \$1,500. Amy Collins then advised the Board that the \$1,500 was just for those brochures going to the Maine Publicity Bureau and that the Planning Board had met on the 12th of October and decided to print more for local residents at a cost of \$600. The Manager indicated he was unaware of the additional amount and in all probability would close out the remaining balance in the Comprehensive Plan Account. Dan Higgins Moved, Steve Belanger 2nd, Motion to pay Amy Collins bills of \$1,500 and \$600, provided the funds were available. Motion Carried. Manager indicated Kathy would not be in the office on the 22nd, due to a MV training class. Amy indicated Friday would be O.K.

The Board failed to take any action on approving the minutes of 10/09/98.

Treasurer Warrants #57 -#58 -#59 -#60 -#61 -#62 were approved on a Motion by Dan Higgins, 2nd by Steve Belanger. Motion Carried.

OLD BUSINESS: The Board reviewed a letter from Attorney Rick Solman concerning the TIF Agreement and CDBG Grant. The Board instructed the Manager to clarify the issues brought up by the attorney.

Board reviewed letter from MDOT thanking the Manager for bringing the condition of the hill to their attention. Hottopping had taken place the previous week. Kathy Hoppe indicated she had received a copy of the 6 year Plan from MDOT and did not see anything in it for the Portage Lake area. The Manager indicated he had not seen the new plan and was not surprised that Portage Lake was not included because when MDOT asked for projects the Town wanted to be considered, the use of calcium on Main Street was the only item requested. He had received a letter personally, from the Commissioner, to attend the RTAC Meeting on the 28th, at which time the Draft 6 Year Plan would be presented. Kathy indicated she would provide a copy of the plan.

The Manager presented the Board with a breakdown on street lights currently in use and projected annual cost. This info was gathered as result of request for 2 additional lights on Hayward St. Dan Higgins Moved, Steve Belanger 2nd, Motion to include funding for 4 additional street lights in the 1999 Budget. Motion Carried. (Dan recommended we consider placing 1 light at the intersection of the Fish Lake Road.)

Manager 90 day review, tabled.

Manager indicated Jim Strang had contacted him about removing his personal property from the Seaplane Base and he indicated he would remove it within the week. Jim indicated he would contact Heb Umphrey about removing his personal property also. Jim said if the Board did not object, he would go forward with building the new dock(s) as he had originally agreed to do. The Manager also asked what type of ad and any specifics to be included. The Board felt 2 wks in the Star Herald should be sufficient. Amy Collins also stated that there should be some mention of complying with Shoreland Zoning because she had heard some talk of possibly using it as a marina which is specifically excluded by the the Shoreland Zoning Ordinance. Dan Higgins Moved, Steve Belanger 2nd, Motion to allow Jim Strang to go ahead with the docks but if not done by end of the month, have Public Works clean up, store the docks, etc., before winter sets in. Motion Carried.

Manager advised the Board the sander would be ready on Friday, the 23rd. Paul would be going after it alone because Adrian is in Bangor with his brother. The price is \$6,500 US and PBB Global Logistics of Madawaska is handling the US Customs at a cost of \$115.25.

Manager advised, and Steve confirmed, majority of steel goods had been removed and that a roll-off was present at the Transfer Station on the last day of operation.

Manager reported the Fire Department would assist MWC in filling the fire pond by using a Forest Service pump and drafting water from the sediment ponds nearby.

NEW BUSINESS: The Manager felt the Warrant procedure had been pretty well discussed, earlier in the meeting and that he would recommend that a new procedure be adopted by the Board authorizing the Chair, or in her absence any other Board Member, to sign the Treasurer Warrants any week in which the Board of Selectpersons would not be meeting. **ALL WARRANTS** would be reviewed by the full Board. This procedure should be adopted pending approval of Town Meeting, as required by State Statutes. Dan Higgins Moved, Steve Belanger 2nd, Motion to adopt this Warrant Procedure and to formalize it with a

Town Meeting Article at next Special Town Meeting or 1999 Annual Town Meeting. Motion Carried.

Manager advised he had been in contact with Laura Audibert on the harvest plans for the School Lot and had set a meeting for October 30, at 3:00 PM, provided the Board gave its o.k. Laura indicated she would be seeing Pat Raymond and would advise him of the meeting. The Manager indicated he planned to send a letter to Pat confirming the meeting. Steve Belanger Moved, Dan Higgins 2nd, Motion to go ahead with 10/30/98 meeting. Motion Carried.

SELECTPERSON CONCERN(S): Because of the lateness, no Selectperson concerns were brought forward. Dan Higgins did remind the Manager that he still wanted to meet with the Governor at the Open House on the 29th. Steve Belanger Moved, Dan Higgins 2nd, Motion to Adjourn. Motion Carried. Meeting adjourned at 9:50 PM (2hrs - 50 mins)

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
OCTOBER 30, 1998
3:00 PM**

Call Meeting to Order

Roll Call

OLD BUSINESS:

- 1. Reconsider Use of Town Owned Equipment Policy (Tables)**
- 2. Meet with Laura Audibert & Pat Raymond to finalize harvest plans on School Lot.**

NEW BUSINESS:

- 1. Grant permission to trap on Town owned land**

SELECTPERSON(S) CONCERNS

**TOWN OF PORTAGE LAKE
SPECIAL MEETING
BOARD OF SELECTPERSONS
OCTOBER 30, 1998
3:00 PM**

The Special Meeting of the Town of Portage Lake Board of Selectpersons was called to order by Gloria Curtis, Chairperson at 3:00 PM.

Gloria Curtis, Chairperson, Dan Higgins and Steve Belanger, Board Members, present. Wm R Beaulier, Town Manager, Laura Audibert, Bowater Forester and Patrick Raymond, Overseer of Town Forests, present.

OLD BUSINESS:

Chair opened the meeting by going to item #2 on the agenda, discussion of plans to harvest School Lot, this Winter. Manager indicated 2 local contractors had expressed an interest in harvesting the lot and had returned notice as per notice posted. Both contractors had failed to provide proof of insurance as required, however, both indicate they would be able to obtain it. After discussion, the Board agreed with Laura Audibert's recommendation that valid proof of insurance **MUST** be on file with the Town Office before starting harvest, no later than Dec 01, 1998. Further discussion resulted in agreement between the Board of Selectpersons, Laura Audibert and Pat Raymond on the following items:

(1) Harvest contract must be "Approved" by Irving, in view of the fact they will be taking over Bowater Operations during the time period the harvest will be taking place.

(2) Laura indicated part of the lot might not be accessible due to a brook and beaver flowage. She will have to decide after we get into the harvest.

(3) The East property line will be blazed by Blackstone the 1st week of November. Laura also recommended that we consider having the entire lot blazed while the old lines are still fairly visible.

(4) The proposed road and yard has been flagged. It would appear that the flagged areas would not interfere with Frank's cross-country ski trails. The Board indicated that if it became necessary to cross the trail, etc., to go ahead but keep the damage to a minimum. The road would be strictly a winter road and a curve would be utilized to screen the yard. Pat insisted the limbing and butting be done in the woods, not in the yard. Laura and the Board agreed. Road construction to be handled by Bowater, no obligation to the Town.

(5) Bowater would handle all marketing with softwood going to Pinkham's; poplar to Huber; hardwood possibly to James River.

(6) Start date of operation 01/01/99.

No further discussion and Steve Belanger Moved, Dan Higgins 2nd, Motion to recommend John Condon as contractor. Motion Carried. Dan Higgins Moved, Steve Belanger 2nd, Motion that Laura Audibert have sole responsibility to deal with the contractor; her decisions to be final; if problems arise, consult with Pat Raymond and if unable to resolve, then bring it to the Board. Motion Carried. Laura thanked the Board for expressing their confidence and then departed the meeting.

Pat Raymond reported to the Board that he painted the line at the Boat Launch/Campground Lot as he had agreed to do. He indicated the pin(s) on the S/E corner and N/E corner are both missing. Possibility the N/E pin might be covered with dirt, but the S/E pin is gone and he recommended getting them replaced as soon as possible for future reference. The Board indicated they would look into it and possibly get Frank Currier to go to the area with his metal detector in hopes of recovering the buried pin. The Board thanked Pat for his continued service to and interest in the Town. He then left the room.

Gloria Curtis, Chairperson then returned to item #1 on the Agenda, to reconsider the policy on Town owned equipment. Gloria indicated she had been contacted by Betty Dumond, MWC concerning use of the tables for the open house scheduled for 10/29/98. Betty had indicated that since the tables were owned by the Town, she felt any responsible resident should be allowed to use them with the understanding that if they were damaged, whoever was using them would be responsible. Gloria stated she felt Betty's thoughts had merit and she had authorized use and requested the Manager place discussion on the next available agenda. Dan Higgins stated he had no problem with letting the tables out provided they were checked before going out, and again upon return. The Manager indicated that requirement exists in the Policy for all Town owned equipment lent out. Steve Belanger stated he was against revising the Policy because the tables were expensive and had been damaged in the past. Dan Higgins Moved, Steve Belanger 2nd, Motion to revise the Equipment Use Policy to allow the tables to be removed. Dan Higgins and Gloria Curtis voted in favor of the motion. Steve Belanger voted against. Motion Carried.

NEW BUSINESS:

Manager presented request for permission to trap fur-bearing animals on Town of Portage Lake land, as required by current Maine Statutes. Dan Higgins Moved, Steve Belanger 2nd, Motion to authorize the Manager to grant approval to trap on Town owned land for any Portage Lake Residents. Non-residents would be brought to the Board for approval. Motion Carried.

Manager brought to the Board's attention that General Elections would take place on November 03, 1998 and at that time voting for a vacancy on the MSAD #32 would also take place. Unfortunately, no had taken out nomination papers for the position and the ballots would be blank. Maine Municipal Assn. had strongly recommended the Board attempt to find an eligible resident to run as a write-in candidate to prevent the possibility of a single vote for several candidates thereby creating a tie vote and possible run-off election. The Manager indicated he had asked Wayne Gagnon if he thought Carole might be interested, in view of the fact she had served on the Board previously. As of meeting time, no response. Board suggested contacting Sandra Robertson, Paula Fish and Roberta Belanger to see if they were interested. No further action taken.

SELECTPERSON(S) CONCERNS:

The Board decided to go ahead with the Manager's 90 day evaluation which was due on 10/09/98.

Dan Higgins Moved, Steve Belanger 2nd, Motion to adjourn at 4:40 PM. Motion Carried. (1hr 40 mins).

**AGENDA
TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
NOVEMBER 06, 1998
3:00 PM**

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR

**Approve Minutes of 10/21/98 & 10/30/98 & 10/09/98
Approve Treasurer Warrants**

OLD BUSINESS:

- 1. Update on CDBG Grant**
- 2. NASWA Update**
 - (a) Transfer Station**
 - (b) Board Meeting (Steve)**
- 3. MDOT Issues**
- 4. Municipal Cemetery**
- 5. Update on Code Violations - East Cottage Rd**

NEW BUSINESS:

- 1. Letter from David & John Despres**
- 2. Letter from Maine Woods Co**
- 3. Application for Veteran's Widow Exemption**
- 4. Application for Blind Persons Exemption**
- 4. Election Results**

SELECTPERSON CONCERN(S)

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
NOVEMBER 06, 1998
3:00 pm

Meeting called to order by Gloria Curtis, Chairperson, at 3:00 PM.

Gloria Curtis, Chairperson, Dan Higgins, Steve Belanger, all present. Wm R. Beaulier, Town Manager also present.

BUSINESS FROM THE FLOOR: Dan Higgins Moved, Steve Belanger 2nd, Motion to dispense with business from the floor in view of the fact no one present. Motion Carried.

Dan Higgins Moved, Steve Belanger 2nd, Motion to accept minutes of 10/09/98, 10/21/98 and 10/30/98 as printed. Motion Carried.

Dan Higgins Moved, Steve Belanger 2nd, Motion to approve Treasurer Warrants #

OLD BUSINESS:

1. Manager advised the Board the CDBG Grant had been changed from the Economic Development Infrastructure Program (EDI) to the Business Assistance Program (BA) eliminating the necessity of owning the building and all the other problems associated with ownership. The LMI threshold would still have to be met and documentation would be our responsibility. The potential of having to repay the grant if LMI was not met still exists and we would have to continue to insist on written protection from MWC. The Manager also advised the Board the TIF District had been approved by the State and the proposed agreement had been received, from Rick Solman, in todays mail.. The side agreement on the 10% administrative cost was also included. Of note, Rick Solman has indicated that the captured revenues will have to be placed in specific reserve accounts and not **GENERAL REVENUES**, otherwise the state will use these monies in calculating revenue sharing, school funding, county tax, etc., and defeat the purpose of the program. Manager advised the Board he would make copies of the agreement(s) and get them out before the meeting on the 18th.

2. Manager advised he had been in contact with Jim Nadeau, NASWA, and he indicated the remaining refrigerators and scrap metal would be removed as soon as Alan Stadig could removed the freon. Jim also advised the Transfer Station hours at Eagle Lake were being changed for the winter months. Steve reported he had attended the NASWA Meeting and indicated, that since the debt was paid off, the Directors had decided to have additional roll-offs built rather than reduce the annual fee to member communities. Dan Higgins asked that a

letter be sent to Jim indicating their appreciation of his efforts to facilitate their numerous requests. The Board agreed.

3. Manager advised he had attended the MDOT RTAC Meeting in Presque Isle, on 10/28/98. The 6 year plan did not contain anything for Portage Lake and when he expressed his concern to Commissioner Melrose, the MDOT Staff was instructed to look at the possibility of including reconstruction of the hill in the revised program. Jerry Waldo, Div 1 Engineer, said he felt the project should be expanded to include Rte 11 to the Pinkham stretch. The Commissioner also stated any projects listed in the current BTIP would go forward. Portage Lake has 2 projects listed and we have been advised the paving rehab from main st north would be done in the spring. Work on the RR Crossing on E. Cottage Rd. has not been addressed and the Manager indicated he would be writing the Commissioner to determine the status.

4. The Manager presented an estimate, from Bridgham Land Surveyors, for the cost to have a new plan prepared encompassing the old and new sections of the cemetery, including existing and proposed gravesites. After discussion, the Board decided the \$2,000 figure should be included in the 1999 Budget as well as possible purchase of that strip of land between the new cemetery section and Rte 11. No further action taken.

5. Manager advised the Board that Ron Plante, 271 E Cottage Rd, had taken out a Plumbing Permit and Seasonal Conversion Permit with the understanding the septic tank would be installed this fall and the leach field construction started by no later than 06/01/99, rather than go to court for the violations. Manager indicated, per instruction of the Board, Rick Solman had prepared the court complaint and summons and that Rick suggested one more attempt to get Mr. Plante to comply before issuing the summons. The Manager said he and Ralph prepared a certified letter and sent it, along with a copy of the complaint and summons and it appears to have worked. No further action until 06/01/99.

NEW BUSINESS:

1. Board reviewed letter from David & John Despres concerning their assessment(s) on the lakeshore property they own. It appears their concerns may be addressed with revaluation, if approved by the voters. No further action taken.

2. Board reviewed letter from MWC. Acknowledged and no further action taken.

3. Application for Veteran's Widow Exemption for Katherine St. Peter reviewed. Dan Higgins Moved, Steve Belanger 2nd, Motion to approve exemption application and to authorize the Chair to sign. Motion Carried.

4. Board reviewed application for Blind Persons Exemption, in the amount of \$4,000. Dan Higgins Moved, Steve Belanger 2nd, Motion to approve Myrtle Russell's application for Blind Persons Exemption. Motion Carried.

5. Manager advised the Board Terrence Overlock was the apparent winner of the MSAD #32 Director position for which no nomination papers had been taken out. Next highest was Wilza Robertson with Roberta Belanger and Al Murphy being third with a tie. Initial response from Terry and Wilza was that they did not want the position. Terry did state he might consider taking the position and resigning, allowing the Board of Selectpersons to appoint to fill the vacancy rather than making it necessary for a run-off election, because of the tie. Manager indicated he has asked for a legal opinion from MMA. No further action at this time.

SELECTPERSON CONCERN(S):

Dan Higgins requested the Manager do the following:

1. Provide a list of persons requesting Septic Grants for 1999
2. Determine from NACSB Board whether or not financial status will allow reduction in "tipping fees".
3. Meet with him and assist in preparation of layout for Senior Citizen Park near the old artesian well.
4. Work with Cherry Danker on obtaining financing for subsidized housing for the elderly.

No other Selectpersons expressed any concerns.

Dan Higgins Moved, Steve Belanger 2nd, Motion to Adjourn at 4:40 PM. Motion Carried. (1hr - 40 mins) Steve reported an additional 10 hrs for 2 NASWA Board Meetings and 80 miles (40 mi x 2)

**AGENDA
TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
NOVEMBER 18, 1998
7:00 PM**

Call Meeting To Order

Roll Call

BUSINESS FROM THE FLOOR:

Approve Minutes of 11/06/98

Approve Treasurer Warrants #11-09 & #11-10

OLD BUSINESS:

- 1. Review TIF Agreement(s)**
- 2. Review letter to MDOT Commissioner (RR Crossing)**
- 3. Seaplane Base**
- 4. School Board Vacancy**

NEW BUSINESS:

- 1. Proposed Rate Increase/Health Insurance**
- 2. Review Snow Removal Policy**
- 3. Review Trial Balance**
- 4. Renew Contract for Animal Shelter**

SELECTPERSON CONCERN(S)

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
NOVEMBER 18, 1998
7:00 PM**

Meeting called to order by Gloria Curtis, Chairperson, at 7:00 PM

Gloria Curtis, Chairperson, Stephen Belanger present. Dan Higgins absent. Wm R Beaulier, Town Manager present.

BUSINESS FROM THE FLOOR: Steve Belanger Moved, Gloria Curtis 2nd, Motion to dispense with Business from the Floor in view of the fact no one present. Motion Carried.

Steve Belanger Moved, Gloria Curtis 2nd, Motion to accept minutes of 11/06/98 as printed. Motion Carried.

Steve Belanger Moved, Gloria Curtis 2nd, Motion to approve and sign Treasurer Warrants #11-09, #11-10. Motion Carried.

OLD BUSINESS:

1: Manager advised the Board that Rick Solman had reviewed Maine Woods Co concerns on the proposed TIF Agreement, including the agreement on increased administrative costs. The only changes made were "cosmetic" and did not have any bearing on the intent of the agreement. MWC had also agreed that the amount of the administrative costs would be 10% and not \$10,000. Mr. Solman therefore, recommended that the Board sign the agreement as soon as he prepared the final document. Steve Belanger Moved, Gloria Curtis 2nd, Motion to accept and sign (1) the TIF Agreement and (2) the Administrative Cost Agreement. Motion Carried.

2. The Board reviewed the letter the Manager had sent to Commissioner Melrose, MDOT, concerning the East Cottage Rd Railroad Crossing.

3. Chairperson Gloria Curtis opened the 1 bid received for lease of the Seaplane Base. Don Everett Jr., offered to pay an Annual Lease fee of \$250 with a request for renewal option. After discussion, the Manager recommended that a copy of the previous lease be made available to Mr. Everett, for his review, as well as giving him an opportunity to go into the building for an inspection prior to signing the lease. If any questions arose, Mr. Everett could meet with the Board. The Board agreed and Steve Belanger Moved, Gloria Curtis 2nd, Motion to award the lease for the Seaplane Base to Donald Everett, Jr. for \$250 yr., subject to Mr. Everett's acceptance of the lease terms and inspection of the building. Motion Carried.

4. Manager advised Board he still was unable to get legal opinion from MMA as to proper way to fill the anticipated vacancy of the Terry Overlock position on the Board of Directors for MSAD #32. Staff Attorney Ellerbe Cole cannot imagine how the Director position would be filled in November and not in March along with other Municipal vacancies. The Manager will continue to research. In the meantime, Terry will accept the position with the understanding that as soon as we are able to determine the proper way, he will resign to allow the Board to appoint his replacement.

NEW BUSINESS:

1. The Manager advised the Board that healthcare costs for municipal employees will increase, effective 01/01/99 and will have an impact on this years budget as well as the 1999 budget. The monthly increase will be \$28.33 per employee.

2. The snow removal policy for Public Works was reviewed for the benefit of the Manager. Policy to remain pretty much the same as in the past with priority of snow removal from in front of the Fire Department and on the highways to facilitate school bus traffic. Cleaning around the Municipal Bldg. to be done last and only during regular hours.

3. Manager presented the Trial Balance for the Board's review. It appears most accounts are on target. Acct #1120 (Town Hall) has a balance of \$4,406.79 even after picking up the balance of the Municipal Building painting. Steve Belanger indicated most of the money left would be that amount budgeted to move the Town Office into the old Credit Union area. The Manager indicated that unless there was an overwhelming desire to move the Town Office, he would prefer to leave it in its present location. Steve indicated one of the prime reasons to relocate was to comply with the ADA requirements for the disabled. Before he would agree to leave it in its present location, he would like to have someone with ADA knowledge certify we were in compliance. The Manager indicated he would attempt to have a review done.

4. Manager presented the Board with a proposed contract with Central Aroostook Humane Society, effective 01/01/99 thru 12/31/99 in the amount of \$490 (\$1.10 per capita). Acceptance of the contract will allow the Town of Portage Lake to be in compliance with the requirements of T7 Sec 3949. After discussion of any possible alternatives, Steve Belanger Moved, Gloria Curtis 2nd, Motion to accept the contract and authorize the Manager to sign. Motion Carried.

5. Manager reported to the Board he had received a FAX copy of a revised lease/easement between Unicef and Marcel Theriault and the Portage Hills CC and Town of Portage Lake for the land the Unicef tower sits on and the access road to the tower. This is the same basic lease presented to the Board

on 04/08/98 which failed to contain a clause releasing the Town from any liability for maintenance of the roadway. The new amendment to the lease contains that provision and as such appears to satisfy the Board's concern. The Manager recommended Board approval. Steve Belanger Moved, Gloria Curtis 2nd Motion to sign the original and amended lease/easement. Motion Carried.

6. Manager reported to the Board he had gotten a phone call from Chris Fish inquiring as to what action was going to be taken on harvesting the School Lot. Mr. Fish indicated he had been in touch with the previous Manager and Board members asking that he be given an opportunity to "cut" the School Lot when they decided to do it. The Manager indicated he told Mr. Fish that the Town had posted notices, and sent same to longing contractors in Portage Lake, advising the public the Town was interested in receiving proposals from anyone interested in harvesting the School Lot. Mr. Fish was further advised that Bowater forester, Laura Audibert, was overseeing the harvest and that she, along with Pat Raymond, the Town Manager and Board of Selectpersons, met and reviewed those letters of interest received and chose John Condon (d/b/a Bounce Logging) to harvest the lot. Both Gloria and Steve indicated they were unaware of Mr. Fish's interest and felt that the posting of the notices around town and sending same to local contractors was more than sufficient and that they were satisfied with the action taken. No further action to be taken.

SELECTPERSON CONCERN(S):

The Board indicated they had pretty much discussed anything they would have brought up under Selectperson concerns and Steve Belanger Moved, Gloria Curtis 2nd, Motion to Adjourn. Motion Carried. Meeting adjourned at 8:55 PM. (2 hrs.)

MTG DATE	BELANGER	CURTIS	HIGGINS
11/07/97	1.0	1.0	
12/05/97	1.5	1.5	
12/19/97	1.5	0.0	
01/16/98	0.0	1.5	
01/23/98	2.0	1.5	
01/28/98	1.5	1.5	
02/06/98	1.5	2.0	
02/20/98	0.0	1.5	
03/06/98	0.0	0.0	
03/17/98	1.0	0.0	
03/20/98	3.0	3.0	
03/27/98 TM	1.5	1.0	1.0
04/08/98	3.0	3.0	3.0
04/24/98	2.0	1.5	1.5
05/04/98	0.0	3.0	3.0
05/08/98	1.5	2.0	2.0
05/10/98	1.5	6.0	0.0
06/12/98 TM	1.5	1.5	0.0
06/21/98	0.0	1.5	1.5
06/24/98	0.5	1.5	1.5
07/10/98	3.0	1.5	1.5
07/17/98 TM	0.5	0.5	0.5
07/24/98	2.0	0.0	3.0
08/04/98 TM	3.0	0.5	0.5
08/07/98	2.0	2.0	2.0
08/19/98	0.5	3.0	3.0
09/02/98	3.0	2.0	2.0
09/03/98 TM	1.0	0.5	0.5
09/23/98	0.5	3.0	3.0
09/25/98	2.5	1.0	1.0
10/08/98 TM	2.5	0.5	0.5
10/09/98	2.0	2.5	2.5
10/21/98	2.0	2.5	2.5
10/30/98	2.0	2.0	2.0
11/06/98	10.0	2.0	2.0
11/18/98		2.0	0.0
NASWA			
S/TOTAL	61.0 55.5	60.0	40.0
OFFICE	10.0	15.0	10.0
TOTAL	71.0 71.5	75.0	50.0

**AGENDA
TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
DECEMBER 04, 1998
3:00 PM**

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR:

- 1. Ray McCormick, MRCC, Inc.**

Approve Minutes of 11/18/98

Approve Treasurer Warrants #12-1, #12-2, #12-3

OLD BUSINESS:

- 1. Sign Lease & Amendment Unice/ Marcel Theriault**
- 2. Letter from MDOT**
- 3. Disposition of old hopper sander**
- 4. Determination of compliance with ADA**
- 5. Furnace Update**

NEW BUSINESS:

- 1. Letter from Pat Holmes**
- 2. Lynox Agreement**
- 3. Area Light Beach**
- 4. Battery Back-up Computer/Phone**
- 5. Communications for Public Works**

SELECTPERSON CONCERN(S)

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
DECEMBER 04, 1998
3:00 PM

Meeting called to order by Gloria Curtis, Chairperson, at 3:00 PM

Gloria Curtis, Chairperson, Dan Higgins and Steve Belanger, Board members present. Wm Ray Beaulier, Town Manager present.

BUSINESS FROM THE FLOOR:

Ray McCormick, MRCC, Inc (Unicel) not present. Dan Higgins moved, Steve Belanger 2nd, Motion to dispense with Business from the Floor until such time as Mr. McCormick arrived. Motion Carried.

Steve Belanger moved, Dan Higgins 2nd, Motion to accept the minutes of the meeting of 11/18/98, as printed. Motion Carried.

Dan Higgins moved, Steve Belanger 2nd, Motion to approve Treasurer Warrants #12-1, #12-2, #12-3. Motion Carried.

OLD BUSINESS:

1. Ray McCormick, MRCC, Inc, has not arrived with the original lease document for the Board to sign. No action taken.

2. The Board reviewed the letter from MDOT Commissioner indicating the East Cottage Rd. Railroad Crossing would go out to bid for the 1999 construction season and that the cost includes a 5% match, local funds. This would require approximately \$7,000 to be included in the 1999 Municipal Budget.

3. The Manager advised the Board he had posted notices, offering the old hopper sander for sale, receiving 1 verbal inquiry and no formal offers. Steve Belanger moved, Dan Higgins 2nd, Motion to go to bid for sale of the old hopper sander. Motion Carried.

4. The Manager provided the Board with a quote/proposed contract from Alpha One, in the amount of \$750, to do an evaluation on the Municipal Building for ADA compliance. After discussion, the Board instructed the Manager to determine whether other resources, at a lesser price, were available.

5. The Manager indicated that we were still experiencing problems with the furnace and that the Zone Valve had been replaced in the auditorium, at a cost of approx. \$250 and that Irving advised the same needs to be replaced in the

Conference Room. He also advised that the valve manufacturer indicates the valves are too close to the heat source and are being "cooked" necessitating installation of an extension. The Manager also indicated he had been led to believe that the Town had give Irving a three year contract on fuel and that this appeared to be contrary to past practices of annual bids. The Board instructed the Manager to arrange a meeting with Dave Dumond, Irving Oil, and attempt to resolve the furnace problems under warranty. The Manager should also determine if a three year fuel oil contract exists, if not, go to bid.

NEW BUSINESS:

1. The Manager advised the Board that Preston (Pat) Holmes, who resides in Caribou, had offered the Town approx. 150 hardcover books for the Book Center. Dan Higgins moved, Steve Belanger 2nd, Motion to accept Mr. Holmes offer and instructed the Manager to send a letter of acceptance, arrange for the pickup of the books and obtain some sort of label/sticker to place inside the books indicating they were a gift from Mr. Holmes. Motion Carried.

2. Manager indicated he had received a renewal contract from Lynox and inquired if the Board wanted to renew or get price quotes. The Board felt the contract price was pretty much standard and had no problems with renewing. No further action taken.

3. Manager indicated the Town was being charged \$38.09 per month, for an area light at the beach and we could probably install a street light at monthly charge of \$14.24. Dan Higgins moved, Steve Belanger 2nd, Motion to authorize the Manager to review the light situation and make changes if he was able to determine a cost saving. Motion Carried.

4. The Manager indicated that he had been able to determine from Northwoods Communications that they would be able to service the AT&T phone system, currently installed in the Municipal Bldg., on an as needed basis. With that in mind, the contract with Lucent Technologies for \$73.35 (quarterly) will be cancelled. The Manager also indicated he had ordered an additional phone for his office after the Chairperson indicated the phone he was using had to be returned to the Fire Station. Purchasing an additional phone would allow a phone being left in the old Manager's office/Code Enforcement area and available in case calls came in during Board Meetings, etc. Northwoods would also be installing two battery back-up power supplies/surge protectors, one for the computer and one for the phone system. The back-ups would give approx. 30-45 minutes for the computer, and 1 hr+ for the phones, depending how much equipment was running. Total cost would be approx. \$600 and because it was installed equipment, would be charged to the Town Hall Account.

5. The Manager presented a quote from Unicel to provide a cellular phone, cost of \$14.95 per/month with 500 minutes free off-peak airtime, for use by the

Public Works employee. The Manager indicated he had a real concern that a lack of communications existed at nights and weekends when no one was in the office to answer radio calls. Discussion centered around the amount of free airtime. The Board indicated they had no problem with the service but wanted the Manager to check on plans offering lower airtime with a lower fee, if available. The phone would be purchased at a cost of \$89.00 rather than a monthly rental fee of \$2.00.

6. Manager advised the Board that one tax lien foreclosure had occurred as result of the 1996 tax liens. The property was a mobilehome owned by Larry and Mary Pinette and was located on his fathers property. It appears no easement or right-of-way exists, which could complicate selling it as tax-acquired property. The Manager suggested the easiest way out may be to issue a quit-claim deed to the property owner, abate the outstanding taxes and pick up the additional taxation on the property owner's 1999, and thereafter, tax bill. Steve Belanger moved, Dan Higgins 2nd, Motion to obtain legal review on the proposal, from MMA. Motion Carried.

7. Manager advised the Board he had been notified by DEP that the funds for the Russell system and modifications to the Elden Jandreau system, should be paid within 3 wks. No further action.

8. Manager presented the Board with a copy of 7 Islands draft application to LURC requesting a Zone Change of 20 acres in Nashville Pkt for purposes of opening a gravel pit for use at the MWC Millsite. Sarah Medina, 7 Islands, asked the Board to review the application and to determine whether they were in favor of the application, or not. The Boards recommendation, favorable or unfavorable, should be sent to her for inclusion with the final application. Dan Higgins moved, Steve Belanger 2nd, Motion to go on record as favoring the application approval and to indicate that the Town of Portage Lake would be interested purchasing our winter sand from them, especially in view of the quality and closeness to town. Motion Carried.

SELECTPERSON CONCERN(S):

Gloria Curtis and Steve Belanger indicated anything they had was already covered. Dan Higgins requested that I be sure an send a "Letter of Appreciation" to Kathy Hoppe for her years on the Planning Board and also to pursue Senior Citizens Housing for Portage Lake. There being no further business, Dan Higgins moved, Steve Belanger 2nd Motion to adjourn. Meeting adjourned at 4:30 PM (2.5 hrs) 7

AGENDA
TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
DECEMBER 16, 1998
7:00 PM

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR:

Approve Minutes of 12/04/98

Approve Treasurer Warrant #12-4, #12-5, #12-6, #12-7, #12-8, #12-9

OLD BUSINESS:

1. Open Bid(s) on old hopper sander
2. Update on furnace
3. Review letter on Cemetery

NEW BUSINESS:

1. Review proposed County Budget (1999)
2. Review letter from DEP on Junkyards
3. Renew Annual Order on Tax Collections
4. Request from Boy Scout Troop #177
5. Recommendations from E911 Committee
6. Review costs for updating Zoning Ordinances
7. Review Trial Balance

SELECTPERSON CONCERN(S):

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
DECEMBER 16, 1998
7:00 PM**

Meeting called to order by Gloria Curtis, Chairperson at 7:00 PM

Gloria Curtis, Chairperson, Dan Higgins and Steve Belanger, Board members present. Wm R Beaulier, Town Manager present.

BUSINESS FROM THE FLOOR:

Dan Higgins moved, Steve Belanger 2nd, Motion to dispense with business from the floor in view of the fact no present. Motion Carried.

Steve Belanger moved, Dan Higgins 2nd, Motion to accept minutes of 12/04/98 as printed. Motion Carried.

Dan Higgins moved, Steve Belanger 2nd, Motion to approve Treasurer Warrants #12-4, #12-5, #12-6, #12-7, #12-8, #12-9. Motion Carried.

OLD BUSINESS:

1. The Manager presented 3 sealed bids on the used hopper sander. Gloria Curtis opened the bids and listed them as follows:

A.J.Soucy & Son, Inc.	\$ 800.00
James Garrity	200.00
Rodney A. Carney	
d/b/a Aroostook County Const.	50.00

Steve Belanger moved, Dan Higgins 2nd, Motion to award bid for the old hopper sander to A.J. Soucy & Son, Inc., for \$800.00, where is, as is condition. Motion Carried.

2. Manager advised the Board that Irving Oil had delivered two new powerheads for the zone valves but that Dave Dumond had not been down to discuss the continuing problems. Manager further advised that he had contacted Irving Oil about the fuel oil bid and was advised by the office personnel that they thought it was a two year bid but that they did not have a signed contract. Manager indicated that the Town files indicate one year bid only. Based on this information, bid notices would be sent out to Irving, Daigle Oil, Dead River and MPG. No further discussion.

3. Manager presented a copy of the letter received from Dom Ambrogio and Vince Cassella concerning the parcel of land between the cemetery extension and Rte 11. The Board felt the offer to give us the land in exchange for constructing a sewer system, drilling a well and electricity installation was well over the fair market value of the land. Dan Higgins moved, Steve Belanger 2nd, Motion to advise the property owners we could not honor their request and to determine what the asking price for the land would be. Motion Carried.

NEW BUSINESS:

1. Manager presented the Board with a copy of the proposed Aroostook County Budget. The County Tax for Portage Lake will show a reduction of 6.46% for a figure of \$28,496.00 vs. \$30,464.00 (1998). The Manager indicated that he welcomed the proposed reduction but that in reviewing the Budget Document, it appears that practically every wage/salary/benefit account, except the unionized deputy sheriff's, reflected an increase anywhere from 2.00% to 25.25%, with the County Administrator receiving an 10.01% increase. If those budget items had been realistic, a greater decrease may have been realized. The Board agreed and Dan Higgins moved, Steve Belanger 2nd, Motion to have the Manager convey the Board's displeasure with the increases, either in person or by letter. Motion Carried.

2. The Board reviewed a letter from MDEP requesting a list of any old junkyard, or auto graveyards, that may exist within the Town. The purpose of the list would be to determine whether or not to request funds from the legislature to clean up these sites, if enough of them existed. After discussion, the Board could not think of any in Portage Lake. The Manager was instructed to return the questionnaire reflecting none. No further action.

3. Manager requested the Board renew its Annual Order on Tax Collections, mandating that any payments received, be credited to the oldest taxes due. This is required annually and had not been done since 1991. Steve Belanger moved, Dan Higgins 2nd, Motion to sign the Annual Order on Tax Collections. Motion Carried.

4. The Board reviewed a request from Boy Scout Troop #177, Crouseville, to help fund an Eagle Scout Project, that being an effort to renovate the American Red Cross Building in Presque Isle. After discussion, Dan Higgins moved, Steve Belanger 2nd, Motion not to honor the money request due to the lack of funds in the budget, and also to use any available funds for the local scout troop(s). Motion Carried.

5. The recommended changes to the E911 Addressing Ordinance, as prepared by the E911 Committee, were reviewed by the Board. Dan Higgins moved, Steve Belanger 2nd, Motion to incorporate the proposed changes and have MMA Legal review them prior to presentation to the voters at Annual Town

Meeting. If a Special Town Meeting was necessary before the Annual Town Meeting, the changes could be presented at that time. Motion Carried.

6. A working draft of an implementation grant from the State for the purpose of revising and updating the Shoreland Zoning and General Zoning Ordinances, as well as a proposed Sub-division Ordinance, has been prepared by Steve McCulloch of NMDC. The total cost of the project would be \$12,500 with the Town's share \$3,125. If the grant application was approved, this would allow updating the Zoning Ordinance, dated 1974, and the Shoreland Zoning Ordinance, dated 1990, to current standards. The Sub-division Ordinance never was adopted. The updates were listed as a goal in the Comprehensive Plan and the Manager indicated a substantial part of the local match could have come from the funds left over from the Comprehensive Plan, since used entirely on the Tourism Books. Dan Higgins moved, Steve Belanger 2nd, Motion to place the funding request in the 1999 Budget preparation. Motion Carried.

7. The Board reviewed the Trial Balance and questioned the Manager as to what various accounts represented. Board members indicated that they were not furnished copies of Trial Balances in the past and therefore were not totally familiar with the breakdown. Discussion continued on various aspects of the Trial Balance.

SELECTPERSON CONCERN(S):

None expressed.

Dan Higgins moved, Steve Belanger 2nd, Motion to Adjourn the Meeting.
Meeting Adjourned at 8:30 PM (1 1/2 hrs)

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
NOTICE OF SPECIAL MEETING
DECEMBER 31, 1998
11:00 AM**

Call Meeting to Order

Roll Call

NEW BUSINESS:

1. Consider calling Special Town Meeting for purpose of using the Town of Portage Lake as a vehicle to apply for a loan to finance the purchase of a trail groomer for the Portage Lakers Snowmobile Club.

SELECTPERSON CONCERN(S)

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
DECEMBER 31, 1998
11:00 AM**

A Special Meeting of the Portage Lake Board of Selectpersons was called to order by Gloria Curtis, Chairperson, at 11:15 AM.

Gloria Curtis, Chairperson, Steve Belanger and Dan Higgins, Board members present. Wm R Beaulier, Town Manager present.

NEW BUSINESS:

1. The Chair indicated she and Dan Higgins, along with the Town Manager, had attended a meeting of the Portage Lakers Snowmobile Club, at their request. The purpose of the meeting was to discuss replacement of the current trailgroomer, utilizing the \$25,000 Rural Resources Grant available to the Club. The Club must purchase and pay for the groomer before the grant would be received. The Club has asked the Selectpersons present to consider the Town of Portage Lake funding the purchase as was done in 1990 for the current groomer. The Manager indicated he had been in touch with the Municipal Financing Div of Peoples Heritage and had been advised the rate would be in the area of 4.25% to 4.75% but that to qualify, the groomer should reflect joint ownership to satisfy IRS and State Sales Tax requirements. Dan Higgins indicated he did not have a problem with going along with the Club's request as long as there was a written agreement between the Club and the Town and that part of the agreement state that the Club would pay over to the Town the grant monies within 5 days of receipt. The Club would also have to be responsible for maintenance and insurance. Gloria Curtis and Steve Belanger agreed with Dan's conditions. Steve Belanger Moved, Dan Higgins 2nd, Motion to call and sign the Warrant for a Special Town Meeting to obtain voter approval authorizing the Town of Portage Lake to borrow funds for the purchase of a new trail groomer. Motion Carried.

SELECTPERSON CONCERN(S):

None

Dan Higgins Moved, Steve Belanger 2nd, Motion to adjourn the meeting. Motion Carried. Meeting adjourned at 11:30 AM. (.15 mins)