

**AGENDA
TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
JANUARY 06, 1999
7:00 PM**

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR:

1. Receive and open Petroleum Bids

Approve Minutes of:

Meeting of 12/16/98

Special Meeting of 12/31/98

Approve Treasurer Warrant(s) #12-10, #12-11, #12-12, #1-1, #1-2

OLD BUSINESS:

1. Review Stumpage Report-School Lot/Sign Harvest Agreement
2. Sign Lease-Seaplane Base
3. Review Letter-MDOT-RR Crossing E. Cottage Rd
4. Disposition of Tax Acquired Property
5. Review Final Report-Homestead Exemption
6. Update of ADA-Municipal Bldg

NEW BUSINESS:

1. Update on wind damage of 12/22/98
2. Review proposed agreement w/Portage Lakers
3. Review letter from Ashland Ambulance
4. Request to sign extension of Purchased Stumpage Permit
5. Tree Trimming Permit/Notice-Bell Atlantic

6. Review quote of Revaluation for Portage Lake

7. Review ACAP Items:

- (a) 1999 Funding Request
- (b) 1998 Service Report
- (c) Proposed Job Site

8. Winter Sand Status

9. Personnel Matter

- (a) 90 day evaluation (Executive Session Required)

10. Managers Concerns

SELECT PERSON CONCERN(S):

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
JANUARY 06, 1999
7:00 PM**

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

Gloria Curtis, Chairperson, Dan Higgins, Board members present. Wm R. Beaulier, Town Manager present. Raymond Chasse and Jim Dumond Portage Lakers, present. Paul Nason, Public Works Employee present.

BUSINESS FROM THE FLOOR:

Dan Higgins Moved, Gloria Curtis 2nd, Motion to table Business from the Floor and go directly to the Personnel Matter (90 day evaluation). Motion Carried.

Dan Higgins Moved, Gloria Curtis 2nd, Motion to go into Executive Session at 7:05PM, for the purpose of conducting the 90 day evaluation. Motion Carried.

Dan Higgins Moved, Gloria Curtis 2nd, Motion to go out of Executive Session at 8:05 PM. Motion Carried.

Gloria Curtis, Chairperson, then returned the meeting to Business from the Floor and Raymond Chasse and Jim Dumond sat down to discuss the proposed agreement with the Town of Portage Lake and Portage Lakers Snowmobile Club for the purpose financing the new groomer. The Manager presented the Board with the draft agreement, prepared by Atty. Rick Solman, and indicated it appeared to cover all of the concerns expressed by the Board in previous meetings. The Manager also indicated he had made a copy of the draft agreement available to the Portage Lakers, prior to tonite's meeting. Both Raymond and Jim Indicated they had reviewed the agreement and were satisfied with the requirements and would support it at the Special Town Meeting being held on the 07th. The Manager indicated everything appears to be in order for the Special Town Meeting. Raymond and Jim thanked the Board and left the meeting.

Chairperson Curtis then called for the Petroleum Bids. The Manager indicated bid notices had been sent to 4 petroleum distributors; MPG, Dead River, Daigle Oil and Irving Oil. As of the closing date, sealed bids had been received from MPG, Dead River and Daigle Oil. The Chair then proceeded, in open meeting, to open the bids and read them aloud. The bids were as follows:

	<u>#2 FUEL OIL</u>	<u>DIESEL FUEL</u>	<u>KEROSENE</u>
MPG	.4787	.4772/.5022	.5387

Dead River	.4831	.5511	.5951
Daigle Oil	.4797	.5252	.5752

The Board discussed the bids and past history of the furnace/heating system, including repair history. The Board expressed concern that Irving had not submitted a bid in view of the fact they had done extensive work on the system in the past 2 years. The Chair indicated that since MPG was the apparent low bidder, she felt that we should be made aware that MPG had attempted to correct the problems with the heating system, without success, and she felt that since the fuel oil supplier usually does the maintenance, that should be taken into consideration. Dan Higgins agreed and felt that was justification to reject the lowest bid. Dan Higgins Moved, Gloria Curtis 2nd Motion to reject the lowest bid and award the bid to the next lowest bidder, Daigle Oil Co. Motion Carried.

Dan Higgins Moved, Gloria Curtis 2nd, Motion to approve the minutes of 12/16/98 & 12/31/98, as printed. Motion Carried.

Dan Higgins Moved, Gloria Curtis 2nd, Motion to approve Treasurer Warrants #12-10, #12-11, #12-12, #1-1, #1-2, #1-3. Motion Carried.

OLD BUSINESS:

1. Manager presented copies of the stumpage report for harvest to date, on the School Lot, as well as the Harvest Agreement with Bowater. Dan Higgins Moved, Gloria Curtis 2nd, Motion to accept the Stumpage Report and sign the Harvest Agreement. Motion Carried.

2. Manager presented copies of the Seaplane Base Lease for signing. The lease had been previously approved.

3. Manager presented a letter from MDOT requesting indication from the Board whether or not they supported the E. Cottage RR Crossing project. Dan Higgins Moved, Gloria Curtis 2nd, Motion to advise MDOT we supported the project and that the local match would be included in the 1999 budget.

4. Manager presented legal opinion from MMA Legal, concerning disposition of the Larry Pinette Tax Acquired Property. Based on the legal opinion, Dan Higgins Moved, Gloria Curtis 2nd, Motion to go to bid as required by the article in the Annual Town Meeting. Motion Carried.

5. The Board reviewed a report from the Bureau of Taxation indicating the final figures on the Homestead Exemption. No action taken.

6. The Manager advised the Board he had received guidelines, from the State, on requirements for compliance with the American w/Disabilities Act, as it would apply to the Municipal Bldg. It appears that the door to the present Town Office would not be considered handicap accessible, by 1", and the wrong type of door handle. The old credit union area does comply, except for the ground surface area outside which would require some work. None of the bathrooms qualify as handicap accessible and will have to be modified irregardless of where the Town Office is located. Public Notices of meetings being held in the Conference Room must also state that the room is not handicap accessible, due to the stairs. The Manager is recommending that some funds be included in the 1999 budget to bring us into compliance.

NEW BUSINESS:

1. Manager advised the Board the estimate for replacing the roof was set at \$50,814 and the Town was responsible for \$1,000 deductible. Modern Roofing was in the process of replacing the roof, in some instances with a wind chill factor of -40 degrees to contend with. MMA Insurance had also agreed to pay Aroostook Communications \$1,601 for temporary re-installation of the Fire Dept antennae, re-location to the front of the building and replacement of the damaged antennae with a new one. It appears the only outstanding balance is for the clean up being done by Rick Saucier, Eagle Lake. The Manager indicated he was allowing any resident requesting pieces of the salvageable roofing to go ahead and take it. No further action taken.

2. The review of the agreement with Portage Lakers was covered under Business from the Floor.

3. Manager provided copy of Public Notice, from the Ashland Ambulance Service advising that the State Police would now be answering the 435-2200 emergency number. The Ambulance Service had provided us with 100 copies for distribution and they would be placed in Dean's and Coffin's Store, unless the Board wanted to take some other action. The Board felt this would be o.k. and no further action taken.

4. A request from Bowater, asking the Board to grant an extension of the Purchase Stumpage Permit on joint ownership land, until 05/29/99 and in the amount of 80 cords, was discussed. Dan Higgins Moved, Gloria Curtis 2nd, Motion to approve the extension provided the extension was for 80 cords only. Motion Carried.

5. The tree trimming permit/notice from Bell Atlantic was noted with no action taken, or necessary.

6. A quote from Randy Tarr, Tarr Assessing Services for Revaluation of the Town, was reviewed. This item will be included in the 1999 budget.

7. The 1998 Service Report and 1999 Funding Request from ACAP was reviewed. The Funding Request will be included in the 1999 budget. The Manager also advised the Board he had been advised that a training site for an eligible Portage Lake resident, with extensive computer skills, was possible. If the Board approved the site, it would be for 32 hrs a week for approx. 12 weeks and at no cost to the Town. Dana Higgins Moved, Gloria Curtis 2nd, Motion to pursue the training site. Motion Carried.

8. As a result of concerns that the winter sand was being depleted at a faster rate than expected, the Manager indicated he had contacted Jerry Waldo, Div 1 Engineer as to the availability of obtaining winter sand from the Ashland Lot, should we run out. Mr. Waldo indicated we would be able to get sand, on an emergency basis if we run out, **ONLY** if we were in the process of obtaining our own supply. The amount available would be restricted to only a "few" loads. The Manager further advised he had obtained the names of suppliers MDOT uses and all were from Canada. He also indicated Peter St. Peter had indicated he would not be able to supply us with additional sand due to the frozen banks with dangerous overhangs which would create a tremendous safety hazard. In other matters concerning winter sand, the Board instructed the Manager to replace the locks on the salt/sand shed; allow property owners up to 4 5-gallon pails of sand, per storm; maintain a list of those property owners getting sand; keep the salt/sand shed doors locked when the Public Works Employee was not around. **Under NO circumstances was any sand to be removed by anyone if the property owner was to be charged.**

9. Personnel matter discussed earlier. The Manager was instructed to prepare job descriptions for all employees as well as SOP's for each department.

10. The Manager expressed concern about the condition of the computer and the lack of adequate program(s) to do the payroll. The Manager indicated he was in hopes the Board would allow him to include a new tax collection/billing and accounting package in the 1999 budget. As for the payroll package, he was in hopes there would be enough funding left in the General Admin. account to purchase one. As for the computer, the cost to upgrade the present computer would not be cost effective and we would still have an old computer. The Manager expressed his desire to use the balance of the MWC Building Permit account to purchase a new computer, rather than allow the balance to go to surplus. The wording of the Special Town Meeting Warrant indicated the funds could be expended for public hearings, legal expenses and other administrative costs. The Board instructed the Manager to bring estimates to the next, an final meeting of the 1998 budget year.

SELECTPERSON CONCERN(S):

None stated. Dan Higgins Moved, Gloria Curtis 2nd, Motion to Adjourn. Motion Carried. Meeting Adjourned at 9:45PM (2hrs 45 mins)

**AGENDA
TOWN OF PORTAGE LAKE
REGULAR MEETING
JANUARY 22, 1999
3:00 PM**

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR:

Approve Minutes of 01/06/99

Approve Treasurer Warrant(s) #1-4, #1-5, #1-6, #1-7, #1-8

OLD BUSINESS:

- 1. Winter Sand Status**
- 2. Open Sealed Bids on Tax Acquired Property**
- 3. Sign Letter of Intent-E. Cottage RR Crossing**
- 4. Status of Seaplane Base**
- 5. Update on Furnace**
- 6. Review Draft Job Description/SOP**

NEW BUSINESS:

- 1. Review Trial Balance**
- 2. Review MMA Loss Control Inspection Report**
- 3. Review NASWA Budget-1999**
- 4. Appoint Registrar of Voters (2 year term)**
- 5. Review/approve Veteran's & Homestead Exemption-Norman Blotner**
- 6. Request from Portage Lakers SC for Town Meeting Article**
- 7. Review Stumpage Report-School Lot**

8. Manager's Concerns

- (1) Purchase Computer with balance of Building Permit Account
- (2) Purchase Payroll Software with balance of Gen Admin
- (3) Timesheet Documentation-Employees

9. Request to Plow from Marcel's to Pro Shop

10.Fire Dept Recognition Supper

11.Financial/Cash Management Review-Peoples Heritage

SELECTPERSON CONCERN(S):

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
JANUARY 22, 1999
3:00 PM**

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

Gloria Curtis, Chairperson, Stephen Belanger Board Members, 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 the minutes of January 06, 1999 as printed. Motion Carried.

Steve Belanger moved, Gloria Curtis 2nd, Motion to approve and sign Treasurer Warrant(s) #1-4, #1-5, #1-6, #1-7, #1-8, #1-9, as presented.

OLD BUSINESS:

1. Manager advised the Board that if no additional heavy ice storms hit us, it appears that we might get by with the winter sand on hand. The residents are using more than normal but in view of the fact they "own" the sand, it is hard to curtail activities and that he feels the "4 pail limit" is working o.k. with some minor abuse. The Manager indicated he had received quotes from 2 Canadian suppliers for screened sand delivered to Portage Lake. Vernon O'Neil quoted \$8.50/yd delivered to Portage Lake. Carvell Goodine & Sons, LTD, quoted \$9.00/yd delivered. Both U.S. Funds. O'Neil indicated he had approx. 200,000 yds available. Goodine did not indicate.

Steve Belanger moved, Gloria Curtis 2nd, Motion to hold off until down to the last 4 or 5 hopper sander loads and order whatever necessary to get us through the winter. Motion Carried.

2. No sealed bids were received on the Tax Acquired Property. The Manager was instructed to contact Reg Pinette to determine whether or not he had any interest in the property. If not, would he give an easement allowing removal. Manager will report back at next meeting.

3. The Manager presented a formal request for commitment by MDOT on the E. Cottage Rd RR Crossing, and authority for Manager to sign any future documents. Steve Belanger moved, Gloria Curtis 2nd, Motion to sign a Memorandum of Understanding (MOU) between the Town of Portage Lake and MDOT for reconstruction of the E.Cottage Rd. RR Crossing; committing \$7,000 in municipal funds; and authorizing the Town Manager to sign necessary documents. Motion Carried.

4. The Manager advised the Board that the 10 year commitment to the State of Maine for the last grant used to rebuild the seaplane wharves/docks, would expire on 02/01/99. Since the Town would no longer be required to operate the Seaplane Base, should we return the 1999 license and get out of the business. The Manager advised that Don Everett had paid the lease fee of \$250 for a three year renewable lease, but had not actually signed the new lease agreement. Steve Belanger moved, Gloria Curtis 2nd, Motion to table returning the 1999 License; go to the voters in Annual Town Meeting for decision on whether to continue operating a seaplane base; advise Don Everett that if the voters choose to discontinue the seaplane base that we would honor the 3 year lease, but not renewals. Motion Carried.

5. Manager advised the Board that a team from Daigle Oil Co. had gone over the furnace and determined that what had been done by Irving was in fact good but that more needed to be done. Daigle Oil had presented a proposal for 3 changes that would make the current system better. Item #1 would be to install another baseboard in the office, on the outside wall. Item #2, would remove the hydraulic valves from inside the cabinets and install mechanical thermostats on the outside of the cabinets. The reason for this change is because the valves are designed for ambient air temperature of 140 degrees and our water temperature is set at 180 degrees for best efficiency, thereby "cooking" the gaskets in the valves. Item #3 was to install insulation on the exposed piping in the women's restroom and in the basement area. Steve Belanger moved, Gloria Curtis 2nd, Motion to go ahead with installation of the office baseboard, using balance of 1998 Town Hall funds, if any, and to include the remaining items in the 1999 budget along with funds for ADA compliance. Motion Carried.

6. The Manager advised he had received sample job descriptions from MVA Resources for Town Manager, Town Clerk, Public Works Employees, and Custodian/Cleaning Person. The Public Works description was ready for adoption and the remaining positions would be prepared as soon as time allowed. Steve Belanger moved, Gloria Curtis 2nd, Motion to adopt the Public Works Employee Job Description as presented. Motion Carried. The Manager also advised the Board an SOP was about 50% completed for Public Works.

NEW BUSINESS:

1. The Trial Balance for 01/08/99 was reviewed.

2. The Manager presented the Board with a copy of the MVA Lost Control Inspection Report indicating that we were in good shape. The report failed to include a seating capacity for the auditorium, as requested, and that a letter would be sent requesting one. No further action.

3. A copy of the 1999 NASWA Budget was presented and reflected a \$-0- increase for the Town. The activity report is yet to be received.

4. Manager advised the Board that state law requires that a Registrar of Voters be appointed for a 2 year period during the off -election year, effective January 1st. Steve Belanger moved, Gloria Curtis 2nd, Motion to appoint Katherine A. Gagnon, Registrar of Voters retroactive to January 01, 1999. Motion Carried.

5. Manager presented Board with application(s) for Veteran's and Homestead Exemption for Norman Blotner. Mr. Blotner has retired and sold his residence in Presque Isle and has now claimed Portage Lake as his Legal Residence. Steve Belanger moved, Gloria Curtis 2nd, Motion to approve the applications and authorized the Chairperson to sign. Motion Carried.

6. Manager presented a written request from the Portage Lakers Snowmobile Club to have an article in the 1999 Annual Town Meeting Warrant requesting \$10,000 for support of the Club, payable over a 5 year period at \$2,000 per year. During discussion, it was generally agreed that the economic impact of snowmobiling to Portage Lake goes far beyond the most visible benefit, such as Dean's and Coffin's, to include the actual purchase of real estate by non-residents to facilitate access to the Portage Laker's trail network. Steve Belanger stated other towns are doing this type of funding and as long as the Club was willing to justify the request to the voters, he had no problem. Gloria Curtis agreed. Steve Belanger moved, Gloria Curtis 2nd, Motion to grant the Portage Laker's request and include the item in the 1999 Warrant. Motion Carried.

7. The Board reviewed the latest stumpage report from Bowater for the School Lot harvest. No further action taken.

8. (1) The Manager reported that he had been unable to get a computer technician to come to the Town Office to evaluate the existing computer. He did get a call from Pete Levesque of Levesque Office Supply apologizing for not being able to do the evaluation and stating that the cost of increasing the hard drive capacity (recommended by Canon) and the modem speed would be between \$500-\$600 and we would still have an old computer. Pete indicated he does not sell computers and would suggest that we look into purchasing a Dell Computer. The Manager indicated he had made initial contact with Dell and it appears their systems would be out of our price range. Steve Belanger moved, Gloria Curtis 2nd, Motion to authorize computer purchase, Dell if within budget limits, but to make sure that capacities and support service would be sufficient that the Board would not be faced with purchasing a new computer 2 or 3 years from now and to use the balance of the MWC Building Permit Account. Motion Carried.

(2) The Manager requested authority to purchase a Trio Municipal Payroll Software Package, at a cost of \$500, with balance of the General Admin Account. Steve Belanger moved, Gloria Curtis 2nd, Motion to authorize purchase of the payroll software. Motion Carried.

(3) The Manager indicated that an employee timesheet reflecting reporting times had not been in use for the Town of Portage Lake. A system has since been adopted but when Kathy entered the exact times, 0800-1130 1230-430, it reflects a 7 1/2 hr day. The discrepancy appears to be a 15 min break period, morning and afternoon given at time of hire and not actually being taken. If taken into consideration, this would make an 8 hr day which is reflected in the pay computation. The Manager indicated that unless the Board insisted otherwise, he would continue to pay for 8 hrs even though the timesheet would indicate 7 1/2 hrs.

(4) Manager advised the Board that one of the scholarship recipients, James Hutton, had not enrolled at NMTC for the 1st semester and therefore has not received a passing grade or a bill for the 2nd semester as is required to be eligible for payment. Steve indicated he was familiar with Mr. Hutton's status and advised he had entered the US Army Guard/Reserve during the 1st semester but was now enrolled at NMTC. Steve said he would confirm this to be sure. The Manager suggested that rather than return the unexpended balance to surplus, that perhaps we could issue the check to the college to be applied to the credit of Mr. Hutton and when he enrolls in the fall semester, or takes summer courses. If he fails to enroll, the funds would be returned to the Town of Portage Lake.

9. A request from Brian Cote, Portage Hills CC, asking that we use Town equipment to open the road from Marcel's driveway to the Pro Shop to allow the Church to have sliding parties for the kids, during February vacation. The Manager indicated his initial reaction was no, and when he checked with the Chair she also felt that we should not be involved, especially in view of the fact our agreement with the Country Club states the Town would not be responsible for any maintenance on the roadway. Steve Belanger agreed and moved, Gloria Curtis 2nd, Motion to deny the request. Motion Carried.

10. Gloria Curtis made the Board and Manager aware that a Fire Department Recognition Supper was being held at Dean's on the 23rd. Happy Hour to begin at 5:30. All were invited.

11. The Manager advised the Board that representatives of People's Heritage Bank would be at the Town Office on 01/26/99, around 10:00 AM to go over our Cash Management and make recommendations on how to improve our rate of return. Any Board Member available to attend should.

SELECTPERSON CONCERN(S):

None stated. Steve Belanger moved, Gloria Curtis 2nd, Motion to adjourn. Meeting adjourned at 4:30 PM. (1 1/2 hrs)

**TOWN OF PORTAGE LAKE
BOARD OF SELECT PERSONS
SPECIAL BUDGETARY MEETING
FEBRUARY 10, 1998
7:00 PM**

Call Meeting to Order

Roll Call

NEW BUSINESS:

1. Review proposed Budget for 1999

SELECTPERSON CONCERN(S):

**AGENDA
TOWN OF PORTAGE LAKE
REGULAR MEETING
FEBRUARY 03, 1999
7:00 PM**

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR:

1. Roy Moro
2. Superintendent of Schools MSAD #32

Approve Minutes of January 22, 1999

Approve Treasurer Warrant(s) #1-10, #1-11, #1-12, #1-13, #2-01 #2-02

OLD BUSINESS:

1. Review Harvest-School Lot (Pat Raymond)
2. Review Computer/Software Purchase
3. Appoint A. Allen Murphy to fill vacancy MSAD #32 Board of Directors

NEW BUSINESS:

1. Appoint Budget Committee
 - a. Betty Dumond
 - b. Roberta Belanger
 - c. Raymond Chasse
 - d. Bud Clark
 - e. Patrick Raymond
 - f. Anita Theriault
 - g. Christy Dicker
2. Set Selectpersons Budget Review for 02/10/99 and meet with Budget Committee on 02/18/99.
3. Review proposed 1999 Budget items
4. Approve Winter SOP for Public Works
5. Consider revision of policy on using Town Equipment to clean accumulated ice/snow at driveway entrances.
6. Set Interest Rate on Property Taxes

SELECTPERSON CONCERN(S):

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
FEBRUARY 03, 1999
7:00 PM

Meeting called to order by Gloria Curtis, Chairperson, at 7:01 PM.

Gloria Curtis, Chairperson, Dan Higgins, Board members present. Pat Raymond, Roy Moro, Residents; Bill Folsom Supt. MSAD #32 and Wm R Beaulier, Town Manager, present.

BUSINESS FROM THE FLOOR:

Roy Moro addressed the Board and indicated he was considering selling his residence due to the uncertainty of his job with the Irving takeover of Bowater. Roy indicated his property was assessed at \$27,000 and that he was willing to sell it to the Town for \$25,000. He also indicated Gary Caron would be interested in purchasing some of the land from the Town. Roy indicated selling his property to the town would give better access for motor vehicles as well as a working septic system and good well. The Board thanked Roy for his interest and indicated they would be willing to take the matter to the Annual Town Meeting. Dan Higgins moved, Gloria Curtis 2nd, Motion to put an article in the ATM Warrant for voter consideration. Motion Carried.

Bill Folsom, Supt of MSAD #32 then addressed the Board about education funding issues as they applied to MSAD #32 in general and to Portage Lake in particular. Mr. Folsom said he welcomed the opportunity to meet the Board members and made them aware of the current funding shortfall MSAD #32 was facing under the current state funding formula. It appears that the district is facing a \$120,000 shortfall that will have to be made up by local tax dollars. Mr. Folsom also indicated one of his reasons for meeting with municipal officials was to solicit their support in "lobbying" the legislature to honor the 1985 School Funding Formula, currently on the books. To do so would help our district considerably. Dan Higgins moved, Gloria Curtis 2nd, Motion to have the Manager prepare and forward to our elected officials whatever type of support the Superintendent felt appropriate. Motion Carried.

Pat Raymond then addressed the Board on the School Lot harvest activity. Pat indicated he had met with Laura Audibert recently and she was very concerned that Bounce Logging was not producing as she had originally planned. Pat indicated Laura was going to contact Bounce Logging and give them a final warning to either increase production and get back to her original schedule or she would terminate the contract. Laura was concerned as to what the Board's

reaction would be if the contract was terminated. The Board indicated to Pat that their reason for the harvest was not for the money but to salvage the overmature timber as was outlined in the harvest plan and if he and Laura felt it necessary to terminate the contract, they had the authority to do so and the Board would back them. Under no circumstances did the Board want the timber being hauled after the weather warms up thereby jeopardizing the roads.

Dan Higgins moved, Gloria Curtis 2nd, Motion to accept and approve the minutes of 02/03/99 as printed. Motion Carried.

Dan Higgins moved, Gloria Curtis 2nd, Motion to approve Treasurer Warrant(s) #1-10, #1-11, #1-12, #1-13, #2-01, #2-02. Motion Carried.

OLD BUSINESS:

1. Review School Lot harvest plan with Pat Raymond. See Business from the Floor above.

2. Manager advised the Board the new computer had been purchased from P.C. Solutions in Caribou and the payroll software from TRIO. As soon as we can co-ordinate installation dates, we will do so.

3. Manager advised the Board Terry Overlock had resigned from the MSAD #32 Board, effective 01/14/99 and that A. Allen Murphy had agreed to accept an appointment to serve until the next MSAD #32 election in November. Dan Higgins moved, Gloria Curtis 2nd Motion to appoint A. Allen Murphy to the vacant position on MSAD #32 Board until November elections. Motion Carried.

NEW BUSINESS:

1. Manager presented the Board with the following names for Budget Committee members:

1. Betty Dumond	4. Christy Dicker
2. Raymond Chasse	5. Roberta Belanger
3. Patrick Raymond	6. Bud Clark
	7. Anita Theriault

Dan Higgins moved, Gloria Curtis 2nd, Motion to appoint the above residents to the Portage Lake Budget Committee for 1999. Motion Carried.

2. The Manager requested and the Board approved setting the initial budget review for 02/10/99 and the joint meeting with the Budget Committee on 02/18/99. The Board and Manager reviewed several proposed budget items.

3. The Manager presented a proposed Standard Operating Procedure (SOP) for Winter operation of the Public Works Department. Manager indicated

he had planned on having 1 SOP for the entire year, but because of the problems associated with the recurring ice storms, decided to present the SOP in 2 segments, Winter/Summer. The Manager also asked the Board to address the problem created by MDOT equipment tearing up large chunks of ice and leaving them in driveways, creating problems for senior citizens or for those who do not have necessary equipment for removal. Dan Higgins moved, Gloria Curtis 2nd Motion to revised past policy and include in the new SOP a policy of allowing Town owned equipment to remove excessive snow/ice placed in driveway entrances from School St. to Lucille Cyr's property and from Gladys Cote's residence to the Intersection of W. Cottage Rd. ***with prior approval of the Town Manager, or in his absence, the Chairperson of the Board of Selectpersons.*** Motion Carried.

6. The Manager presented a letter from the State Treasurer indicating the maximum allowed on past due Real Estate Taxes for 1999 would be 10%. Dan Higgins moved, Gloria Curtis 2nd, Motion to set the interest rate at 10% and the discount at 2% for 1999 taxes.

SELECTPERSON CONCERN(S):

None stated due to lateness of meeting. Dan Higgins moved, Gloria Curtis 2nd, Motion to adjourn. Motion Carried. Meeting adjourned at 9:30 PM (2 1/2 hrs)

TOWN OF PORTAGE LAKE
SPECIAL MEETING
FEBRUARY 18, 1999
7:00 PM

JOINT MEETING BOARD OF SELECTPERSONS
&
PORTAGE LAKE BUDGET COMMITTEE

Call Meeting to Order

Roll Call

Review proposed 1999 Municipal Budget

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
AGENDA
FEBRUARY 19, 1999
3:00 pm

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR

Approve Minutes of 02/03/99

Approve Treasurer Warrants(s) #02-03

OLD BUSINESS:

1. Sign Amended Lease Agreement Unice/ Marcel Theriault
2. Review final survey - School Lot
3. Review Stumpage Reports - School Lot

NEW BUSINESS:

1. Notice of application to transfer DEP Permits from GNP to Irving
2. Public Works Vacancy
 - (1) Job Description (*adopted 01/22/99*)
 - (2) SOP (*Adopted 02/03/99*)
3. Funding Request from Project Graduation
4. Consider changing application/policy for renting of Municipal Building
5. Consider authorizing Voter List Software purchase prior to Town Meeting

SELECTPERSON CONCERN(S):

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
FEBRUARY 19, 1999
3:00 PM**

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

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

BUSINESS FROM THE FLOOR:

There being no one present, Dan Higgins moved, Steve Belanger 2nd, Motion to dispense with Business from the Floor. Motion Carried.

Steve Belanger moved, Dan Higgins 2nd Motion to accept and approve the minutes of the February 19, 1999 meeting. Motion Carried.

Steve Belanger moved, Dan Higgins 2nd, Motion to approve Treasurer Warrant(s) #02-03, #02-04, #02-05, #02-06 as presented. Motion Carried.

OLD BUSINESS:

1. No action taken on signing of Amended Lease Agreement Unicel/Marcel Theriault. All Board members had signed prior to meeting.

2. The Manager presented the Final Survey of the School Lot Property Lines, prepared by Blackstone, Doody & Bubar. After Board review, Dan Higgins moved, Steve Belanger 2nd, Motion to accept the survey and pay the costs out of stumpage proceeds from the School Lot. Motion Carried.

3. The Manager presented the Board with the latest stumpage reports from Bowater for the School Lot harvest. No further Board action taken.

NEW BUSINESS:

1. The Board reviewed the application to MDEP to transfer all MDEP permits from Bowater to Irving. No action necessary by the Board unless they objected to the proposed transfer. Discussion followed as to what contact the Town has had with Irving as to the joint ownership property. No further action taken at this time.

2. The Board and Manager reviewed the applications for the vacant Public Works position. The Manager advised the Board Paul Nason had turned in his keys, just prior to

the meeting and that he had contacted Adrian Belanger and advised him. Adrian had indicated he would be available to cover for the weekend. The Manager advised the Board he had talked to Ralph Pelletier about back-up for the Public Works Dept. and he indicated he would be more than willing to do so. Ralph was sent to Horizon Medical Service for the mandatory drug screen. After reviewing the applications, the Board again reviewed the Job Description and Winter SOP approved at earlier meetings. The Manager indicated the Job Description was prepared, at Board direction, after receiving 4 sample job descriptions from MMA Resources. No one description was used entirely. The Chair indicated she had reviewed the samples from MMA and also talked to them by phone and felt that there was no problem with the final Job Description adopted. She also indicated that what she was told by the MMA Staff was contrary to what the former Public Works Employee stated he was told by MMA Staff. In fact, MMA Staff indicated they said very little to him, referring him back to the Town as per their policy. The Board also discussed the fact they had overlooked a valuable resource for applicants by not utilizing the Maine Job Service. The Manager advised the Board that since one of the applicants was looking for a temporary or part-time position to supplement his regular job, the Town could not provide Health or IPP Coverage because of MMA Health Trust Rules. The Board then discussed the feasibility of filling the position on a temporary basis, choosing an applicant with extensive mechanical ability to assist with repairs, and making a final decision in May utilizing existing applications and any new applicants referred to the Town by Maine Job Service. Dan Higgins moved, Steve Belanger 2nd, Motion to hire Brad St.Peter to fill the Public Works Position on a temporary basis at an hourly rate of \$8.25 and NO INSURANCE COVERAGE. Motion Carried.

3. The Manager presented a letter from Project Graduation asking for financial support in their efforts to raise funds for the 1999 graduating class. After discussion, the Board felt the request was received too late to be included in this year's budget. They also felt Portage Lake's funding of \$1,000 in scholarships in addition to the regular school funding was probably about all the Voter's would approve. Steve Belanger moved, Dan Higgins 2nd, Motion to deny the request and instructed the Manager to advise them by mail. Motion Carried.

4. The Manager asked the Board to review the Municipal Building Rental Application, in particular that provision that appears to require a "constable" be hired for all functions. The Manager advised he was unaware of any constables appointed by the Town and questioned the necessity if liquor was not going to be consumed. After discussion, Steve Belanger moved, Dan Higgins 2nd, Motion to revise the application form to reflect "law enforcement officer present at all functions at which alcohol will be served and/or present" and that "all applicable State of Maine Laws will be observed". Motion Carried.

5. The Manager requested approval of the Board to purchase the Voter's Registration Software, as soon as possible, to enable using the ACAP Trainee for entering the necessary data. The Manager indicated the authorization to purchase was being requested in a separate article and had been approved by the Budget Committee. If the Board authorized purchase, it would be taken out of the General Government Account and

later reimbursed after Town Meeting Approval. If Town Meeting approval failed, there would still be enough money in the General Government Account for the software, but probably not enough for the additional postage and funds for additional help to insure compliance before year 2000. Steve Belanger moved, Dan Higgins 2nd, Motion to authorize the Manager to purchase the Voter Registration software package. Motion Carried.

SELECTPERSON CONCERN(S):

None stated.

Dan Higgins moved, Steve Belanger 2nd, Motion to Adjourn. Motion Carried.
Meeting Adjourned at 4:45 PM (1 hr, 45 Mins.)

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
AGENDA
MARCH 03, 1999
7:00 PM

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR:

Approve Minutes of 02/19/99

Approve Treasurer Warrant(s): #02-07, #03-01, #03-02, #03-03

OLD BUSINESS:

1. Review letter on Safety Grant
2. Public Works Position

NEW BUSINESS:

1. Post Town Roads/Streets to Heavy Hauling
2. Appoint Municipal Cemetery Advisory Committee:
(1) Velma Casey (2) Clarence "Bud" Clark (3) William Good
(4) Christy Dicker (5) Town Manager
3. Choice of Testing Lab for Artesian Well Tests
4. Request from VFW for Funding of Flag Pole Project
5. Appointment(s) to NMDC General Assembly
6. Permission to publish "Citizen's Guide to Town Meeting"
7. Change Copier Schedule of Fees
8. Change FAX Machine Schedule of Fees

SELECTPERSON CONCERN(S):

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
MARCH 03, 1999
7:00 PM**

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

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

BUSINESS FROM THE FLOOR:

There being no one present, Dan Higgins moved, Steve Belanger 2nd, Motion to dispense with Business from the Floor. Motion Carried.

Steve Belanger moved, Dan Higgins 2nd Motion to accept and approve the minutes of the February 19, 1999 meeting as well as the February 18, 1999 Budget Committee Meeting. Motion Carried.

Steve Belanger moved, Dan Higgins 2nd Motion to approve Treasurer Warrant(s): #02-07, #03-01, #03-02, #03-03. Motion Carried.

OLD BUSINESS:

1. Manager provided a copy of a letter received from MMA Risk Management acknowledging receipt of an application he had filed for a matching grant for safety equipment for ice rescue equipment for the Fire Department. The letter indicated the first round of grants would be made in May. No further action taken at this time.

2. Manager advised the Board Brad St. Peter had accepted the Public Works position on a temporary basis at \$8.25 hr. with no health benefits due to the part-time status. Brad had reviewed the Job Description and Winter SOP and indicated he did not have a problem with them. The Manager indicated the drug screen has returned with a negative report. Brad has also been given the MDOT Local Roads Manual on plowing and sanding roads, as well as two videos to review. Everything seems to be working well.

NEW BUSINESS:

1. Manager requested the Board consider posting Town Roads, limiting heavy loads, due to the recent warm weather and rain. Manager advised only the Board had the authority to post Town Roads. Dan Higgins moved, Steve Belanger 2nd Motion to limit heavy loads on Town Roads, under the provisions of T29A, Sec 2395, using MDT standards of "Roads must be solidly frozen", "temperature below 32 degrees", and "no standing water on road surface". Motion Carried.

2. Manager presented the following individuals to be appointed to a Municipal Cemetery Advisory Committee: Velma Casey, Clarence "Bud" Clark, William Good, Christy Dicker and the Town Manager. The Manager indicated all would serve and will meet shortly after Town Meeting to get the layout of the "new cemetery" in place before Memorial Day. Dan Higgins moved, Steve Belanger 2nd Motion to appoint the above listed people to a Municipal Cemetery Advisory Committee. Motion Carried.

3. Manager inquired as to whether or not the Board had any preference as to what testing lab should perform the water test for the artesian well. The Board indicated they had no preference and to go ahead and have it done at the least expense to the Town.

4. The Board reviewed a funding request from the VFW Post 9888, for their flagpole project. Because the 1999 Budget had been acted on by the Budget Committee the night before, it was felt it was too late to honor their request and instructed the Manager to advise the Post of same. Dan Higgins asked that we prepare a copy of the request for inclusion in the Town Report, if it was not too late. The Manager indicated it could be done. Dan Higgins moved, Steve Belanger 2nd Motion to advise the VFW that it was too late for the Board to include the funding in our 1999 Budget, but that the letter would be printed and possibly the voters could increase the Memorial Day funding. Motion Carried.

5. Notification of the appointments to the NMDC General Assembly was discussed by the Board. Dan Higgins currently serves, along with Cherry Danker. The appointments must be made prior to April 09, 1999. Steve Belanger moved, Dan Higgins 2nd Motion to table the appointments until after the Annual Town Meeting/Elections. Motion Carried.

6. The Manager showed the Board a copy of a "Citizen's Guide to Town Meeting" he had printed off the MMA Web Site and felt that it would be very informative to the local citizens. He indicated he had contacted MMA and they have granted permission to reproduce as many as we wanted to, and that he was asking the Board's permission to reprint 15-20 copies to hand out to anybody that was interested. Dan Higgins moved, Steve Belanger 2nd, Motion to reprint the "Guide". Motion Carried.

7. The Manager asked the Board to consider revising the fee schedule for the office photocopier. He indicated a "senior citizen" had been in earlier in the day and wanted two copies of his Social Security check resulting in a \$.50 charge. Manager indicated he felt bad about having to charge for something like this, but it was required under the current policy. He recommended that the first 5 copies be free for residents and non-resident property owners and a \$.10 charge for each additional copy. If they furnished their own paper, the cost would be \$.05 per copy. All other non-residents would be charged \$.25 per copy. Under no circumstances would the copier be used for commercial purposes without prior approval. Dan Higgins moved, Steve Belanger 2nd, Motion to revise the photocopier fee schedule. Motion Carried.

8. Along the same line, the Manager requested a reduction in the FAX fees. He indicated that since assuming office in July, he has been able to review the billings for the FAX machine and determined that the highest single charge for a FAX was near \$.80 and we were charging \$3.00. It appears that the high fee may have been instituted to discourage the public from using our FAX machine. However, the taxpayers bought the FAX machine, pay the electricity and phone charges and pay our wages and he thought the fees were out of line and would like to recommend a reduction to \$1.00 per page for outgoing and \$.50 for incoming. After discussion the Board felt a reduction probably was in order as long as the service was not abused. Steve Belanger moved, Dan Higgins 2nd, Motion to reduce the FAX fees to the Manager's recommendation.

SELECTPERSON CONCERN(S):

Steve Belanger asked that the article in the Annual Town Meeting Warrant for the authorization to purchase the Moro Property reflect using \$25,000 from Surplus only if the purchase was approved. Dan Higgins and Gloria Curtis agreed. The Manager indicated that article was the only one left to prepare in order to finalize the Warrant and the reason for the delay was because he was unable to find a copy of the old warrant that brought this item to the voters before. Steve Belanger indicated he was certain it came before the voters sometime during the previous 9 years that he has served on the Board. As to whether or not it was an Annual Town Meeting, or a Special Town Meeting, he was not sure. The Manager indicated he

should have the Warrant ready for the Board's signature on Friday. Dan Higgins moved, Steve Belanger 2nd, Motion to sign the Annual Town Meeting Warrant. Motion Carried.

Dan Higgins had two items of concern, (1) please have the cleaning person clean the chalkboard, and (2) obtain for the Board's review, a copy of the NACSB Financial Statement. His only concern was that if NACSB is making money, the Tipping Fees should be reduced. The Manager indicated the NACSB Report would be in the Annual Report and that he would get a copy to Dan ASAP.

There being no further business, Dan Higgins moved, Steve Belanger 2nd, Motion to adjourn the meeting. Meeting Adjourned at 8:45 PM. (1 hr 45 Mins)

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
AGENDA
MARCH 15, 1999
3:00 PM**

Call Meeting to Order

Roll Call

Approve Minutes of 03/03/99

Approve Treasurer Warrant(s): #03-04, #03-05

OLD BUSINESS:

1. Review NACSB Financial Statement
2. Review letter from MDOT on Superpave/Main St
3. Review Stumpage Reports and Update on School Lot Harvest

NEW BUSINESS:

1. Review Job Openings:
 - (a) Transfer Station Attendant
 - (b) Cleaning/Maintenance Person/Municipal Bldg.
2. Review Financial Statement-Davis CPA
3. Review quotes for Sanitation Svc
4. Request to allow basketball in auditorium on Saturday
5. Training Schedule
 - (a) Manager - Lien Workshop/Caribou/03/17/99 (All Day)
 - (b) Manager/Clerk - Motor Vehicle/Ft.Kent/04/14/99 (3 hrs)
 - (c) Manager/Clerk - Excise Tax/Caribou/04/28/99 (All Day)
6. Tentative Vacation Schedule/Manager/04/15/99 thru 04/27/99
7. Sign Assessor's Notice

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
MARCH 15, 1999
3:00 PM**

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

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

BUSINESS FROM THE FLOOR:

There being no one present, Dan Higgins moved, Steve Belanger 2nd, Motion to dispense with Business from the Floor. Motion Carried.

Dan Higgins moved, Steve Belanger 2nd, Motion to approve the Minutes of March 3rd as printed. Motion Carried.

Dan Higgins moved, Steve Belanger 2nd, Motion to approve and sign Treasurer Warrant(s) #03-04, #03-05. Motion Carried.

OLD BUSINESS:

Before the start of the Business Section of the meeting, the Board asked the Manager whether or not he had applied for the Town Manager Position in Ashland. The Manager indicated that when Ashland readvertised for the position, he did apply at the insistence of family and friends, but that (1) he was not legally eligible to accept the job until 03/16/99 and (2) he had not been contacted by Ashland acknowledging receipt of his application or setting up an interview. No contact what-so-ever. The Board expressed their feelings that if the Manager was to consider accepting the Ashland position, it would be appreciated that he give the 4 weeks notice as outlined in the Personnel Policy, especially in view of the "energetic" list of projects being proposed in the Annual Town Meeting Warrant. By the same token, they could not fault anyone for wanting to better their position in life. The Manager indicated the lack of response from Ashland has left him with the impression he was not being considered and with that in mind, he had prepared a vacation request to the Board listed as Item #7 under New Business.

1. The Manager presented the Board with the NACSB Financial Statement, for their review, as requested at the previous Board meeting. After discussion, Dan Higgins moved, Steve Belanger 2nd, Motion to contact the NACSB Director(s) to see if it would be possible to reduce the "Tipping Fee", in view of what appears to be a good surplus, thereby helping the property owners and still reach their goal of \$20,000 in reserve, even if it did take a little longer. Motion Carried. The Manager indicated he would make the contact after Town Meeting, but before the "summer" season hits.

2. The Manager presented a letter from MDOT confirming that the bid to repave Main Street had been awarded and would definitely be done this year. Exact timeframe is not certain. Dan Higgins stated Lane Construction has been in contact with him to possibly hire some of his equipment.. No further discussion or action.

3. The Board was furnished with the latest stumpage reports on the School Lot harvest and also advised that Laura Audibert had notified the contractor to cease all cutting operations and have all cut wood removed by March 19th, the expected date of the Bowater/Irving transfer. The Manager also indicated Pat Raymond had been in and strongly suggested that we put a cable across the road to keep motor vehicles out but still allow the public to walk on the road. Pat

indicated Bowater had really put a lot of effort into building the road and he would hate to see it destroyed or end up as a trash dump. The Board agreed and discussed various methods of blocking the road and instructed the Manager to determine what we could do in this instance and report back at a future meeting.

NEW BUSINESS:

1. The Manager indicated that Sheila Moro had given her notice that she would be leaving her maintenance position, in the not to distant future, and suggested that we find a replacement. With that in mind, the Manager asked for permission to advertise (locally) for the position as well as the Transfer Station Attendant position being expanded this year. Dan Higgins moved, Steve Belanger 2nd, Moved to authorize advertising to fill both positions. Motion Carried. Dan Higgins also felt we should encourage Senior Citizens to apply.
2. The Financial Statement from Davis CPA was reviewed and particular note was made of the discrepancies noted. The Manager indicated that some of the discrepancies had already been corrected. The closing of the year on 01/31/99 with the auditor coming 2 weeks later doesn't give much time to reconcile accounts. Changing the year end to 12/31 will give more breathing space and an opportunity to have the books balanced when the auditor gets here. No further action taken, pending Annual Town Meeting.
3. Manager indicated that D.C. Trashaway had quoted a price for annual trash removal at \$125.00 p/yr. Bob's Sanitation was charging \$130 p/yr. Not knowing what the reasons were for using Bob's Sanitation, the Manager inquired as to whether or not the lowest quote could be used. Steve Belanger indicated he did not have a reason for staying with Bob other than the fact he picks up on Monday and if we had a function at the Municipal Bldg over the weekend, the trash would not have to set until Wednesday. Dan Higgins agreed that this may be a factor but that if we can get the service for less, we owe it to the taxpayers to use the cheapest, even for just \$5.00. Dan Higgins moved, Steve Belanger 2nd, Motion to change services if the Manager felt it was in the best interest of the Town. Motion Carried.
4. The Manager presented a request from Preston Holmes III for permission to use the "gym" for basketball on Saturdays. After discussion, the Board felt the use would be within the intended use of the building, but that the following restrictions would apply: (1) The key for access, would be issued to 1 individual only; (2) The activity MUST be open to ALL the public, not just a select few; (3) Basketball will be curtailed on May 1st, or as soon as the outdoor court becomes accessible; (4) Every attempt will be made to prevent damage to the walls, as has happened in the past; (5) The Town Manager has the authority to stop the activity if it is felt that any of the restrictions are being violated. Steve Belanger moved, Dan Higgins 2nd, Motion to authorize basketball with the above restrictions. Motion Carried.
5. The Manager presented a training schedule to the Board, reflecting that he would be attending a Lien Workshop in Caribou on 03/17/99 and that it would be an all day session. He also indicated that both he and the clerk would be attending training sessions as follows: 04/14/99, 3 hrs with BMV in Ft. Kent and 04/28/99 a training session on Excise Tax, all day in Caribou. The session in Ft. Kent and Excise in Caribou would require closing the office. Steve Belanger indicated that if I thought the training was necessary, he had no problem with closing the office as long as we gave plenty of advance notice. Steve Belanger moved, Dan Higgins 2nd, Motion to authorize the training. Motion Carried.
6. The Manager, as he had indicated at the beginning of the meeting, requested approval of a vacation schedule, beginning on 04/15/99 thru 04/27/99 with the intent of taking his wife to Florida. Dan Higgins moved, Steve Belanger 2nd, Motion to authorize the vacation and to reschedule any Board Meetings that would fall in that time frame. Motion Carried.

7. The Manager presented the 1999 Assessors' Notice, as required under the provisions of MRSA T36, Sec 706, and set the date for meeting as Assessors for 7:00 PM on April 07th, 1999 at the Municipal Building.

SELECTPERSON CONCERN(S):

None stated. The Board recognized this as being Steve Belanger's last Board of Selectpersons Meeting and thanked him for his many years of service. When asked about a recognition supper, Steve vehemently insisted that no such activity take place and the Board agreed to abide by his wishes. Dan Higgins moved, Steve Belanger 2nd, Motion to adjourn. Meeting adjourned at 3:45 PM. (1hr 45mins)

**TOWN OF PORTAGE LAKE
AGENDA
SPECIAL MEETING
MARCH 31, 1999
7:00 pm**

Call Meeting to Order

ELECTION OF BOARD CHAIRPERSON

Roll Call

Approve Minutes March 15, 1999

Approve Treasurer Warrant(s): #03-06, #03-07

OLD BUSINESS:

1. Review Annual Town Meeting Results
2. Appoint representative to NMDC General Assembly

NEW BUSINESS:

1. Sign Warrant to Prosecute Unlicensed Dog Owners
2. Set rates for Campground 1999
3. Review letters from FrontierVision
 - (a) Rate Increase
 - (b) Sale of company
4. Change of policy on posting of meeting agenda

SELECTPERSON CONCERN(S):

**TOWN OF PORTAGE LAKE
SPECIAL MEETING
MARCH 31, 1999
7:00 PM**

A Special Meeting of the Portage Lake Board of Selectpersons was called to order at 7:00 PM by Gloria Curtis, Chairperson.

ELECTION OF BOARD CHAIRPERSON:

Election of a Chairperson was tabled due to absence of Christy Dicker, due to illness.

Gloria Curtis, Chairperson and Dan Higgins, Board Member were present. Wm R Beaulier, Town Manager and Roy Moro and Don Everett, Jr also present.

BUSINESS FROM THE FLOOR:

Roy Moro indicated that he was in to find out what course of action would be taken next due to voter approval of purchasing the property. The Manager indicated he had been in contact with Rick Solman, the Town's Attorney, and that Rick recommended a Buy/Sell Agreement be prepared. He also indicated that there were certain obligations to be met by both the seller and buyer and that once the Buy/Sell Agreement, containing those requirements, were signed it should be a fairly simple process of updating the abstract, etc. The Manager also indicated this item would have been discussed under Old Business. Dan Higgins moved, Gloria Curtis 2nd, Motion to have the Manager prepare the necessary paperwork in an effort to have the transaction completed by the end April if at all possible. Motion Carried. Roy then thanked the Board and left the room.

Don Everett, Jr. addressed the Board concerning the lease on the Seaplane Base, and in particular, what the Board's intention was as to the "renewal options" negotiated at the time of bid opening in August, 1998. Both, Gloria Curtis and Dan Higgins, indicated they felt that as long as all other provisions of the lease were met, the renewal options would be automatic on the part of the Board. If Don decided not to renew, then it would be a different story. The Board also stated that the vote in Annual Town Meeting, to continue operation of a Seaplane Base, makes it necessary that all the terms of the lease be fulfilled. Dan Higgins Moved, Gloria Curtis 2nd, a Motion to go on record indicating that the "renewal options" would stand and also to have the Town Manager explore possible funding for upgrading the docks, from State/Federal sources. Motion Carried. No further discussion and Don then left the room.

Dan Higgins Moved, Gloria Curtis 2nd, Motion to approve the minutes of March 15, 1999 as printed. Motion Carried.

Dan Higgins Moved, Gloria Curtis 2nd, Motion to approve Treasurer Warrants #03-06, #03-07. Motion Carried.

OLD BUSINESS:

1. General discussion of the Annual Town Meeting results took place. The Board indicated they were really surprised and the overwhelming majority vote on the property purchase. Due to the lack of a full Board, no further action would be taken until the scheduled meeting of the 14th of April. The Manager asked for permission to go to bid on the Revaluation Program, for bid opening on the 14th of April so that we could get underway ASAP. Dan Higgins Moved, Gloria Curtis 2nd, Motion to authorize going to bid for the Revaluation. Motion Carried.

2. Dan Higgins Moved, Gloria Curtis 2nd, Motion to table appointing representatives to the NMDC General Assembly until we have a full Board. Motion Carried.

NEW BUSINESS:

1. The Manager presented, for signature, the Warrant to Prosecute Unlicensed Dog Owners as required under T7, Sec 3493 MRSA. Dan Higgins Moved, Gloria Curtis 2nd, Motion to sign the Dog Warrant. Motion Carried.

2. The Manager indicated the Town Office had received inquiries as to what the campground rates would be for 1999. Gloria Curtis related that the Board had raised the rates in 1998 and that it caused such an uproar that they reduced them back to the 1997 rates. Dan Higgins Moved, Gloria Curtis 2nd, Motion to leave the campground rates the same as the previous year. Motion Carried.

3. Copies of letters from Frontiervision indicating a rate increase and also notification that Frontiervision was being purchased by Adelphia Communications was presented to the Board for their review. As to the rate increase, it appears the customers have already received notice in the mail. One interesting item was that provision indicating that the customer could now hook up as many tv's as they wanted without additional cost. Frontiervision would be responsible for the wiring to the house only. In the matter of the buy out, the letter received was from a legal firm in Portland inquiring as to whether or not the Town wanted them to represent us in reviewing the purchase prior to transferring the franchise agreement. The letter indicated the Town should be receiving notice from Frontiervision by Certified Mail as per the agreement. As of this date, no such letter has been received. No further action taken.

4. The Manager asked the Board to consider posting the Agenda in at least the Post Office, for any Board Meetings. This request in view of the proposed legislation being introduced in the Legislature requiring several changes

in the Right-to-Know Law. Among the changes are requiring an agenda to be posted at least 72 hrs prior to any meeting, other than an emergency; posting in the usual posting place; and no action (voting) taken on anything not on the agenda. The Manager felt some of these requirements would be quite a burden on small towns. Dan Higgins stated that he agreed and asked the Manager to send a letter to our members of the Legislature in opposition to the proposed changes. No further action taken pending outcome of legislation.

SELECTPERSON CONCERN(S):


Dan Higgins asked when Public Works would be sweeping. The Manager indicated Brad was getting ready to start as soon as he could get the sweeper mounted on the spare truck. The Manager indicated he and Brad agreed to mount the sweeper on the spare leaving the plow truck intact for plowing/sanding if necessary. Dan Higgins also inquired about the Annual Appointments, and the Forest Fire Warden, in particular. Dan indicated he had received several inquiries about the Forest Fire Warden's letter in the Town Report banning all burn barrels. The questions being asked were whether or not this law had been changed. The Manager indicated he knew that some proposed legislation had been introduced but that as far as he knew it had not passed the Legislature. Dan Higgins asked the Manager to research this matter and bring it back to the next regular meeting. No further Selectperson concerns.

Dan Higgins Moved, Gloria Curtis 2nd, Motion to Adjourn. Meeting adjourned at 8:15 PM. (1 hr, 15 Mins.)

APPROVED:


GLORIA CURTIS


CHRISTY DICKER


DANIEL HIGGINS

**TOWN OF PORTAGE LAKE
ANNUAL BOARD OF ASSESSORS MEETING
APRIL 07, 1999
7:00 PM**

Call Meeting to Order

Roll Call

ANNUAL ASSESSORS MEETING:

**TOWN OF PORTAGE LAKE
ANNUAL MEETING OF THE BOARD OF ASSESSORS
PORTAGE LAKE MUNICIPAL BUILDING
APRIL 07, 1999
7:00 PM**

The Annual Assessor's meeting for 1999 was called to order by Gloria Curtis, Chairperson.

Present were Gloria Curtis, Chairperson, Christy Dicker, Board Member, Wm R Beaulier, Town Manager and the following residents: Amy Collins, Jim Collins, Patrick Raymond, Aubrey Cyr and Joe Chouinard. Board Member Dan Higgins was absent.

ASSESSOR'S MEETING:

The Chair opened the meeting by turning the meeting over to the Manager for an explanation as to what the purpose of the meeting was. The Manager indicated that the purpose of the meeting, and the forms sent out to those present and others, was to comply with the provisions of T36, Sec 706 which states in part: "Before making an assessment, the assessor or assessors, may give seasonable notice in writing to all persons liable to taxation in the municipality to furnish to the assessor or assessors, true and perfect lists of all their estates, not by law exempt from taxation, of which there were possessed on the first day of April of the same year." T36, Sec 708 states: "The assessors and the chief assessor of a primary assessing area shall ascertain as nearly as may be the nature, amount and value as of the first day of each April of the real estate and persons property subject to be taxed, and shall estimate and record separately the land value, exclusive of buildings, of each parcel of real estate".

Discussion with the audience as to the purpose of the meeting was held. Amy Collins objected to possibly being required to pay personal property tax on the furnishings located in a camp she rents out. Pat Raymond indicated he had been told the Assessor's would be going door-to-door and would be assessing such items as home computers, etc. The Chairperson advised that this was not the case and that in fact personal property valued at less than \$1,000 was exempt, that the emphasis would be placed on that personal property used for business purposes. The Chair also indicated that no decision on method of assessing would be made until a full board was present.

The Chair told the audience that she had received some legal advice from MMA Legal and that she would contact them for more information.

The Chair also stated, in response to a statement from Amy Collins, that it appears that other businesses in town had not received the Assessor's Notice and that an attempt to send out additional notices would be made.

The Board then made a review of businesses listed in the Portage Lake Tourism Booklet and came up with an additional 10 names and instructed the Manager to send Assessor's Notices and schedule an additional Assessor's Meeting for the April 14th Board of Selectpersons Meeting.

Motion to Adjourn made by Christy Dicker at 8:45 PM. Meeting Adjourned.
(1 hr. 45 mins)

APPROVED:

Gloria Curtis
GLORIA CURTIS

Christy A. Dicker
CHRISTY DICKER

DANIEL HIGGINS

**TOWN OF PORTAGE LAKE
AGENDA
ASSESSORS MEETING
BOARD OF SELECTPERSONS MEETING
APRIL 14, 1999
7:00 pm**

ASSESSORS MEETING

Call Meeting to Order

BOARD OF SELECTPERSONS MEETING

Call Meeting to Order

Roll Call

Election of Board Chairperson

BUSINESS FROM THE FLOOR

Approve Minutes of 03/31/99 and Assessors Meeting of 04/07/99

Approve Treasurer Warrant(s) : #04-01, #04-02, #04-03

OLD BUSINESS

1. Appoint representative(s) to NMDC General Assembly
2. Open Bids on Revaluation
3. Review Employment Applications (Executive Session Required)
 - (a) Transfer Station Attendant
 - (b) Municipal Bldg. Maintenance Person
 - (c) Public Works Employee
4. Burn barrel update

NEW BUSINESS

1. Appoint new members to Planning Board
 - (a) Janice Labbe
 - (b) Elaine Pariseau
2. Letter from Paul Nason
3. Letter from Aroostook Roads (Mike Michaud)

4. Letter from Irving Woodlands

**5. Accept application and set Public Hearing on Liquor License Renewal
Portage Hills Country Club (05/05/99)**

6. RTAC Update

SELECTPERSON CONCERN(S)

**TOWN OF PORTAGE LAKE
ASSESSORS MEETING
BOARD OF SELECTPERSONS MEETING
APRIL 14, 1999
7:00 pm**

ASSESSORS MEETING:

The second meeting of the Portage Lake Board of Assessors was opened at 7:00 Pm by Chairperson Gloria Curtis.

Gloria Curtis Chairperson, Christy Dicker and Dan Higgins present. Wm R Beaulier, Town Manager, John and Anne Dsupin, Angie Burton, David Boistridge, John and Wilza Robertson, Grace Nason, also present.

Members of the audience asked the Board why they had been sent Assessors Notice for the first time. Gloria Curtis responded that it appears that this was a requirement that had never been adhered to in the past. She indicated she had been in contact with MMA Legal and that it is required under the Statutes of Maine. It appears that about the only items that are not subject to Personal Property Tax are those items exclusively used as Household Furnishings and/or other items of less than \$1,000 in value and **NOT** used for business purposes. The Chair also indicated that it is not the intent of the Board to conduct actual inspections this year and actually will leave it up to the property owners to set the values to be used for tax purposes. Angie Burton addressed the group indicating that as result of the notice being sent, she and her accountant had determined that she was being taxed for items that she did not own. John Robertson indicated he felt uncomfortable setting the values. The Manager responded that if a professional appraiser was used, the values would be based on MSRP and depreciated. Dan Higgins indicated that Portage Lake was not the only community involved in this process and showed those present a copy of his assessors notice received for rental property he owns in Ft. Fairfield. No further discussion and the Assessors Meeting adjourned to the regular Board of Selectpersons Meeting.

BOARD OF SELECTPERSONS MEETING:

All Board Members present.

The regular meeting was opened by Gloria Curtis, Chairperson calling for election of a new Chairperson for 1999. Dan Higgins nominated Gloria Curtis for Chairperson. Seconded by Christy Dicker. No further nominations. Gloria Curtis reelected Chairperson for 1999.

BUSINESS FROM THE FLOOR:

Grace Nason addressed the Board , advising them that the Tourism Committee had scheduled a community function for the 4th of July weekend and asked for permission to use the areas around the Municipal Bldg. for the activities. She indicated the majority of the activities would be taking place on the 3rd and the committee had originally hoped to have the use of the auditorium but have been advised that the facility has been rented for the Sutherland Family Reunion. The Board and Manager indicated use of the areas was not a problem.

Mrs. Nason then requested Board approval to purchase a tree, to be planted somewhere on Town property along with an attractive boulder with a plaque commemorating the Town's founding fathers, utilizing funds left in the America the Beautiful Grant. The type of tree has not yet been determined but would be planted sometime during the month of May, which is designated as "Arbor Month". The Board felt that this was a commendable project. Dan Higgins asked Grace to consider developing a "Senior Citizen Park" area on the Town property adjacent to the Artesian Well, and she agreed to work on the project and consider locating the tree and boulder to that area. Dan Higgins moved, Christy Dicker 2nd, Motion to authorize purchase of tree from "America the Beautiful" Grant funds. Motion Carried.

Mrs. Nason, prior to leaving the meeting also suggested that before expending any funds from the School Lot Reserve, we should check with the "legislature" because it was her understanding that we could not expend more that 20% of the funds available. The Board instructed the Manager to check with MMA Legal.

Dan Higgins moved, Christy Dicker 2nd, Motion to approve the minutes of 03/31/99 and the Assessors Meeting of 04/07/99. Motion Carried.

Dan Higgins moved, Christy Dicker 2nd, Motion to approve and sign Treasurer Warrants #04-01, #04-02, #04-03. Motion Carried.

OLD BUSINESS:

1. Appointment to NMDC General Assembly was discussed. Current representatives are Dan Higgins and Cherry Danker. Dan Higgins indicated he would just as soon not serve and it appears Cherry Danker might not be able to serve because she was no longer a member of the Planning Board. Dan Higgins moved, Christy Dicker 2nd, Motion to table appointment until after approaching the Planning Board to see if anyone was interested. Motion Carried.

2. Chairperson Gloria Curtis then opened two sealed bids received for Revaluation Contract work as authorized by Annual Town Meeting. Bids were received from Parker Appraisal, Windham, Me in the amount of \$24,000 and from Tarr Assessing Services, Washburn, Me., in the amount of \$21,000. Both bids

would include Industrial Real Estate (MWC). Both bids were for Year 2000 completion. After discussion, the Manager recommended that the Town go with Tarr Assessing Services for two reasons, (1) The service is located in the County and (2), the bid is \$3,000 lower. The Manager did point out that we will still have to obtain an Industrial Appraiser to do the personal property at the mill. Christy Dicker moved, Dan Higgins 2nd, Motion to award the Revaluation Bid to Tarr Assessing Services at the amount of \$21,000 and to get quotes and/or bids for doing the Personal Property at the mill. Motion Carried.

3. Employment applications tabled until later in meeting.

4. The Manager advised the Board that current statutes on burn barrels regulations have not changed and that permits **CANNOT** be denied as long as all criteria are met. It would appear the Town Fire Warden had exceeded his authority when he published the letter in the Annual Town Report prohibiting all burn barrels. Proposed legislation has been introduced in the Legislature to prohibit all outdoor burning but it has received an "ought not to pass" report from committee.

NEW BUSINESS:

1. The Manager presented names of Janice Labbe and Elaine Pariseau to the Board for consideration to be appointed to the Planning Board. Dan Higgins moved, Christy Dicker 2nd, Motion to appoint Janice Labbe and Elaine Pariseau to the Planning Board. Motion Carried.

2. The Board reviewed a letter from Paul Nason requesting justification for expenditures as listed in the Annual Town Report in particular, those paid to Shamrock Construction for work done on the E. Cottage Rd Improvements. The letter also asked for a copy of the grant received from the State of Maine for work done at the Seaplane Base. The Manager indicated he had prepared the necessary documents and had sent them to Mr. Nason. No further discussion.

3. The Board reviewed the letter from Mike Michaud, Aroostook Roads, requesting that the Town consider selling its' interest in the joint ownership property on which Aroostook Roads Maintenance Facility is located. Mike indicated they would be willing to pay fair market value. He also indicated he had been in contact with Prentiss & Carlisle about possible buying their share and he was told to approach the Town of Portage Lake and if they were receptive, to come back to them. The Manager stated that the sale would require a Special Town Meeting and the Board agreed. Dan Higgins asked the Manager if it would be possible for him to prepare a warrant for their signature, before he left to go on vacation the following morning. The Manager indicated he would do so. Dan Higgins moved, Christy Dicker 2nd, Motion to go to Special Town Meeting at 7:00 PM on April 22nd, for the purpose of selling the Town's interest in 2.41 acres of land to Aroostook Roads, at fair market value. Motion Carried.

4. The Manager presented a letter from Laura Audibert, Irving Woodlands, LLC requesting a meeting with the Board to present a new land management agreement. Laura's letter indicated they would like to meet prior to the end of April and the Manager indicated he had tentatively set the meeting for Wednesday, April 28th at 7:00 PM, pending Board approval. The Manager indicated this would be the day he returned to work, had an all day training session in Caribou and would not be able to prepare for the meeting. Therefore, this would be the only thing on the agenda. Dan Higgins moved, Christy Dicker 2nd, Motion to go ahead with the meeting on the 28th, notify Irving and Pat Raymond. Motion Carried.

5. The Manager presented the Board with a renewal application for the Portage Hills Country Club Liquor License. Because of the time constraints, the Town Clerk has sent the legal notice to the Star Herald with a Public Hearing date of May 05, 1999, 7:00 PM. Dan Higgins moved, Christy Dicker 2nd, Motion to accept the Liquor License renewal application for PHCC and set the Public Hearing for 05/05/99. Motion Carried.

6. Manager advised the Board he had been appointed to the MDOT RTAC for a 3 year period. No further discussion, just get the roads fixed.

7. Manager expressed concern of uncertainty of the MDOT paving schedule for the E Cottage Rd and was requesting permission to go to bid on the two cross culverts, plunge pools and drainage with a bid opening date of 05/05/99 hopefully allowing installation in plenty of time before the paving. The Board agreed and Christy Dicker moved, Dan Higgins 2nd, Motion to go to bid on the projects. Motion Carried.

OLD BUSINESS #3:

In order to review the following applications for employment: (1) Municipal Building Maintenance, (2) Transfer Station Attendant, and (3) Public Works Employee, Dan Higgins moved, Christy Dicker 2nd Motion to go into Executive Session. Motion Carried and the Executive Session was entered at 9:15 PM. Dan Higgins moved, Christy Dicker 2nd, Motion to leave Executive Session at 9:40 PM. Motion Carried. Dan Higgins moved, Christy Dicker 2nd, Motion to hire Rena Belanger for the Municipal Building Maintenance at \$6.00 per hour and Adrian Belanger to Transfer Station Attendant at \$7.00 per hour. Motion Carried. The Board instructed the Manager to conduct interviews on the applicants for Public Works and bring back the results at the first available meeting.

SELECTPERSON CONCERN(S):

None listed, already discussed previously. Dan Higgins moved, Christy Dicker 2nd, Motion to Adjourn. Meeting adjourned at 9:40 PM (2hrs.40 min).

APPROVED:

GLORIA CURTIS

CHRISTY DICKER

DANIEL HIGGINS5

**TOWN OF PORTAGE LAKE
AGENDA
SPECIAL MEETING
APRIL 28, 1999
7:00 PM**

Call Meeting to Order

Roll Call

NEW BUSINESS:

- 1. Meeting with Irving on Woodland Management**
- 2. Authorize expenditure to purchase Moro Property**

SELECTPERSONS CONCERN(S):

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
APRIL 28, 1999
7:00 PM

A Special Meeting the Portage Lake Board of Selectpersons was called to order at 7:00 PM by Gloria Curtis, Chairperson. The purpose of the meeting was to meet with representatives of Irving Woodlands LLC concerning a proposed Land Management Contract for Town of Portage Lake woodlands.

Gloria Curtis, Chairperson, Christy Dicker and Dan Higgins, Board members present. Wm R Beaulier, Town Manager, Pat Raymond, Laura Audibert and Ked Coffin, Irving Woodlands LLC. Also present were H. Wayne Flint, Don Paradis, and Aubrey Cyr from the public.

Gloria Curtis, Chairperson, invited the Irving representatives to proceed. Laura presented a copy of an outline of the proposed Land Management Agreement for the Board and public's review. A copy of the proposal is attached. Laura Audibert indicated she felt the proposal was a good one for the Town and she would not be recommending the proposal if she did not think it to be in the best interest of the Town. She indicated she was basing her statement on the good working relationship she had enjoyed working with the Town for the past 12 years. Dan Higgins indicated he had a particular interest in Item #5 and indicated this type of activity had been initiated when he served on the Board previously but seems to have been discontinued. The Manager asked when GNP/Bowater had done aerial photos last and was advised by Laura that they were done in 1997. The Manager then asked if it would be possible to obtain a set of the photos of Portage Lake and was advised by both Ked Coffin and Laura that they would be made available. Discussion on whether or not to sell "stumpage" from the ledge pit on joint ownership property was discussed with a decision to reconsider selling "ledge" to the general public, outside of Portage Lake.

The Board decided to meet with Irving on the 19th of May to finalize the agreement and to hold a work session, to include public input, prior to that date. The Manager indicated that he would attempt to get the information arrived at the work session to Irving prior to the 19th so that they would be able to prepare or address any concerns raised.

The Irving representatives then thanked the Board and left the meeting.

Further discussion between the Board and members of the audience continued with both pros and cons of Irving Management policies/styles/philosophies being expressed. The consensus of those present was that independent licensed Foresters should be consulted before making a decision to go with Irving. The Manager indicated he would

contact Eric Holden, Aroostook Timberlands, and ask him to meet or prepare a proposal for Board consideration.

The Board then decided to schedule a work session on May 13th, with Eric Holden and then to go to a public meeting on May 17th, prior to the meeting on May 19th with Irving.

Meeting adjourned at 9:00 PM (2 hrs)

APPROVED:


GLORIA CURTIS

CHRISTY DICKER


DANIEL HIGGINS

**TOWN OF PORTAGE LAKE
AGENDA
PUBLIC HEARING
BOARD OF SELECTPERSONS MEETING
MAY 5, 1999
7:00 pm**

PUBLIC HEARING LIQUOR LICENSE RENEWAL P.H.C.C.

Call Meeting to order
Roll Call

BUSINESS FROM THE FLOOR

Approve Minutes of 04/14/99 & 04/28/99

Approve Treasurers Warrants : #04-04, #04-05, #04-06, #04-07, #04-08, #04-10

OLD BUSINESS

1. Approve Liquor License for P.H.C.C.
2. Sign Revaluation Contract with Tarr Assessing
3. Fire Warden Permit Updates
4. Update of Forest Management
5. Review Bids for East Cottage Rd. culverts

NEW BUSINESS

1. Meet with Bill Good
2. Managers 6 month review(Executive Session)
3. Insurance Enhancement Endorsements for Fire Fighters
4. Review Public Works Applications (Executive Session)

SELECTPERSONS CONCERN(S)

**TOWN OF PORTAGE LAKE
PUBLIC HEARING
BOARD OF SELECTPERSONS MEETING
MAY 05, 1999
7:00 PM**

PUBLIC HEARING FOR LIQUOR LICENSE RENEWAL-PORTAGE HILLS CC

No one present spoke for or against renewal of the Liquor License for Portage Hills Country Club. Public Hearing closed at 7:10 PM

BOARD OF SELECTPERSONS MEETING

Regular meeting of the Portage Lake Board of Selectpersons called to order by Chairperson Gloria Curtis at 7:15 PM.

Gloria Curtis, Chairperson and Dan Higgins, Board Member present. Christy Dicker, Board Member absent. Wm R. Beaulier, Town Manager and Grace Nason, Bill & Gertrude Good also present.

BUSINESS FROM THE FLOOR:

Grace Nason requested the Board's approval to expend up to \$750 from the "America the Beautiful Grant" funds, for the purchase of a "Linden Tree" from the Kings Gardener as well as an engraved plaque mounted on a large granite type stone commemorating the Stevens Family as Portage Lake's first settlers. The tree and marker would be located in the area adjacent to the old artesian well and the ceremony would take place sometime O/O/A the 22nd of May. Grace also asked that the Board proclaim the week of May 23rd as "*PORTAGE LAKE ARBOR WEEK*". Dan Higgins advised Grace he would provide the necessary equipment and manpower to prepare the site for the tree and would provide the "boulder" for the marker. Dan Higgins moved, Gloria Curtis 2nd, Motion to approve the purchase and expend funds from the "ATB" funds. Motion Carried.

Dan Higgins moved, Gloria Curtis 2nd, Motion to approve the Minutes of 04/14/99 and 04/28/99. Motion Carried.

Dan Higgins moved, Gloria Curtis 2nd, Motion to approve Treasurer Warrants #04-04, #04-05, #04-06, #04-07, #04-08, 04-09, #04-10. Motion Carried.

OLD BUSINESS:

1. Dan Higgins moved, Gloria Curtis 2nd, Motion to approve the application for renewal of the Portage Hills Country Club Liquor License. Motion Carried.

2. The Manager presented a written contract from Tarr Assessing Service for the Revaluation of Real Estate for the Town of Portage Lake. The contract has a completion date of 07/01/2000 and requires payment of 10% of the bid price at time of signing. Dan Higgins moved, Gloria Curtis 2nd, Motion to sign the contract as presented. Motion Carried.

3. The Manager reported that he believed the impasse on the burn barrel permits had been resolved. He reported that the Senior District Ranger, Russ Beauchemin from the Ashland Office indicated to him that the Town Forest Fire Warden had made a mistake when he reported in the Annual Town Report that he was refusing to issued burn barrel permits in accordance with state law. Such a law had been proposed to the legislature but had not been passed. He also indicated the Forest Service had made a mistake in reappointing Herb McPherson as Town Forest Fire Warden after his resignation from the position of municipal Fire Chief. The law reads that the municipal fire chief will be Town Forest Fire Warden unless an alternative is approved by the Municipal Officers. Ranger Beauchemin asked that the Municipal Officers allow Herb to finish out his term and at that time, the serving Portage Lake Fire Chief will be appointed, unless the Board of Selectpersons decides otherwise. He also indicated he would assign a ranger from the Portage Lake Forestry Station to inspect the new burn barrel at Coffin's Store and issue the necessary permit, if in compliance.

4. The Manager indicated Eric Holden of Aroostook Timberlands would be more than willing to meet with the Board and present proposal(s) on Land/Forest Management for the Town of Portage Lake. The meeting is set for 7:00 PM on the 13th. The Public Hearing on Land/Forest Management is still set for the 19th at 7:00 PM.

5. Gloria Curtis, Chairperson, opened two sealed bids for cross culverts, plunge pools and grassed waterways on the E. Cottage Rd. and read them aloud:

For the Bouchard Site:	Shamrock Construction	\$8,736.00
	Portage Construction	\$5,926.33
For the Fowler Site:	Portage Construction	\$5,113.13

Consensus of the Board was to table awarding the bid until a full Board was present. Later discussion, at the Manager's request, resulted in the Board's decision that tabling the bids would serve no purpose in view of the fact the absent Board Member, Christy Dicker, would have to abstain from voting due to her affiliation with Portage Construction. Dan Higgins moved, Gloria Curtis 2nd, Motion to award the bids to the apparent low bidder, Portage Construction. Motion Carried.

NEW BUSINESS:

1. At this time, the Manager indicated Bill Good would like to meet with the Board concerning his employment during the summer months. Bill indicated that he

would be more than willing to work for the Town during the summer but that he felt the pay offered in the past was quite low. Dan Higgins asked what Bill felt he had to have per hour and Bill replied \$9.00 would be fair. Dan Higgins moved, Gloria Curtis 2nd, Motion to pay Bill Good \$9.00 per hour for summer work. Motion Carried. Bill also reported that the engine on the 1980 International Truck was non-functioning after he discovered water in the oil. Dan Higgins asked the Manager to contact MPG or Daigle in Ft. Kent to assess the problem. The final item brought to the Board by Bill, was that after a new Public Works employee was hired, he would like to concentrate his time at the cemetery to help get the burial sites documented so that we would know who is buried where.

2. Prior to doing the Manager's 6 moth evaluation, the Manager asked Grace Nason to share with the Board her reason(s) for making a statement at the Ashland Public Library, with several people present including the Manager's daughter, that "Portage Lake would like to get rid of their Town Manager". Grace indicated there were some in Portage Lake who felt that way and that perhaps an apology to the Manager's daughter was in order. The Manager then responded to Grace that the Courts have ruled that "appointed public officials" do not have to "take" slanderous, derogatory statements made in public and if made, had best be made on fact because he had no qualms what so ever in retaining legal counsel and suing. Dan Higgins stated he agreed with the Manager's position and that if any Portage Lake citizen had a problem with the Manager, they should bring them to the Board. Dan Higgins informed the Chairperson that he had given his evaluation to the Manager. Gloria Curtis indicated she had not completed hers and the fact Christy Dicker was absent and unable to present hers, she would table the evaluation until the next regular Board Meeting.

3. The Manager present a quote from MMA Risk Management for an Enhanced Endorsement for Fire Fighters which would cover the insurance deductible on Fire Fighters personal vehicles if involved in an accident while responding to an emergency situation. The cost to the Town would be approx. \$45 per year covering all Fire Fighters. Dan Higgins moved, Gloria Curtis 2nd, Motion to approve the endorsement. Motion Carried.

4. The Manager indicated he had four Public Works employment applications to review. Dan Higgins moved, Gloria Curtis 2nd, Motion to go into Executive Session at 8:18 PM to review the applications. Motion Carried. Dan Higgins moved, Gloria Curtis 2nd, Motion to go out of Executive Session at 8:54 PM. Motion Carried.

Dan Higgins moved, Gloria Curtis 2nd, Motion to authorize the Manager to hire the person he felt most qualified for the position at the best rate of pay, within budget. Motion Carried.

SELECTPERSON CONCERN(S):

Dan Higgins expressed the following four concerns:

1. As soon as we have manpower available, trim all of the trees in the parks, at the beach, etc., of all broken branches.
2. Sweep the streets. (Manager responded equipment was ready for first rainy day and would be done).
3. Wanted to know why the Ashland Transfer Station was allowing "contaminated" wood waste to be burned but Portage Lake has to be "clean" wood waste before it can be burned.
4. Asked the Manager to research what our remaining obligation was to NASWA and what it would cost to contract with Ashland.

There being no further Selectperson Concern(s), Dan Higgins moved, Gloria Curtis 2nd, Motion to adjourn the meeting. Meeting adjourned at 9:15 PM (2hrs 15 mins)

APPROVED:



GLORIA CURTIS

CHRISTY DICKER



DANIEL HIGGINS

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
MAY 13, 1999
7:00 PM

A Special Meeting of the Portage Lake Board of Selectpersons was called to order at 7:05 PM by Gloria Curtis, Chairperson.

Gloria Curtis, Chairperson present, as well as Christy Dicker and Dan Higgins, Board Members. Also present Wm R Beaulier, Town Manager, Eric Holden, Aroostook Timberlands and Steve & Aubrey Cyr.

The Manager explained that Eric Holden was here, at the Town's request to present a proposal for Land/Forest Management Services to the Town of Portage Lake. The request to Eric was made as result of public input at the meeting held with Irving officials. Eric then presented the proposal (Copy attached).

After presentation, Eric answered questions from the Board as well as from the Cyrs. The Manager had Eric review stumpage reports received from the School Lot harvest and he felt that the prices were on the low side. Eric then thanked the Board for the opportunity to present the proposal to the Board.

The Manager reminded the Board that the Public Hearing was still on for the 17th.

Dan Higgins moved, Christy Dicker 2nd, Motion to adjourn. Motion Carried.
Meeting adjourned at 8:30 PM (2 hrs, 30 mins)

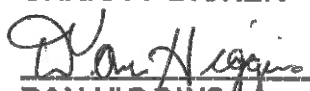
APPROVED:



GLORIA CURTIS



CHRISTY DICKER



DAN HIGGINS

Aroostook Timberlands

P. O. Box 181

Ashland, Maine 04732

207-435-6044

Aroostook Timberlands is pleased to submit the following forest management proposal for the town of Portage Lake.

We propose the following business structure to conduct forest management:

1. Aroostook Timberlands will determine silvicultural needs each year. These needs will be part of an ongoing management plan.
2. A proposed harvest plan, estimated income, and management expense will be provided to the town manager once each year.
3. We will prepare contracts and utilize logging contractors of proven ability and integrity.
4. We will provide all forestry services required to conduct harvesting operations to include property linework, road layout, inspections and supervision.
5. All stumpage will be paid directly to the town by the contractor, in a timely manner.
6. Aroostook Timberlands will keep the town manager informed of all activities and provide periodic statements of stumpage sold and payments collected. A year end summary of income and expense will also be provided.
7. We will make reasonable effort to comply with all federal, state, and town laws and regulations. We will consult with Inland Fisheries and Wildlife biologists to intergrate wildlife management with harvesting activities.
8. Aroostook Timberlands will be compensated in the following manner:
 - A. Five percent of stumpage sales for contract preparation and administration.
 - B. Cost of forestry services.
 - C. Marketing and scaling fees paid by the contractor.

Aroostook Timberlands

P. O. Box 181

Ashland, Maine 04732

207-435-6044

In general, we will structure forest management to provide perpetual income from the forest, provide accountability of wood products sold and forest management expenses, and be responsive to town manager and selectperson concerns.

Respectfully submitted,

Eric J. Holden, LPF

Aroostook Timberlands

Woodlands Manager

Eric J. Holden
5-12-99

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
PUBLIC HEARING
MAY 17, 1999
7:00 PM

NOTICE OF PUBLIC HEARING

The Board of Selectpersons will hold a public hearing in the Conference Room at the Portage Lake Municipal Building on Monday evening, May 17th at 7:00 PM for the purpose of obtaining public input on a proposed **LAND/FOREST MANAGEMENT AGREEMENT** for Town owned and Joint Ownership Lands.

This is an extremely important meeting and public participation is strongly recommended.

All meetings are held in the Conference Room at the Portage Lake Municipal Building and are open to the Public. PLEASE NOTE: The Conference Room is not handicap accessible. However, every attempt will be made to facilitate access. Persons with special needs should contact the Town Office in advance of a scheduled meeting.

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
MAY 13, 1999
AGENDA**

Call Meeting To Order

Roll Call

OLD BUSINESS:

1. Meet with Eric Holden, Aroostook Timberlands, Inc. to hear proposal for Land/Forest Management Contract for Town owned and joint owned lands.

SELECTPERSON CONCERN(S):

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
AGENDA
MAY 26, 1999
7:00 PM**

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR

Approve Minutes of 05/05/99, 05/13/99 & 05/17/99

Approve Treasurer Warrants #05-08, #05-09, #05-10, #05-11, #05-12, #05-13, #05-14, #05-15.

OLD BUSINESS:

- 1. Update on Forest/Land Management (Note: Recommendation to table further consideration for indefinite period to obtain exact acreage & legal opinions).**
- 2. Disposition of Moro Property.**
- 3. Update on 1980 Int Truck**
- 4. Update on Public Works Position**
- 5. Update on E. Cottage Rd Improvement**
- 6. Complete Manager's Evaluation (Tabled from previous meeting)**

NEW BUSINESS:

- 1. Request to consider Abatement**
- 2. Notice of spray on RR property**
- 3. Letter from Linda Sullivan**
- 4. Review Scholarship Applications**
- 5. Approve Veteran's Widow Exemption Application**
- 6. Review and action on Letter from Daigle Oil Co.**

7. Review grant program for bicycle storage racks
8. Annual Reappointments-Administrative Personnel
9. Permission to send Kathy to Trio Office for final computer training
10. Consider air conditioning for Town Office

SELECTPERSON CONCERN(S):

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
MAY 26, 1999
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, Chairperson, Christy Dicker and Dan Higgins, Board Members, all present.
Wm R Beaulier, Town Manager present.

BUSINESS FROM THE FLOOR:

Christy Dicker moved, Dan Higgins 2nd, Motion to dispense with Business from the Floor due to lack of audience. Motion Carried.

Dan Higgins moved, Christy Dicker 2nd, Motion to approve the minutes of 05/05/99, 05/13/99 & 05/17/99. Motion Carried.

Dan Higgins moved, Christy Dicker 2nd, Motion to approve Treasurer Warrants #05-08, #05-09, #05-10, #05-11, #05-12, #05-13, #05-14, (Warrant #05-15 not signed due to lack of specific amounts). Motion Carried.

OLD BUSINESS:

1. Due to issues raised at the Public Hearing along with the uncertainty of exact acreage and potential legal problems on the Joint Ownership Land, the Manager recommended that the Board consider tabling action on the Forest/Land Management Agreement for an indefinite period to enable clarification. Dan Higgins moved, Christy Dicker 2nd, Motion to table indefinitely action on the Forest/Land Management Agreement. Motion Carried.

2. The Board discussed disposition of the Moro Property and decided to put it up for bid just to be sure whether or not someone might be interested in purchasing it from the Town. Dan Higgins moved, Christy Dicker 2nd, Motion to put the property up for sale by sealed bid, reserving part of the lot for the Municipal Building access road and also a portion for Gary & Liette Caron provided they accepted the Town's price. If not, that amount reserved would go to the successful bidder, if any. Motion Carried.

3. The Manager reported that Daigle & Houghton had quoted a price of \$3,800 for an overhaul of the engine from the 1980 truck or \$5,200 for a complete remanufactured engine with a 1 year warranty. Vaughn Devoe, Public Works, indicated he felt comfortable with removing the old engine and installation of the new one rather than having the truck towed to Ft. Kent as well as the additional labor cost. Dan Higgins

moved, Christy Dicker 2nd, Motion to go ahead with the remanufactured engine as long as installation could be done by Public Works. Motion Carried.

4. The Manager advised the Board he had hired Vaughn Devoe of Eagle Lake as the new Public Works employee at \$8.00 hr starting wage with all Portage Lake Employee Benefits. The Manager also advised the Board he had gained approval of a groundskeeper/landscape person through NCOA and that Mary Mayo had predetermined a Portage Lake resident as eligible and would be interviewing him the following week. The Board also provided the Manager with additional residents who should be eligible for the program should the person interviewed not be acceptable.

5. The Manager advised the Board that MDOT had advised him that the paving schedule for the Portage Lake area had been moved up and that it now appears that the E Cottage Rd paving would be done within the next two weeks. Portage Construction has indicated they would make every effort to complete the Bouchard Culvert ASAP to allow as much settling as possible. It appears the Fowler culvert is out as neither the Hedrichs nor Fowlers have signed the easements. A.J. Soucy's grader has been used to do the worst shoulder work and the Town's "pull grader" has been used on the rest.

6. The Manager was given an evaluation by Christy Dicker, for his review. Gloria Curtis has not yet completed hers. Dan Higgins had completed his and given it to the Manager several weeks before.

NEW BUSINESS:

1. The Manager presented a letter from Alcide & Laura Bouchard asking that their 1999 Property Taxes be allowed to remain at 1998 levels due to the financial burden they have encounter in the start-up of their new business, Lakeside Cabins. The Bouchard's indicated that they felt that the delay in permitting by the Town of Portage Lake would be justification. The Manager advised the Board that he was unaware of any provision of law that would allow the Board to grant the request other than a TIF Agreement, which would require voter approval. Therefore, the Bouchard's were really asking for an abatement and it appears would not qualify for that either. The only avenue open would be for the Board to consider paying the Bouchard's for damages for allowing the Town to place the drainage ditch on their property and signing an easement to allow the Town to maintain it. The amount of damages could just about equal the amount of the increase in the 1999 taxes. Dan Higgins moved, Christy Dicker 2nd, Motion to Table any action pending appraisal by Randy Tarr. Motion Carried.

2. The Manager presented a letter from RWC, Inc. notifying of their intent to spray Railroad Right-of-Ways. No action taken.

3. The Board read a letter from Linda Sullivan of Searsport, commenting on the Portage Lake brochure she had picked up at the Kittery Tourist Information Center. No further action.

4. The Manager presented two applications for the Portage Lake Scholarship. Christy Dicker moved, Dan Higgins 2nd, Motion to divide the \$1,000 available and to award \$500 Scholarships to Denise Dummond and Adam Raymond. Motion Carried.

5. The Board reviewed an application for Veteran's Widow Exemption for Betty Curran. Dan Higgins moved, Christy Dicker 2nd, Motion to approve the application and authorize the Chairperson to sign. Motion Carried.

6. The Manager presented a letter to the Board, from Daigle Oil Co., requesting the Town consider selling it's interest in the Joint Ownership Property currently being leased by Daigle Oil for their Keylock Distribution Facility on the Fish Lake Rd. This request is similar to that approved for Aroostook Roads in April. Dan Higgins moved, Christy Dicker 2nd, Motion to call a Special Town Meeting, to be held on a regular meeting night, and to pass the cost of the Town Meeting and any other legal costs on to Daigle Oil. Motion Carried.

7. The Manager presented the Board with a proposal for an MDOT 50/50 grant for purchasing bicycle storage racks under the alternative transportation program. The racks would hold 6 bikes and sell for \$140 each. Shipping would be approx. \$40 each and would also be included in the 50/50 program. The Manager indicated he would recommend purchasing two, one for the tennis court area and one for the public beach. Dan Higgins moved, Christy Dicker 2nd, Motion to approve the request. Motion Carried.

8. The Manager presented a list of Administrative Personnel (see copy attached), for reappointment until the Annual Appointments in year 2000. Dan Higgins moved, Christy Dicker 2nd, Motion to approve those listed with the exception of the Town Forest Fire Warden, which was tabled until the next regular meeting for resolution of the burn-barrel permit issue. Motion Carried.

9. The Manager requested permission to send Kathy to the TRIO Software home office in Hampden to receive necessary training in the Accounting Program recently purchased. Allowing the training at their office would be without interruption and would last two days. This training is the most critical to ensure success in the computerization of the office. Christy Dicker moved, Dan Higgins 2nd, Motion to authorize Kathy going to Hampden for the training. Motion Carried.

10. The Manager expressed concern about the unbearable condition in the Town Office during the afternoon period when the sun is striking directly at the office windows. He indicated he had been told an air conditioner had been authorized in the past, but never purchased. Because there is no suitable location in the main office, except under the windows and extremely close to the ground, it may be necessary to purchase a larger unit and install it in the Manager's Office to allow radiational cooling. Dan Higgins move, Christy Dicker 2nd, Motion to purchase an air conditioner with a price not to exceed \$500. Motion Carried. Christy also expressed concern about the noticeable gas

fumes which she assumes are coming from the Fire Station. She said she is amazed that the office employees are not affected because whenever she goes into the Town Office she certainly notices it. The Manager indicated he would check into the situation to see if it could be corrected.

SELECTPERSON CONCERN(S):


Non stated.

Dan Higgins moved, Christy Dicker 2nd, Motion to adjourn. The Meeting was adjourned at 8:15 PM (2hrs 15mins)

APPROVED:


GLORIA CURTIS


CHRISTY A. DICKER


DANIEL HIGGINS

ADMINISTRATIVE PERSONNEL

Animal Control Officer	Joseph Chouinard
Building Inspector	Ralph Stolze
Alternate Building Inspector	Brian Carney
Code Enforcement Officer	Ralph Stolze
Alternate Code Enforcement Officer	Brian Carney
Director of Civil Defense	Heber Umphrey
Fire Chief	William Schaffer
Town Forest Fire Warden	Herb McPherson
Election Warden	Katherine Gagnon
Town Clerk	Katherine Gagnon
Plumbing Inspector	Ralph Stolze
Agent for Overseers of the Poor	William R. Beaulier
Tax Collector	William R. Beaulier
Treasurer	William R. Beaulier
Road Commissioner	William R. Beaulier
Town Manager	William R. Beaulier
Cemetery Committee	William R. Beaulier
	Christy Dicker
	William Good
	Velma Casey
	Clarence Clark

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
AGENDA
JUNE 09, 1999 (CANCELLED)
JUNE 16, 1999
7:00 PM**

SPECIAL TOWN MEETING

Call Board Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR:

Approve Minutes of 05/26/99

Approve Treasurer Warrant(s) #06-01, #06-02, #06-03, #06-04, #06-05, #06-06, #06-07, #06-08

OLD BUSINESS:

1. Open Bids on Moro Property
2. Update on 1980 International Truck
3. Update on E Cottage Rd Improvement
4. Update on MDOT Projects
5. Review Implementation Grant Proposals
6. Review/Approve Revised Public Works Job Description
7. Appointment-Town Forest Fire Warden

NEW BUSINESS:

1. Report on 1989 International Truck
2. Review Letter from J.D. Irving
3. Accept Offer on Larry Pinette Property
 - (a) Sign Abatement for balance of 1996 Taxes

(b) Sign Abatement for 1997 Taxes

- 4. Permission to locate dumpster or trash barrels at campground/boat landing.**
- 5. Review Inspection Report on Transfer Station**
- 6. Review quote on Pavement for Municipal Building**
(a) Review proposed work on Hayward St.
- 7. Tourism Committee Request(s)**
- 8. Review Letter from MMA Risk Management-Grant Approval.**
- 9. Review Valuations on Windows on the Wilderness Property**
- 10. Make Appointment to NASWA Board**
- 11. Public Beach Area-319 Grant**

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
JUNE 16, 1999
7:00 PM**

The Regular Meeting of the Portage Lake Board of Selectpersons was called to order immediately after completion of the Special Town Meeting by Gloria Curtis, Chairperson. Chairperson Curtis explained the meeting of 06/09/99 was cancelled due to lack of a quorum, due to absence of Dan Higgins and Gloria Curtis.

Gloria Curtis Chairperson, Christy Dicker and Dan Higgins, Board Members present. Wm R Beaulier, Town Manager, present. Grace Nason present in audience.

BUSINESS FROM THE FLOOR:

Grace Nason indicated she was present representing the Planning Board on Item #5 under Old Business.

A review of the minutes of 05/26/99 took place. Dan Higgins moved, Christy Dicker 2nd, Motion of approve the minutes as printed. Motion Carried.

Dan Higgins moved, Christy Dicker 2nd, Motion to approve Treasurer Warrants #06-01, #06-02, #06-03, #06-04, #06-05, #06-06, #06-07, #06-08. Motion Carried.

OLD BUSINESS:

1. The Manager advised the Town had not received any bids on the Moro property, even though 2 parties had looked at it. After discussion, Dan Higgins moved, Christy Dicker 2nd, Motion to seek offers from Gary & Llette Caron on that amount of the land they were interested in and to contact the Fire Department about the possiblity of them removing the building as a training session. Motion Carried.

2. The Manager advised the Board the 1980 truck was nearly ready with only parts for the transmission holding up installation.

3. The Manager advised E. Cottage Rd. was paved and the Board Members felt that the job appeared to be much better than the W. Cottage Rd. done last year. The Manager agreed and indicated he had sent a letter to Jerry Waldo, MDOT Div. Engineer expressing satisfaction and the excellent working relationship with Jon Bither, MDOT Project Manager.

4. The Manager presented the Board with copies of the letter from MDOT on what was to be done on Main St. It appears that the Chair was contacted by local residents who indicated the Manager had said that Portage Lake project was going to be the same as in Ashland. The Chair indicated she contacted Jerry Waldo and was advised that the original plan was that, but due to cost considerations was changed to the process that was taking place. The letter from MDOT is what the Manager was basing his statements on.

5. A proposal from NMDC to provide contract services for the Implementation Grant was presented by the Manager for the Board's review. The Board has the option to go to bid or to contract directly (single source) due to the amount of the bid. The Manager indicated he had been advised that Jay Kamm would be an excellent advisor if the NMDC was chosen. The Manager recommend to the Board the Town of Portage Lake consider a single source contract with NMDC in view of the fact NMDC was involved in preparing the Comprehensive Plan. Grace Nason indicated she had made inquiries of NMDC concerning the proposal and that Jay Kamm was the person she had talked to. Grace also indicated the Planning Board had expressed a desire to go with NMDC if at all possible. Dan Higgins moved, Christy Dicker 2nd, Motion to go single source contract with NMDC and to request Jay Kamm as advisor. Motion Carried.

6. The Manager presented a Revised Public Works Employee Job Description for the Board's consideration. The changes were based on areas of concern expressed by the previous Public Work's Employee. After review, Dan Higgins moved, Christy Dicker 2nd, Motion to approve the job description as presented. Motion Carried (Copy of revision attached).

7. Discussion and action on Town Forest Fire Warden Appointment tabled until next meeting to allow for additional input from concerned citizens.

NEW BUSINESS:

1. The Manager presented preliminary quotes from Daigle & Houghton on cost of replacing the 1989 plow truck. The complete quote was for a demo that belonged to H.P. Fairfield of Skowhegan and included all the "bells & whistles." The stainless steel hopper sander and dump body could be removed and a regular steel dump body installed which would result in some price reduction. Gary Daigle also indicated he could place an order for whatever type truck the Board wanted with an Sept/Oct delivery date. Consensus of the Board was that with both a "blown motor" and "cracked frame" our options were rather limited and that replacement with a new truck was the only way to go. Dan Higgins requested the Manager contact Gary Daigle to determine what the cost would be to transfer our plow rigging and dump body to a new chassis. Also what, if anything, he was willing to offer on trade-in. No further action at this time pending more information.

2. The Manager presented the Board with a letter from J.D. Irving outlining Irving's plans for the Pinkham Complex and Woodlands recently acquired. Dan Higgins moved, Christy Dicker 2nd, Motion to: (1) respond to the Irving letter showing our appreciation for his attempts to keep us informed, and (2) set up a meeting with Laura Audibert and Ked Coffin, and the Manager, to review the land management issue. Motion Carried.

3. The Manager indicated, that based on the Board's action at meeting of 01/22/99, he had accepted a \$100 offer from Reginald Pinette for the Larry Pinette Tax Acquired Mobilehome on Reginald Pinette's property. Dan Higgins moved, Christy Dicker 2nd, Motion to accept the offer and authorize the sale. Motion Carried. Dan Higgins moved, Christy Dicker 2nd, Motion to abate the balance of the 1996 and all of the 1997 taxes. Motion Carried.

4. The Manager indicated he had been approached by people who were staying at the campground asking why trash receptacles were not available. With that in mind, the Manager contacted DC Trashaway and was advised that the cost for a dumpster would be \$47.00 per month. The Manager indicated he would recommend some type of receptacles be allowed, but only during that period of time when the attendant is present. After discussion, Dan Higgins moved, Christy Dicker 2nd, Motion to authorize receptacles at the **LOWEST** cost to the Town. Motion Carried.

5. An Inspection Report of the Transfer Station was given to the Board for their review. The Manager noted that the inspector had indicated in the previous inspection report, as well as the current one, that the ashes from burn pile had not been removed and transported to a secure landfill as is required by state law. As soon as Public Works has a truck, arrangements will be made with Tri-Community to comply. The Manager indicated he had made the request to AVSWD for a cost estimate to join. He also indicated that Jim Nadeau had been contacted for an up to date audit as well as the financial terms on the NASWA Agreement. To date, nothing has been forthcoming. No further action taken.

6. The Manager presented a quote from Lane Construction to pave the Municipal Building front yard at a cost of \$6,500. The Road Improvement Account, approved in Town Meeting, had included figures for the yard in the School Street paving. However, both Jon Bither of MDOT and Lane personnel recommend using a better grade of mix and doing prep work for a much better and longer lasting result. Dan Higgins moved, Christy Dicker 2nd, Motion to accept the Lane quote and authorize paving of the yard. Motion Carried

6(a) The Manager indicated to the Board that he was proposing to replace at least 4 culverts on Hayward St; do extensive ditching with in-house personnel, and generally prepare for resurfacing next summer, as was outlined in the Town Report. Dan Higgins moved, Christy Dicker 2nd, Motion to go ahead with the Hayward St plans as outlined. Motion Carried. The Manager then advised the

Board that if any funds remained, he would like to consider doing a regrading of the Hathaway Rd and apply a double chip seal paving from the intersection of Rte 11 to the B&A RR crossing. Prelim figures from Aroostook Asphalt Applicators, including trucking costs, indicate a good possibility but would depend on the final cost of Hayward St. Dan Higgins moved, Christy Dicker 2nd, Motion to do the Hathaway Rd., if funds were available. Motion Carried.

7. Gloria Curtis, on behalf of the Portage Lake Tourism Committee, requested permission to use the "Town Square" area for the purpose of hosting a pig roast on 4th of July weekend. The pig roast would be held in conjunction with other Tourism Committee activities and at least 2 family reunions. Christy Dicker moved, Dan Higgins 2nd, Motion to authorize use with the understanding the Tourism Committee would be responsible for the preparation and clean-up. Motion Carried.

8. The Manager presented a letter from MMA Risk Management, notifying the Town of Portage Lake that they had been selected as recipient of one of the first safety grants given by MMA. The grant was to purchase cold water rescue equipment for the Fire Department but would require a local match of approx. \$1,100. The grant must be used within 1 year of the award, but it is hoped that the rescue gear can be purchased before the lake freezes and the snowmobilers start to use the ice. After discussion, Christy Dicker moved, Dan Higgins 2nd, Motion to approach the Portage Lakers Snowmobile Club to determine if they would be willing to undertake a fund raising effort instead of using Town funds. Motion Carried.

9. The Manager reported that Randy Tarr has been in the office doing the property transfers, splits and new construction, etc., and that he had reviewed the correspondence from David & John Despres, Windows on the Wilderness Corp., and it appears their assertion of improper valuation/assessment may have merit. Randy determined that in 1993, all lakefront properties were increased in value by 1.5%, going from \$75 per lakefront foot to \$112.50 per lakefront foot. On the other hand, Windows property was increased to \$200 per lakefront foot, or approx. 56% higher. Why the Windows property was handled differently is unknown and contrary to state law which states that all property must be taxed equally. Without any valid reason for the inequity, the Manager was recommending to the Board of Selectpersons, acting as the Board of Assessors, that the Assessor's Agent, Randy Tarr, be instructed to adjust the Windows property values to reflect that of all other lakefront property. Dan Higgins moved, Christy Dicker 2nd, Motion to adjust the Windows property values. Motion Carried.

10. The Manager indicated that Jim Nadeau had requested the Board appoint someone to replace Steve Belanger to the NASWA Board. After discussion, Christy Dicker moved to appoint Dan Higgins to the NASWA Board. The Motion was seconded by Gloria Curtis. Dan indicated he would reluctantly

accept the appointment provided Jim Nadeau provided the following: (1) Copy of a current audit, (2) Copy of the by-laws, (3) Copy of the original agreement and (4) plenty of advance notice of the meetings. Motion Carried.

11. The Manager asked for discussion of the 319 Grant as it applied to the Public Beach Area. He was concerned that at the joint meeting with Irving, the Chair had responded to Laura Audibert's question as to whether voter approval would be required for the beach project, that voters had given their approval in Town Meeting. The Manager felt this was not the case because the voter approval was for permission to apply for the grant only. The proposed beach project includes extensive planting of trees, shrubs, etc., and the Manager felt voter approval should be received before going ahead. The Public Beach does belong to the residents and he questions whether the Board or 319 Committee has the authority to do other than routine maintenance within the parameters of Town Meeting/budget approval. After discussion, the consensus of the Board was that Voter approval should be obtained before any major changes were made. Because the 319 Grant funds would not be available until Yr. 2000, plenty of time exists to get approval. If Irving was to fund the project, immediate action would be required. No further action would be taken at this time

SELECTPERSON CONCERN(S):

None stated. Dan Higgins moved, Christy Dicker 2nd, Motion to Adjourn.
The Meeting was adjourned at 9:20 PM (hrs 20Mins)

APPROVED:



GLORIA CURTIS



CHRISTY A. DICKER



DANIEL C. HIGGINS

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
AGENDA
JUNE 29, 1999
7:00 PM**

Call Meeting to Order

Roll Call

NEW BUSINESS:

- 1. Review quotes on replacement plow truck**
- 2. Authorize Special Town Meeting to authorize borrowing of funds, in excess of Reserve Funds available, to purchase replacement plow truck.**
- 3. Personnel Matter (Executive Session Required).**

SELECTPERSONS CONCERNS:

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
JUNE 29, 1999
7:00 PM

A Special Meeting of the Portage Lake Board of Selectpersons was called to order at 7:00 PM by Gloria Curtis, Chairperson.

Gloria Curtis Chairperson, Christy Dicker and Dan Higgins, Board Members, present. Wm R. Beaulier Town Manager, present.

NEW BUSINESS:

1. The Manager presented three (3) quotes on a replacement truck for Public Works Department, as follows:

H.P. Fairfield	2000 Mod 4900 Truck	\$47,220
	w/dump & wing tower/plow	<u>29,353</u>
	Total:	\$76,573
Daigle &Houghton	2000 Mod 4900 Truck	\$48,693
	w/dump & wing tower	<u>21,178</u>
		\$69,871
	w/plow & wing	<u>5,850</u>
	Total:	\$75,721
Daigle & Houghton	2000 Mod 4900 Truck	\$48,693
	w/dump & our plow equip	<u>13,300</u>
		\$61,993

The H.P. Fairfield unit was still available as of today. If we were to go with Daigle & Houghton, an order placed within the week would result in Sept or Oct delivery to Skowhegan with a minimum of 2 weeks to transfer or new install equipment. The Manager indicated that Gary Daigle had offered us \$5,000 on trade-in for the 1989 truck, as is, minus the plow gear. H.P. Fairfield has offered us \$2,000 for the plow gear as trade-in on new gear. The Manager also advised Chuck Driscoll of Ashland, had made an offer of \$7,500 for the truck, including plows, where is-as is. The Manager indicated the Equipment Reserve Account, including the \$5,000 raised at Annual Town Meeting totaled \$30,382.93. From that amount we will have to deduct approx. \$8,500, which is the amount of the repairs to the 1980 truck.

Christy Dicker indicated that she had been discussing the problems with the '89 truck with Brad St. Peter and that he had in turn discussed the problems with Adam Theriault who works for Farm Foods in Mapleton as a Heavy Equipment Repair Technician. Together they seem to think that the '89 truck could be repaired, both engine and frame, allowing us to build up our reserves for a new truck. She felt that before ordering a new truck, she would like to have Adam look at the truck and give a quote. Dan Higgins agreed and also felt that we should

have the oil analysis back before making a decision. The analysis would also help Adam determine what the problem is. In view of the fact we now have the '80 truck up and running, we will have that to use until the '89 is repaired or replaced. Dan Higgins Moved, Christy Dicker 2nd, Motion to have Adam Theriault give us an estimate. Motion Carried.

2. The authorization to borrow was passed over in view of the decision on Item #1. The Manager did report that the Peoples Heritage did quote an interest rate of 5% to 5.5% for a 3-5 yr. term for financing. They also indicated the Lease/Purchase Plan was available at 1/4% higher and would not require a Special Town Meeting. Before going on to Item #3, Gloria Curtis indicated she had been approached by Kathy Gagnon expressing her desire to be reimbursed for 2 nights of lodging while in Hampden for computer training. The Manager expressed his concern that Kathy had gone directly to the Chair without his prior knowledge. The Manager indicated he had discussed one night vs. two with Kathy when she made the motel reservations and he had told her that the night during the 2 day training session was justified, but not the night before. As a matter of information to the Board, his request for their approval was for 1 night and that the training session was a one-on-one session and could start at any time. If Kathy did not want to leave early for travel on the first day, she could have left at a later time and the training would begin when she got there. Because the request was not an agenda item, the Board indicated they would not take action. The Manager was to instruct Kathy that the "Chain of Command" was to be adhered to and that if a Manager's decision was not acceptable to her, or any other employee, the procedure outlined in the Town's Personnel Policy would be followed.

3. The Manager then indicated to the Board that he did not feel that it was necessary to go into Executive Session for a personnel matter and he then proceeded to advise the Board that Paul Nason had been in the office the day before, to conduct vehicle registration business and after completing it, entered the doorway of the Manager's Office, and asked the Manager what his wife had said to him that upset him so. The Manager indicated his wife had not spoken to him directly (See minutes of 05/05/99) but what she had said in front of several people at the Ashland Public Library, one of whom was the Manager's daughter. Mr. Nason then asked again what was said and the Manager indicated to him that he did not want to discuss the matter, that if he wanted any further answers to take his request to the Board. Mr. Nason then asked what authority I had to stop recording the meeting minutes and the Manager responded he knew absolutely nothing about recording the minutes and that if Paul had questions, once again, take them to the Board. The Manager then told Paul he felt it would be best if he left the office and if he had any further questions or concerns, to take them to the Board. Paul then asked if the Manager was "throwing him out of the Town Office" and the Manager responded that he felt that it would be best if he left. Paul then left.

The Board discussed the incident and Dan Higgins indicated that as far as he was concerned, if the Manager felt the necessity of contacting the Town's

Dan Higgins moved, Christy Dicker 2nd, Motion to adjourn the meeting.
The meeting was adjourned at 8:00 PM. (LH)

Christya Dicker
CHRISTYA DICKER

DANIEL C. HIGGINS

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
AGENDA
JULY 07, 1999
7:00 PM

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR:

Approve Minutes of 06/16/99 & 06/29/99

Approve Treasurer Warrant(s) #07-01, #07-02, #07-03

OLD BUSINESS:

1. Sign Quit Claim Deed for Pinette Property
2. Sign Abatement Book - 1996/1997 Pinette Property
3. Review letter to J.D. Irving
4. Disposition of Moro Property
 - (a) Review letter to Gary & Liette Caron
 - (b) Review letter/offer from Gary & Liette Caron
5. Review quote on repairs-1989 Truck
6. Town Forest Fire Warden appointment

NEW BUSINESS:

1. Letter from Frontiervision
2. Public Beach problems
3. Thank-you notes from scholarship recipients
4. Review letter of permission-Seaplane Base Lease
5. Letter from Maine Public Service
6. Schedule Public Hearing for Liquor Lic/Special Amusement-Dean's

SELECTPERSON CONCERN(S):

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING JULY 07, 1999
7:00 PM**

A Regular Meeting of the Portage Lake Board of Selectpersons was called to order by Gloria Curtis, Chairperson, at 7:00 PM.

Gloria Curtis, Chairperson, Christy Dicker, Board members present. Dan Higgins absent. Wm R Beaulier Town Mgr, present. Grace Nason in audience.

BUSINESS FROM THE FLOOR:

Grace Nason indicated she had no business to be presented.

Christy Dicker moved, Gloria Curtis 2nd, Motion to approve and sign the minutes of 06/16/99 and 06/29/99, as presented. Motion Carried.

Christy Dicker moved, Gloria Curtis 2nd, Motion to approve Treasurer Warrant(s) #06-10, #06-11, #06-12, #06-13, #07-01, #07-02, #07-03. Motion Carried.

OLD BUSINESS:

1. The Manager presented a Municipal Quit-Claim Deed selling the tax-acquired Larry Pinette property to Reginald Pinette. Christy Dicker moved, Gloria Curtis 2nd, Motion to sign the Quit Claim Deed. Motion Carried. The Manager asked that each Board member stop by the Town Office and sign the Deed due to the fact the signatures must be notarized and Kathy was not available.

2. Christy Dicker moved, Gloria Curtis 2nd, Motion to sign the Abatement Book, approved on 07/16/99. Motion Carried and the Book was signed.

3. The Board reviewed the Manager's reply letter to J.D. Irving, as instructed by the Board. No further action at this time.

4. The Board reviewed the letter to Gary & Liette Caron, soliciting a price and amount of land desired from the "Moro" property. The Board also reviewed the Caron response offering \$1,120 for approx. 75' road frontage. After discussion, Christy Dicker moved, Gloria Curtis 2nd, Motion to table decision until next meeting with a full board. Motion Carried. In a related item the Board requested the Manager get the water tested at the "Moro" house and also at the Municipal Bldg. to determine what was wrong with water in the Municipal Bldg., in particular.

5. The Manager indicated he had made contact with Adam Theriault concerning possible repairs to the 1989 truck and indicated Adam was interested in preparing a quote and indicated he would get it to the Town Office or Christy Dicker. Christy then presented a written estimate from Adam in the amount of \$6,027.60 which included (1): Overhaul of the engine, (2): Repair/Replace the clutch, (3): Repair/Replace the broken frame. The quote included parts, labor and shop cost. Adam did indicate that without actually dismantling the engine, he felt his quote was on target, but if something unforeseen should develop, \$7,000 would be absolutely top figure. After discussion, Christy Dicker moved, Gloria Curtis 2nd, Motion to table action until next meeting with a full Board. Motion Carried. It was further felt that the oil/fuel analysis should be back by then, and may help make the decision.

6. The Board discussed the tabled appointment of the Town Forest Fire Warden. After discussion, Christy Dicker moved, Gloria Curtis 2nd, Motion to notify the Department of Conservation that the Board of Selectpersons for the Town of Portage Lake **DID NOT** wish to appoint an alternate Town Forest Fire Warden and therefore the Municipal Fire Chief should serve as Town Forest Fire Warden under the provisions of T12 Sec 8902. Motion Carried

NEW BUSINESS:

1. The Board reviewed the letter from Frontiervision advising that they had been underbilling several residents and that they have been notified of the error and that future billings would reflect the correct amounts. There would be no retro charges. Christy Dicker indicated she was aware of the billing error and also indicated that she has been asked by numerous "Senior Citizens" why Frontiervision was not offering "Senior Citizen Discount" as is offered in other towns. Christy advised that apparently in order to receive the discount, it has to be requested by the Municipal Officers and that she would like the Manager to inquire from Frontiervision if they would be willing to offer one. The Manager indicated he would get a letter out to the company, ASAP.

2. The Manager indicated there appears to be an increase in noise and vandalism at the Public Beach. In reviewing the Municipal Ordinance, as outline by the signs posted, there appears to be a conflict as to the hours restricting beach use. The signs say 12 mid-nite and the ordinance states 1 AM. Also, because it is a Municipal Ordinance, any prosecution for violation(s) would have to be handled by the Town's Attorney at town expense. The difference in the hours of restrictions make it almost impossible to enforce and after consulting MMA Legal, the Manager feels it would be best to post the Beach for closing between 11 PM and 7 AM, under the provisions of T17A Sec 402 (Criminal Trespass) which allow enforcement by any law enforcement agency and prosecuted by the District Attorney's Office. Discussion centered on reluctance to further restrict use of the Beach. The Manager agreed that further restrictions were unfortunate, but that continued damage could result in nothing left for anyone to use. In

addition to vandalism, Public Works have had to spend more time picking up trash and actually cleaning human "feces" from the parking lot. This last incident is what led to the Manager having the "outhouse" tank cleaned by Public Works and buried on Town Land because of the large amount of trash and debris located in it. This resulted in a violation citation by DEP and the necessity to dig it up and spread it on the NACSB Site. The trees being damaged by vehicles has resulted in the Manager having Public Works bring the large rocks out next to the parking lot, hopefully protecting them from future vandalism. Christy Dicker moved, Gloria Curtis 2nd, Motion to (1): Place 4 barrels on the Public Beach, and (2): Table revising the hours and method of enforcement of a curfew on the Beach until next meeting with a full Board. Motion Carried.

3. Thank you notes from Adam Raymond and Denise Dumond, scholarship recipients, were read and accepted by the Board. No further action necessary.

4. The Board reviewed a letter of permission, prepared by the Manager with verbal permission from the Board, granting permission for Don Everett, Jr. to have communications equipment (cable TV hook-up, etc.) installed as required under provisions of the Seaplane Base Lease. No further action taken.

5. The Board reviewed a letter of notification to trim trees within the right-of-way as required by state law. No further action taken.

6. The Manager advised the Board an application for Renewal of Liquor License and Special Entertainment Permit for Dean's Motor Lodge and that Public Notices have been sent to the Star Herald for publication, listing a hearing date of August 11, 1999 at 7:00 PM. Christy Dicker moved, Gloria Curtis 2nd, Motion to call for Public Hearing on Dean's Motor Lodge license renewals. Motion Carried.

SELECTPERSON CONCERN(S):

Christy Dicker presented the following items for review and consideration:

(A): Complaints, from person(s) using the boat launch facility, that they are unable to use the landing because residents are using the facility to store their boats. A related issue is the "sediment pond" creating a hazard for small children and she wonders if more "rip-rap" could be put in place replacing the water.

(B): Various citizens have expressed their desire that the Town consider purchasing and displaying flags on appropriate holidays as well as Xmas decorations. It would not have to be done entirely in 1 year and she wondered what budget item could be used.

(C): The current mower is totally inappropriate for roadside mowing and, in fact, could be considered a hazard to the employees operating it. She feels that the Town should pursue replacement equipment.

(D): Requested status of cemetery project. Get in touch with Ambrogio and Casella to see if they would be willing to sell, etc.,

(E): What is status of winter sand?

No further business under Selectpersons Concern(s). Christy Dicker moved, Gloria Curtis 2nd, Motion to adjourn. Meeting adjourned at 9:10 PM (2hrs 10mins)

APPROVED:



GLORIA CURTIS



CHRISTY A. DICKER

DANIEL C. HIGGINS

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
AGENDA
JULY 21, 1999
7:00 PM

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR:

Approve minutes of 07/07/99

Approve Treasurer Warrant(s)#07-03A, #07-04, 07-06, #07-07, #07-07A, #07-08, #07-09, #07-10, #07-11, #07-12, #07-13, #07-14

OLD BUSINESS:

1. Review letter from Gary Caron (Tabled 07/07/99)
2. Review quotes on repairs for 89' truck (Tabled 07/07/99)
 (a) Oil analysis results
3. Review proposed changes to Public Beach hours (Tabled 07/07/99)
4. Set purchase price for Aroostook Roads Land
5. Set purchase price for Daigle Oil Co.
6. Town Forest Fire Warden
7. Results of NPS Grant Application

NEW BUSINESS:

1. Open Bid(s) for winter sand
 (a) Use of Town Pit materials
 (b) Screen availability
2. Sign MDOT URIP Agreement
3. Review MDOT Roadside Spray Notice
 (a) Review Bell Atlantic Tree Trimming Notice
4. Review 1999/2000 Municipal Revenue Sharing
5. Personnel Matter

SELECTPERSON CONCERN(S)

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
JULY 21, 1999
7:00 PM**

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

Gloria Curtis, Chairperson, present. Christy Dicker and Dan Higgins, Board Members, present. Wm. R. Beaulier, Town Manager, present. Grace Nason and Judy Moreau also present.

BUSINESS FROM THE FLOOR:

Grace Nason expressed a concern with the potential Y2K problems and how it may impact residents of Portage Lake. She seemed to be concerned about power interruptions, or outright loss of power, and felt that the Town should be actively planning for alternatives and in particular felt that the Town should make personal contact with each resident to be sure they are prepared. Dan Higgins responded that he felt that the Y2K has been blown out of proportion and suggested that Hebe Umphrey, CEP Director be contacted and asked to prepare some type of guidance. Grace asked that she be kept "apprised" of the situation and the Manager responded that any reports would be made directly to the Board in view of the fact the request was made to the Board. No further action taken.

Judy Moreau indicated she had 2 concerns. (1): Drop-off from new pavement to driveways would create problem for snow removal. Dan Higgins responded by indicating the necessity to let the new hot-top "cure" as long as possible before doing any maintenance work, such as rebuilding the shoulders. Dan Higgins moved, Christy Dicker 2nd Motion to have Public Works place gravel at entrance of Moreau driveway and any others needing it. Motion Carried. (2): What is status of lease on 100 acres for the ledge pit area, stump dump disposal area and pile down area. The lease was executed in 1979 and she wonders if it was still in existence. The Manager indicated he was unaware of the lease, or the status thereof, but that he would attempt to get an answer. No further items.

After reviewing the minutes of 07/07/99, Dan Higgins moved, Christy Dicker 2nd, Motion to approve and sign as presented. Motion Carried.

After review of the Treasurer Warrant(s) #07-03A, #07-04, #07-06, #07-07A, #07-08, #07-09, #07-10, #07-11, #07-12, #07-13, #07-14, Dan Higgins moved, Christy Dicker 2nd, Motion to approve and sign the Treasurer Warrants. Motion Carried.

OLD BUSINESS:

The Board reviewed the offer from Gary & Liette Caron (tabled 07/07/99) in the amount of \$1,120 for purchase of 1/2 of the former "Moro" property. Portage Lake Tax Records indicate the road frontage to be 148.5' with a depth of 90', which would translate to selling 74.25' to the Carons and would become a part of their current lot. The remaining 74.25' would become part of the Municipal Bldg. lot and would contain the well and septic system. Dan Higgins moved, Christy Dicker 2nd, Motion to sell 74.25' to the Caron's for \$1,120. Motion Carried. Dan Higgins moved, Christy Dicker 2nd, Motion to put the building out to removal for salvage, or allow the Fire Department to use it for training purposes (but only as a last resort). Motion Carried.

2. The full Board reviewed the quote for repairs on the '89 truck (tabled from 07/07/99) as well as the oil analysis. Dan Higgins moved, Christy Dicker 2nd, Motion to allow Adam Theriault to go ahead with the repairs for the amounts quoted, but not to exceed \$7,000. Motion Carried.

3. The full Board reviewed the recommendation of the Manager to close the Public Beach area to public use between the hours of 11:00 PM and 6:00 AM and to post the area under the provisions of MRSA T17A, Sec 402. This action would make it necessary to post new signs and as soon as they were in place, notification to the Sheriff's Department and Maine State Police for enforcement action. It is unfortunate that this action has to be taken, but the increase in noise and vandalism has gotten out of hand. Dan Higgins moved, Christy Dicker 2nd, Motion to post the Public Beach as closed between 11:00 PM and 6:00 AM and notify the Sheriff's Dept and State Police for enforcement. Motion Carried. Dan Higgins stated it was too bad this action had to be taken, but the beach area belongs to everybody and to have it spoiled by a few is outrageous.

4. The Manager reported to the Board that Arthur (Skip) Bessey had indicated he would be willing to pay the assessed value of the joint owned land, on which the ARI garage is located, in the amount of \$4,500. The amount due the Town for its' 1/2 interest would be \$2,250 plus all legal costs and \$50 for Special Town Meeting costs. Dan Higgins moved, Christy Dicker 2nd, Motion to sell the Town's interest in the property to ARI at the terms outlined above. Motion Carried.

5. The Board set a price of \$1,000 for the value of the 1.65 acres, currently leased by Daigle Oil Co. and located on Joint Owned Lands. The amount due the Town for its' 1/2 interest would be \$500 plus all legal costs and \$50 for Special Town Meeting costs. Dan Higgins moved, Christy Dicker 2nd, Motion to sell the Town's interest in the property to Daigle Oil Co. at the terms outlined above, if they were still interested. Motion Carried.

6. The Manager advised the Board that the Maine Forest Service had been advised the Board wanted the Portage Lake Fire Chief to serve as Forest

Fire Warden as outlined in MRSA Title 12, Sec 8902. Informational only. No further action required.

7. The Manager advised the Board he had received notification from MDEP that the Town's application for NPS Pollution Abatement Grant had been denied. Informational only. No further action required.

NEW BUSINESS:

1. The Manager indicated he had sent out 4 bid notices for winter sand and that as of close of business this date, only 1 bid had been received. The Chairperson then proceeded to open the 1 bid, from Portage Construction, and read aloud the amount of \$7,150 for 1,000 yds winter sand delivered to the Portage Lake Salt/Sand Storage area. Dan Higgins moved, Gloria Curtis 2nd, Motion to award the bid to Portage Construction. Gloria Curtis and Dan Higgins voted in favor. Christy Dicker abstained from voting. Motion Carried.

The Manager also advised the Board that Public Works had gone to the "Town Pit" area and determined that there was a considerable amount of aggregate that could be used for various municipal projects, including large rocks which could be used at the boat landing on W. Cottage Rd. The Manager inquired as to whether Dan's screen would be available and Dan indicated that it is co-owned and that the co-owner is using it and would be for pretty much the rest of the summer. The Board felt that if there was materials in the pit that we could use, that we should go ahead. Dennis Wentworth was the contact person for Bowater and might still be for Irving and they should be notified. It is also understood that the Town must pay for bulldozing costs used to stockpile the "ledge".

2. The Manager presented the MDOT URIP (formerly LRAP) agreement form for the Board to sign. The Block Grant for 1999 will be for \$11,378, up from \$10,932 in 1998. Dan Higgins moved, Christy Dicker 2nd, Motion to sign the URIP Agreement. Motion Carried.

3. The Manager presented the Board with a schedule for MDOT roadside spraying in Aroostook County and also notice by Bell Atlantic of proposed tree trimming in the Portage Lake area. So noted and no further action taken.

4. The projected FY2000 Municipal Revenue Sharing figures have been received and Portage Lake will receive \$23,979.62, up from \$22,070.00 in FY1999. When asked what brought about the increase, the Manager explained that the formula takes into consideration population, the previous year tax assessment, and state valuation in determining the amount. Tax effort and use of surplus funds instead of banking it also enters into the equation. No further action necessary.

5. Under Personnel Matters, the Manager indicated it was not necessary to go into Executive Session. The reason for the agenda item was to advise the Board that he had been offered the Town Manager position in Ashland and would be accepting it. The Board expressed regret but understood bettering one's position through higher salary and fringe, etc. The Manager indicated he would be getting done 08/11/99. He realized that the Portage Lake Personnel Policy required 4 weeks notice, but that he felt that was excessive. He also indicated written notice would be forth coming shortly.

SELECTPERSON CONCERN(S):

Dan Higgins indicated he had not received the requested items from NASWA and would not participate in any NASWA functions until he did. The Manager indicated he would contact Jim Nadeau to see what the problem was.

There being no further Selectperson Concerns, Dan Higgins moved, Christy Dicker 2nd Motion to Adjourn. The Meeting was adjourned at 9:30 PM (2 hrs 30 mins).

APPROVED:



GLORIA CURTIS



CHRISTY A. DICKER



DANIEL C. HIGGINS

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
JULY 28, 1999
7:00 PM**

Call Meeting to Order

Roll Call

BUSINESS FROM THE FLOOR:

NEW BUSINESS:

1. Set Tax Rate and Commit 1999 Taxes
2. Sign Quit Claim Deed to extinguish Tax Lien on Virginia Robinson Property filed against Wilfred DeLaite.
3. Sign 1999 County Tax Warrant
4. Review request for Portage Lake's commitment to support application for Business Attraction Marketing Grant by PI Area C of C.
5. Review Town Manager Applications (Executive Session Required)
6. Roadside Mowing

SELECTPERSON CONCERN(S):

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
JULY 28, 1999
7:00 PM**

A Special Meeting of the Town of Portage Lake Board of Selectpersons was called to order by Gloria Curtis, Chairperson, at 7:00 PM.

Gloria Curtis, Chairperson, Christy Dicker and Dan Higgins Board Members, present. Wm. R Beaulier, Town Manager also present.

BUSINESS FROM THE FLOOR:

There being no one present in the audience, Dan Higgins moved, Christy Dicker 2nd, Motion to dispense with Business from the Floor. Motion Carried.

NEW BUSINESS:

1. The Manager presented 3 different tax rates to the Board for their consideration. The minimum Tax Rate would be .01860 with no overlay, or a maximum Tax Rate of .01950 with a maximum overlay of \$25,229. The 3 rates presented were .01860, .01875, .01900. After discussion of the various rates, the Board felt that in view of the fact the voters approved an expanded budget, which included such items as Revaluation, it was felt the mill rate should be kept as low as possible. Dan Higgins moved, Christy Dicker 2nd, Motion to set the 1999 rate at .01860 and to commit the 1999 Portage Lake Taxes to William R. Beaulier, for collection. Motion Carried.

2. The Manager presented a Quit Claim Deed to extinguish a Tax Lien on the Virginia Robinson property, filed by the Town against Wilfred DeLaite in the 1950's. The release is necessary to enable Virginia to sell her property to Claude Plourde. Dan Higgins moved, Christy Dicker 2nd, Motion to sign the Quit Claim Deed. Motion Carried.

3. The Manager presented the Board with the County Tax Warrant, for their signature. Dan Higgins moved (reluctantly), Christy Dicker 2nd, Motion to sign the County Tax Warrant in the amount of \$28,496 and to commit same to William R. Beaulier for collection. Motion Carried.

4. The Manager indicated he had attended a meeting in Presque Isle on 07/26/99, which included 22 other communities and/or organizations, for the purpose of applying to the Department of Economic & Community Development to request funds under the provisions of the Business Attraction Marketing Grant Program. The effort was undertaken after the Governor, at a Loring meeting with

business leaders from the southern part of Maine, told those in attendance from central Aroostook that he felt a regional application would be looked at favorably. The application deadline is 08/04/99 and very few organizations existed with the required regional aspect, therefore the PI Area Chamber of Commerce was felt to be the best qualified to submit the application. The application would need letters of support, both manpower and financial. When told that most of the smaller communities have limited resources, financial in particular at this time of year, the group felt that financial commitments could probably wait until 2000 operational budgets were finalized. The amounts were unknown at this point. The program would be used to target **OUT OF STATE MARKETS**, such as Boston or Toronto and would be presented as regional and not specific. The Manager indicated that with the large number of communities/organizations involved, approval appeared to be a good possibility. The fact financial commitments, if necessary, could be delayed until Y2000 could be of benefit. He also indicated in-kind services, or donations from outside sources through the Town, could qualify as financial match. After discussion, the Board agreed that any effort to stimulate the economy on a regional basis would probably have some impact on Portage Lake. Dan Higgins moved, Christy Dicker 2nd, Motion to give a letter of support with the understanding that any financial commitment would have to come in Y2000, after voter approval. Motion Carried.

5. Motion by Dan Higgins, 2nd by Christy Dicker, to go to Item #06 and leave Item #05 for last. Motion Carried.

6. The Manger indicated he had made contact with Rick O'Clair, E. Cottage Rd. concerning the possibility of hiring him to do roadside mowing with his sickle-bar mower. Rick indicated he would do the mowing at \$30 p/hr but that the Town would have to provide all insurances. The Manager indicated he offered Rick \$250 for the mower and he indicated he would be willing to sell it for that figure. The Manager felt that the mower would fit on our Farmall tractor and would give us the ability mow roadside more than once during the summer as well as keep the bushes back at least 7'. The contractor mowing for the state has moved on to the north and is coming back down Rte 1, therefore is unavailable at the present, if at all. Dan Higgins felt the price was fair, if it would work. Christy indicated anything would be better than trying to mow roadside with our rotary mower, especially from a safety standpoint. Dan Higgins moved, Christy Dicker 2nd, Motion to buy the mower provided it would fit and worked o.k.. Motion Carried.

Dan Higgins moved, Christy Dicker 2nd, Motion to return to Item#05 and to go into Executive Session to review Town Manager applications received to date. Motion Carried and the Board went into Executive Session at 7:45 PM. The Board returned to Regular Session at 8:00 PM. Consensus of Board was to meet on 08/04/99 at 7:00 PM to review all applications received by 3:00 PM closing deadline. No further action taken.

SELECTPERSON CONCERN(S):

None Stated.

Dan Higgins moved, Christy Dicker 2nd, Motion to adjourn. Motion Carried
Meeting adjourned at 8:15 PM (1hr 15mins)

APPROVED:


GLORIA CURTIS


CHRISTY A. DICKER


DANIEL C. HIGGINS

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
AUGUST 04, 1999
7:00 PM**

Call Meeting to Order

Roll Call

OLD BUSINESS:

- 1. Review Town Manager Applications (Executive Session Required)**

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
AUGUST 04, 1999
7:00 PM**

A Special Meeting of the Portage Lake Board of Selectpersons was called to order at 7:00 PM by Gloria Curtis, Chairperson.

Gloria Curtis, Chairperson, Christy Dicker and Dan Higgins, Board Members present. Also Wm. R. Beaulier, Town Manager present.

OLD BUSINESS:

1. The Manager presented the Board with 8 applications, for the soon to be vacant position of Town Manager, for the Board's Review. Dan Higgins moved, Christy Dicker 2nd, Motion to go into Executive Session to review the applications. Motion Carried. The Board entered into Executive Session at 7:05 PM.

The Board returned to Regular Session at 7:55 PM. Dan Higgins moved, Christy Dicker 2nd, Motion to have the Manager contact a list of 5 candidates and schedule interviews for Monday night, August 09, 1999, starting as early as 6:00 PM if necessary.

There being no further business listed on the Agenda, Dan Higgins moved, Christy Dicker 2nd, Motion to Adjourn. The Meeting was adjourned at 8:00 PM (2hrs.)

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APPROVED:


GLORIA CURTIS


CHRISTY A. DICKER


DANIEL C. HIGGINS

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
AUGUST 09, 1999
6:00 PM**

AGENDA

Call Meeting to Order

Roll Call

INTERVIEW APPLICANTS FOR TOWN MANAGER POSITION: (Executive Session Required).

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
AUGUST 09, 1999
6:00 PM**

A Special Meeting of the Portage Lake Board of Selectpersons was called to order by Gloria Curtis, Chairperson, at 7:00 PM. Purpose of the meeting was to interview applicants for the position of Town Manager.

Gloria Curtis, Chairperson present. Christy Dicker and Dan Higgins, Board Members present. Wm R Beaulier, Town Manager also present.

INTERVIEW OF TOWN MANAGER APPLICANTS:

Dan Higgins moved, Christy Dicker 2nd, Motion to go into Executive Session to interview 5 applicants selected at Special Meeting of 08/04/99. Motion Carried.

The Board of Selectpersons returned to Regular Session at 9:15 PM and decided to start the Regular Meeting scheduled for 08/11/99, at 6:00 PM with an Executive Session for final review of the applicants prior to making a decision during the open meeting.

Dan Higgins moved, Christy Dicker 2nd, Motion to adjourn the meeting. Meeting adjourned at 9:20 PM. (3 hrs, 20 mins).

APPROVED:


GLORIA CURTIS


CHRISTY A. DICKER


DANIEL C. HIGGINS

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
AUGUST 11, 1999
6:00 PM
PUBLIC HEARING
7:00 PM**

Call Meeting to Order

Roll Call

REVIEW TOWN MANAGER APPLICATIONS (Executive Session)(6:00 PM)

PUBLIC HEARING (7:00 PM)

1. Renewal Application-Liquor License for Dean's Motor Lodge
2. Renewal Application-Special Entertainment Permit for Dean's Motor Lodge.

BUSINESS FROM THE FLOOR:

Approve Minutes of 07/21/99, 07/28/99, 08/04/99, 08/09/99

Approve Treasurer Warrants #07-15, #07-16, #07-17, #07-18, #08-01, #08-02, #08-03, #08-04, #08-05.

OLD BUSINESS:

1. Y2000 Concerns - Review report from CEP Director
2. Update on lease to GNP/Bowater
 - (a) Land Management (Proposal from Seven Islands)
3. Update on sale of "Moro Property"
 - (a) Salvage of building
4. Replacement for Town Manager
 - (a) Appoint Katherine Gagnon as Interim Treasurer
 - (b) Designate Board Member as having authority to perform routine administrative duties in lieu of calling special board meeting.
5. Status of sale of 50% interest in land to ARI & DOC
6. Update on repairs '89 truck
7. Update on Public Beach

8. Review water tests for Municipal Bldg. & Moro Property
(a) Water Treatment System in basement
9. Update on CDBG Grant-Maine Woods Company
- 10 Update on Fire Warden

NEW BUSINESS:

1. Amy Collins on new application for beach (Not Planning Board)
2. Review BDN article on "Wind Power" per request of Hannah Adams
3. Review proposed Slate of Officers, MMA Annual Convention
(a) Nomination by Petition (If above unacceptable)
4. Citizen Requests:
 - (a) School Bell from Lincoln School
 - (b) Refurbish "Welcome to Portage Lake" signs
 - (c) Replace flag at Everett Memorial Flagpole

SELECTPERSON CONCERN(S):

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
AUGUST 11, 1999
REGULAR MEETING
6:00 PM
PUBLIC HEARING
7:00 PM

A regular meeting of the Portage Lake Board of Selectpersons was called to order at 6:00 PM by Gloria Curtis, Chairperson.

Gloria Curtis, Chairperson present, Christy Dicker and Dan Higgins, Board Members present. Wm R Beaulier, Town Manager present. Rich & Kathi Hoppe, Amy Collins and Grace Nason, also present.

REVIEW TOWN MANAGER APPLICATIONS:

Dan Higgins moved, Christy Dicker 2nd, Motion to go into Executive Session to have final review and prioritize Town Manager applications. Motion Carried. The Board went into Executive Session at 6:05PM. The Board reconvened to regular session at 6:40 PM.

BUSINESS FROM THE FLOOR:

Dan Higgins moved, Christy Dicker 2nd, Motion to table Business from the Floor until after the Public Hearing. Motion Carried.

After discussion, Dan Higgins moved, Christy Dicker 2nd, Motion to approve and sign the Meeting Minutes of 07/21/99, 07/28/99, 08/04/99 and 08/09/99. Motion Carried.

After discussion and review of the warrants presented, Dan Higgins moved, Christy Dicker 2nd, Motion to approve and sign Treasurer Warrants #07-15, #07-16, #07-17, #07-18, #08-01, #08-02, #08-03, #08-04, #08-05. Motion Carried.

OLD BUSINESS:

1. The Board reviewed a letter from CEP Director, Hebe Umphrey, outlining what steps should be taken by the public at large, who were concerned about Y2000. Also included was an informational update by Maine Public Service on their efforts to insure uninterrupted power at the change of the millenium. The Board was appreciative of Hebe's effort in preparing the information and after discussion, Dan Higgins moved, Christy Dicker 2nd, Motion to have the Town Office prepare the information for mailing at a later date, closer to the new year. Motion Carried.

2. The Manager reported to the Board that he had been successful in locating the lease with GNP for the "pile down area, stump dump area", etc., and it appears the lease was renewable annually with written notification required if the lease was to be terminated, as well as reclamation if terminated. The Manager indicated he was unable to located any type of written notification of the termination, however the Town has not been receiving lease payments and the area appears to have been reclaimed. It also appears the lease could not be transferred without the Boards approval. No further action at this time.

3. The Manager advised the Board that the required deed, for sale of 1/2 of the Moro property land to Gary and Liette Caron, was being prepared by the Town's Attorney, Rick Solman. The balance of the land would be incorporated in the Municipal Building Lot.

(a): The Manager advised the Board that Lew Kidney of Eagle Lake had looked at the Moro house and had determined that there did not appear to be enough value for him to remove it for salvage.

4. The Manager notified the Board he had "cashed" a \$51,000 CD at Peoples Heritage to facilitate payment of all outstanding bills prior to his departure. He did strongly recommend that the Board appoint Katherine Gagnon as Interim Treasurer so that she would have the authority to sign the checks for the warrants approved earlier in the meeting. As far as CDs, a close watch should be kept on the checking account and as the 1999 taxes start coming in, transfer excess to CDs for the higher interest rate. Dan Higgins moved, Christy Dicker 2nd, Motion to appoint Katherine A. Gagnon as Interim Treasurer. Motion Carried.

(b) The Manager also recommended that unless they were going to appoint an Interim Town Manager, the Board should choose someone from the Board to be authorized to handle routine administrative matters without the necessity of calling a special meeting. Dan Higgins moved, Christy Dicker 2nd, Motion to authorize Gloria Curtis, Chairperson, to handle routine administrative matters. Motion Carried.

PUBLIC HEARING:

Gloria Curtis, Chairperson opened the Public Hearing for Renewal of the Liquor License for Dean's Motor Lodge. There was no opposition expressed.

Gloria Curtis, Chairperson opened the Public Hearing for Renewal of the Special Entertainment Permit for Dean's Motor Lodge. There was no opposition expressed.

Gloria Curtis, Chairperson then declared the Public Hearing closed. Dan Higgins moved, Christy Dicker 2nd, Motion to grant renewal of the Liquor License and Special Entertainment Permit for Dean's Motor Lodge. Motion Carried.

BUSINESS FROM THE FLOOR:

Grace Nason wanted to know what had happened to the Y2K item. The Board outlined action taken previously. Grace responded that electrical power wasn't the only issue she was concerned about and that she felt personal contact should be made. Dan Higgins stated that if she felt so strongly about personal contact, perhaps she would be willing to undertake the effort. Grace responded that she would consider it.

Amy Collins then advised the Board that Kathi Hoppe had determined that funding for a buffer strip on the Public Beach might be available from an American Heritage Grant through DEP, RC&D and partnered with IF&W. Both Dan Higgins and Christy Dicker expressed concern about taking any kind of action on the Public Beach without prior approval of the Voters. Kathi Hoppe responded by stating that the deadline for application would not allow time for either a "public hearing" or "Special Town Meeting". Under no circumstances would she apply for the funding if the possibility of voter rejection existed. Further discussion revealed the proposed buffer would be considerably less than in the 319 Grant application. Both Amy and Kathi felt that if the Board gave permission to apply and the application was successful, the public could be involved in the final design. Dan Higgins moved, Christy Dicker 2nd, Motion to authorize application for an American Heritage Grant provided public approval is received for the final design before implementation. Motion Carried. There being no further Business From the Floor, the Board continued with Old Business #5.

OLD BUSINESS:

5. The Manager advised the Board that Skip Bessey had accepted the price on sale of the Town's 50% interest in land where Aroostook Road's garage is located and has instructed his attorney to prepare the necessary documents as well as paying the Town \$50 for the Special Town Meeting costs. Daigle Oil Company has acknowledged the cost set by the Board but has not decided to purchase at this point. No further action required at this time.

6. The Manager advised the '89 truck was towed, by O'Clairs, to Farm Food Transportation, Inc., so that Adam Theriault could begin repairs. No further action necessary at this time.

7. The Manager advised the signs required to close the Public Beach from 11PM until 6AM have been ordered at a cost of \$23 each. As soon as they are posted, the Town must notify the State Police and Sheriff's Department so that enforcement would begin.

8. Water tests for both the Municipal Bldg. and the Moro property have been received and are both negative for bacteria. Both tests do indicate "chemicals" which would cause odors, etc., but are within acceptable levels.

(a) The vendor name on the water treatment system in the basement is no longer in business. Cost to update system would probably be expensive. No further action to be taken at this time.

9. The close-out application package for the Maine Woods Co. CDBG Grant has been completed and is ready to be mailed out. Hopefully, everything will be in order. The only item left is to do the audit. It is anticipated that Peter Davis will do it when he does the cash audit on the 23rd of August. The cost of the audit is included in the \$8,000 administrative funds due the Town as part of the TIF agreement.

10. The Manager has been advised by Forest Service Personnel that the former Forest Fire Warden for Portage Lake has been replaced by the Municipal Fire Chief as outlined in State Statutes.

NEW BUSINESS:

1. Covered under Business from the Floor.

2. The Manager indicated Hannah Adams requested the Board be made aware of an article in the BDN, on wind power. She feels this is something we should be looking at for the future. The Board reviewed the article with no further action at this time.

3. The Manager provided the Board with the proposed slate of officers for the Maine Municipal Association as well as a Nomination Petition for any other MMA member should the proposed slate not be satisfactory. If the proposed slate is satisfactory, no further action is necessary at this time. A ballot will be sent to the Town just prior to the Annual Convention in October.

4. The following citizen requests have been received within the past week:

(a) Madeline Holmes has called indicating that she feels that Bud Clark should not be allowed to keep the bell from the Lincoln School and that it should be turned over to the Town because of its historical significance. After discussion, Dan Higgins indicated he would be willing to talk to Bud to see if he would be willing to return it to the Town. He will report on this at a future meeting.

(b) A relative staying at the Donovan Camp on the E. Cottage Rd. felt that the "Welcome to Portage" signs should be refurbished. The Board agreed and indicated they would talk to "Boomer" Chouinard about doing it. There was some discussion as to wait until spring or not.

(c) The Manager indicated he was making the Citizen Request to replace the flag at the Everett Flagpole. The flag has been up almost a year and is beginning to look faded and a little tattered. Dan Higgins moved, Christy Dicker 2nd, Motion to replace the flag.

SELECTPERSON CONCERN(S):

In view of the fact this was the Manager's last meeting and there would be no one to carry out the Selectpersons Concerns, none were listed.

There being no further business to come before the Board, Dan Higgins moved, Christy Dicker 2nd, Motion to adjourn. The meeting was adjourned at 8:20 PM.
(2 hrs, 20 mins)

APPROVED:


GLORIA CURTIS


CHRISTY A. DICKER


DANIEL HIGGINS

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS MEETING
AUGUST 24, 1999
7:00 PM**

Call Meeting to Order

Roll Call

Sign Warrants: # 5,6,7,8

**BUSINESS FROM THE FLOOR:
OLD BUSINESS:**

1. Talked to Heb about Y2K letters. He feels it is too early to send them out as he is worried that people may forget about the notice.
2. Welcome signs: Betty (Boomer) said she would do both signs for \$150
3. Sarah Beasley called Gloria and asked that a letter be written with the Town's letterhead.Need
a letter from Town Of Portage stating that the town stands behind the grant application.
4. Signs for public beach are here and ready to be put in place.
5. a.Update on Lincoln School Bell

NEW BUSINESS:

- 1.Virgina Overlock called Gloria to let her know she and some ladies from town were working on getting the reading center into better order. They requested that some book shelves be built to accomodate all the extra books. Virgina called Maine Woods Company and asked if they would donate some wood for the project and they said to get the dementions and let him know what they would be. He would set some wood aside. She also suggested that the Boy Scouts be asked to build them as a project.

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
AUGUST 25, 1999
7:00 PM**

A Regular Meeting of the Portage Lake Board of Selectpersons was called to order at 7:00 Pm by Gloria Curtis, Chairperson.

Gloria Curtis, Chairperson; Christy Dicker and Dan Higgins, Board Members present. Wm R Beaulier, Mr. & Mrs. Ab Khambaty and Amy Collins, also present. Kathy Gagnon, Town Clerk/Secretary arrived approximately half way through the meeting.

The minutes of the regular meeting held on 08/11/99 were reviewed. Dan Higgins moved, Christy Dicker 2nd, Motion to approve and sign the minutes as presented. Motion Carried.

Treasurer Warrant(s) #08-05, #08-06, #08-07, #08-08 were reviewed. Dan Higgins moved, Christy Dicker 2nd, Motion to approve and sign the Treasurer Warrant(s) as presented. Motion Carried.

BUSINESS FROM THE FLOOR:

Ab Khambaty addressed the Board concerning the current vacancy in the Town Manager position. Mr. Khambaty felt that in view of the size of the town it might be more cost effective to combine the Town Manager/Town Clerk position, paying a higher salary to retain a better qualified person. The Board responded that this method of consolidation had been tried before and was not well received by the townspeople. The biggest problem develops when the "single person" is required to be out of the office resulting in the necessity of closing during normal business hours.

Amy Collins indicated she had attended the Portage Lake Assn. meeting and even though she was not an association officer, she was making the following request(s) on behalf of the association:

(1) Permission to place "*DO NOT FEED THE DUCKS*" signs at the Public Beach and Boat Landing. Consensus of the Board was to allow the signs to be posted as long as they used the "back" of existing signposts so as not to make a cluttered appearance.

(2) Permission to have a large map/sign outlining the lake, designating the danger areas, prepared and placed in the area of the Seaplane Base adjacent to the snowmobile trail. The map/sign would be a joint effort of the Portage Lake Association and the

Portage Lakers Snowmobile Club. Dan Higgins moved, Christy Dicker 2nd, Motion to allow the sign as long as the current lessee of the Seaplane Base agreed. Motion carried.

Amy also made the following request: That the Board consider allowing a "kiosk" type structure be constructed in the Town Park area to be used to advertise local businesses. Consensus of the Board was to address the issue when a plan was drawn up for them to review that under no circumstances did they want the Town Park area to become "overcrowded". No further action taken at this time.

The final item from Amy Collins, under **BUSINESS FROM THE FLOOR**, concerned the way that Dan Higgins "treated Rich Hoppe" at the meeting of 08/11/99. Amy indicated that both Rich and Kathi Hoppe were present at the meeting to help present the procedure for applying for a Maine Outdoor Heritage Fund application and that she felt that Dan's remarks were sarcastic and unwarranted. Dan responded by asking the other Board members and former manager, if they thought he was out of line and they ALL responded they felt his questions and remarks were appropriate. Dan Higgins then told Amy that he would make personal contact with the Hoppes and apologize to them if they felt offended by his questions or remarks, that no offense was intended.

Mrs. Khambaty expressed concern about what appeared to be a noticeable "green" appearance of the west side lake surface the previous week and wondered if some type of surface pollution or algae bloom was developing. No one else present had noticed the incident, but Amy did indicate that the Portage Lake Association was advised by Dwight Sewell that an aircraft had landed on the lake and after spending some time on the water, Dwight decided to boat out to them to determine if they were having difficulties and was advised they were a state agency conducting water quality tests. The Board expressed a desire to obtain the test results to determine if water quality was a serious problem.

OLD BUSINESS:

(1) Gloria talked to Hebe Umphrey, CEP Director, and he felt that sending out the Y2K info letter now would be too soon and people would forget to heed the advice. He felt sometime in late November or early December would be better. Wm R Beaulier advised the Board he had contacted the Postmaster and was advised that after the Snowbirds go south, the newsletter could be sent out addressed to "occupant" and he would see that it was delivered one per family. No address would be necessary and just a regular sheet(s) of paper folded and stapled would be o.k. He would be willing to affix the postage if the town office staff did not have the time. No further action at this time.

(2) The Board was advised that Betty "Boomer" Chouinard had offered to refurbish the "Portage Lake Signs" at a cost of \$150. Dan Higgins moved, Christy Dicker 2nd, Motion to authorize and charge to Public Works sign account. Motion Carried.

(3) Gloria indicated she had received a call from Sarah Beasley, St. John/Aroostook RC&D, requesting a letter of support and commitment, from the Town, for the Maine Outdoor Heritage Fund Grant application for eradication of "goose pollution" and surface runoff at the Public Beach. At this time, Amy Collins indicated this was the same grant application the Board gave permission to apply for at the 08/11/99 Board Meeting and that the letter of commitment had to be available by 3:00 PM on 08/26/99. Christy Dicker asked Amy who was actually applying for the grant, DEP or the Town of Portage Lake. Amy responded that she was not sure but she thought it was the Town. Christy then asked who would be responsible for the balance of the matching funds if the grant was approved and the other participants were either unable, or unwilling to come up with their share used in the application. Amy said she did not know but that she felt certain that those who had said they would help will do so even though nothing is in writing or legally binding. Ab Khambaty then addressed the Board commenting that from his past experience as Board Chairperson for the city of New Gloucester, MA, that the entity applying for the grant was responsible for providing the match, whether in kind service, municipal funds or voluntary contributions and/or donations. "If you don't have the match, you don't get the funds". Wm R Beaulier then advised the Board that when he had met with Amy, Kathi and others a year ago and actually at the Public Beach, he listened to their proposal and advised them at that time that voter approval would be necessary to do what they were proposing. Nothing more was said until the 319 Grant application was prepared and a much more elaborate plan for the Public Beach was developed and still no voter approval was sought, other than permission to apply for the 319 Grant in Annual Town Meeting. The only mention in Town Meeting was by Amy stating the grant was for NON POINT SOURCE POLLUTION. Nothing about redoing the Public Beach. The aforementioned meeting of 08/11/99, came about as a result of the 319 Grant being turned down by the MDEP and the Maine Outdoor Heritage Fund application was an alternative. Kathi Hoppe told the Board that there was not enough time to call a Special Town Meeting due to mandatory 7 day posting requirement. Yet we are now meeting on the 25th, 14 days later and the Board is being asked to approve something they may not have the authority to do. He also pointed out that Rich Hoppe was present representing IF&W but only as a partner to the application in an attempt to control the Canadian Geese problem on the Public Beach in a method other than eradication which has proven to be the only effective control in other parts of the state. IF&W would not be providing any funding, technical advice only. Christy Dicker moved, Dan Higgins 2nd, Motion to provide the letter of support for the application in the amount of \$3,500 in kind administrative services and equipment usage only and that if the **ENTIRE MATCH REQUIRED** is not available, the grant will be returned. Also the requirement imposed at the 08/11/99 meeting that before any funds for renovations of the Public Beach are expended, approval by the Townspeople will still apply. Motion Carried with Gloria Curtis and Dan Higgins voting in favor. Christy Dicker abstained. Christy Dicker asked that the record show that she was not necessarily against the Public Beach renovation but that the Public Beach belongs to the Townspeople and that their approval should have been gained before the application not after the fact. Amy Collins then left the meeting room in a highly agitated stated and returned approximately 1/2 hour later carrying a large box, dropping them in the back of

the meeting room and stated that the box contained Planning Board items, E911 items, a certified letter from the State Planning Office concerning the Portage Lake Flood Zone that needed to be taken care of right away and that she was all done trying to do things for the Town.

(4) The Board was advised the new signs for the Public Beach restricting the hours of access are in and must be installed, one at each entrance and the others spaced at intervals of 100' or less. The State Police and Sheriff's Department must be notified as soon as the signs are in place and photographs should be taken for proof.

(5) Dan Higgins has not had the opportunity to check on the Lincoln School Bell and has advised the Board he will, but in a diplomatic manner. He asked the Board what they would do with the bell if it was returned. Wm R Beaulier suggested that the Board consider raising funds, on an annual basis, to construct a "Centennial Park" in the old artesian well area, to be dedicated in the year 2009 to celebrate Portage Lake's 100th anniversary. Some type of a structure could be built to house the bell and any other artifacts pertinent to Portage Lake's heritage. The "Centennial Park" could be modeled after the one constructed in St. Agatha for this years centennial celebration. No further action taken.

NEW BUSINESS:

(1) The Board was advised that Virginia Overlock and other interested persons, were working to get the Reading Center in order and were asking for permission to construct, or have constructed, additional shelves for the books. Maine Woods Company had been contacted and were willing to donate the materials. Wm R Beaulier advised that Roland Caron had been in earlier during the summer and indicated he was looking for a project for an Eagle Scout. Perhaps the two could be combined. Dan Higgins moved, Christy Dicker 2nd, Motion to approve the proposed project. Motion Carried.

(2) Although not on the agenda, the Board was presented with a quote for Assessing Services, from Tarr Assessing Service, for YR. 2001 update in an effort to get the Town of Portage Lake on a schedule of updating 1/4 of the town annually thereby resulting in maintaining a 100% valuation/ratio every 4 years. By accepting the quote, subject to voter approval of the YR. 2001 budget, Mr. Tarr would be able to guarantee working it into his schedule. Dan Higgins moved, Christy Dicker 2nd, Motion to accept the Tarr Assessing quote and place it in the YR. 2001 budget. Motion Carried

SELECTPERSON CONCERN(S):

(1) Dan Higgins asked that public works place additional bales of hay in the new cross culvert waterway on Hayward St, closest to Fawltly Towers.

(2) Dan Higgins reported that he had worked with Vaughn DeVoe, Public Works Employee and was impressed with his abilities. Dan Higgins moved, Christy Dicker 2nd,

Motion to grant Vaughn DeVoe a .50 per/hr wage increase, effective immediately.
Motion Carried.

(3) Christy Dicker expressed concern about members of the Planning Board being involved in investigation of alleged violations of General Zoning and/or Shoreland Zoning Ordinance violations. The Board was advised that the Planning Board, by state law has no enforcement powers, only planning and review. The Code Enforcement Officer is charged with enforcing the Zoning Ordinances and takes his orders/instructions from the Board of Selectpersons through the Town Manager. If MDEP receives report(s) of suspected zoning ordinance violations, they must be reported to the Code Enforcement Officer. If any member of the Planning Board instructs the Code Enforcement Officer to perform a duty or attempts to enforce a provision of the ordinances on their own, they have exceeded their authority and may be subjected court action or removal from the Planning Board by the Board of Selectpersons, or both. No further action at this time.




(4) Gloria Curtis then addressed Kathy Gagnon, Town Clerk/Secretary, about how things were holding up in the office. Gloria indicated the Portage Lake Board had met with the Ashland Town Council on 08/24/99 and had been successful in retaining the services of Wm R. Beaulier for 1 day a week (Thursday) for up to 4 weeks, to be reassessed at the end of 4 weeks. Kathy indicated that she felt that if she could have at least an additional 5 hrs per week, she would be able to keep things going until a new Manager was hired. Kathy felt that if she were doing a report, such as the BMV after hours when there would be no interruptions, and it took longer than expected she would work the additional hours, but not exceed the 5 hours. Dan Higgins moved, Christy Dicker 2nd, Motion to have Wm R Beaulier evaluate Kathy's request on Thursday and if the extra hours were warranted, to go ahead. Motion Carried.

There being no further **SELECTPERSON CONCERN(S)**, Dan Higgins moved, Christy Dicker 2nd, Motion to go into Executive Session to review Town Manager applications and other personnel matters. The Board entered Executive Session at 8:50 PM. The Board reconvened to regular session at 9:15 PM.

Dan Higgins moved, Christy Dicker 2nd, Motion to pay Wm R Beaulier the sum of \$150 per day/week, to include attendance at Board Meetings and travel expenses. Motion Carried.

Dan Higgins moved, Christy Dicker 2nd, Motion to Adjourn. The meeting was adjourned at 9:20 PM (2 hrs, 20 min)

APPROVED:


GLORIA CURTIS

CHRISTY A. DICKER

DANIEL C. HIGGINS

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
09/04/99
1:00 PM**

Call Meeting to Order

Roll Call

OLD BUSINESS:

**(1) Interview applicant for Town Manager Position (Executive Session
Required)**

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
SPECIAL MEETING
SEPTEMBER 04, 1999
1:00 PM**

A Special Meeting of the Portage Lake Board of Selectpersons was called to order at 1:15 PM by Gloria Curtis, Chairperson. The purpose of the meeting was to interview an applicant for the Town Manager position.

Gloria Curtis, Chairperson present. Christy Dicker and Dan Higgins, Board Members present. Wm R Beaulier and the applicant for Town Manager also present.

Dan Higgins moved, Christy Dicker 2nd, Motion to go into Executive Session to conduct the interview. Motion Carried. The Board went into Executive Session at 1:20 PM.

The Board reconvened to regular session at 1:55 PM.

Christy Dicker moved, Dan Higgins 2nd, Motion to offer the position of Town Manager to Rita Sinclair of Corinna, at an annual salary of \$25,000 plus benefits. Motion Carried. Rita Sinclair informed the Board she would respond within 24 hours with either acceptance or rejection.

Dan Higgins moved, Christy Dicker 2nd, Motion to adjourn. The meeting was adjourned at 2:05 PM. (hrs, ~~60~~ min).

APPROVED:


GLORIA CURTIS


CHRISTY A. DICKER


DANIEL C. HIGGINS

**TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS MEETING
Sept. 6th 7:00 PM**

Call Meeting to Order

Roll Call

Approve Minutes of 08/25/99 & 09/04/99

Sign Warrants:

BUSINESS FROM THE FLOOR:

OLD BUSINESS:

- (1) Land Management - Seven Islands
- (2) Trash Recepticles - Beach & Campground
- (3) Update on '89 Truck
- (4) Update on Town Manager Position
- (5) Update on Land Sale to Carons
- (6) Schedule of TIF Payment to MWC

NEW BUSINESS:

- (1) Perham request to partner on CDBG Grants for Septic Disposal
- (2) Ballot for MMA Officers/Voting Delegate-Annual Convention
- (3) URIP - West Shore Rd
- (4) Damage to Backhoe cylinder
- (5) Cash Audit Report - Peter Davis
- (6) Xmas Decorations

SELECTPERSON CONCERN(S):

TOWN OF PORTAGE LAKE

Board of Selectpersons Meeting

Sept. 15th 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, Chairperson; Christy Dicker and Dan Higgins, Board members present. Wm R. Beaulier, Greg Cyr, Amy Collins, Grace Nason, Ab Khambaty and Rita Sinclair also present.

Dan Higgins moved to appoint Rita Sinclair as Town Manager, Tax Collector, Treasurer, Road Commissioner, and Overseer of the Poor. Christy Dicker 2nd. Motion Carried.

The minutes of the last regular meeting held on 8/25, and those of a special meeting of 9/4 were reviewed. Dan Higgins moved, Christy Dicker 2nd. Motion to approve and sign the minutes as presented. Motion Carried.

Dan Higgins requested that the minutes reflect his statement of apology to Rick Hoppe stemming from the meeting of August 25, 1999.

Treasurer Warrants #08-09, #08-10, #09-01, #09-03, #09-04, #09-05 were reviewed. Dan Higgins moved, Christy Dicker 2nd, Motion to approve and sign the Treasurer Warrants as presented. Motion Carried.

BUSINESS FROM THE FLOOR:

Grace Nason gave an update on CEMA about information and a video on Emergency Management. She will get back to the Board with a presentation at the September 29th Meeting.

Amy Collins supplied information on the Kiosk by the seaplane base. DOT has signs and will erect them. The Tourism and Snowmobile Club would like to purchase a sign at \$40-\$50 with the Boards approval. Dan Higgins moved, Gloria Curtis 2nd. Motion to approve purchase of signs by the Club. Motion Carried.

Amy Collins stated signs for ducks cost \$580. The Lake Association has raised \$250. Are there any monies available to help pay for the signs? Grace Nason said there should be money in the America the Beautiful Grant since the plaque didn't cost as much as anticipated. Gloria Curtis commented on the plaque. Grace said it needed to be sealed around the edges. Dan Higgins moved to use the needed \$230 from the America the Beautiful Grant. Christy Dicker 2nd. Motion Carried.

Request for a Rabies Clinic with Ashland people attending. Gloria gave this task to the Town Clerk, Kathy Gagnon to confirm.

OLD BUSINESS:

(1) Land Management-Seven Islands: Gloria Curtis said she has received calls and a letter from Irving. Dan Higgins suggested she get back to them telling them we will get back to them at a later date.

(2) Trash Receptacles: Dan Higgins moved that the receptacles be removed. Christy Dicker 2nd. Motion Carried.

(3) Update on 89 Truck: Ray Beaulier reported that it would take another week to week and a half before repairs are done.

(4) Update on Town Manager: Rita Sinclair is the new Manager for Portage Lake.

(5) Update on Land Sale to Carons: Ray Beaulier said the money has been received. Dan Higgins asked if that money can be used to tear down that building. Ray said it would have to be a vote of the Town first. He suggested getting cost for tear down and property improvements. Dan Higgins asked Gloria to check with the Fire Dept. about burning the building if it were torn down.

(6) Schedule of TIF Payment to MWC: Greg Cyr would like to pay the taxes and get the return within three days to alleviate cash problems. Gloria Curtis and Christy Dicker would like the thirty days as allowed in the agreement. Ray Beaulier said it would benefit the Town to have the tax money. At \$132,000 paid and a rebate of \$118,000 interest would amount to \$180-\$200. Dan Higgins wants to make an exception to MWC. Dan moved to pay the return within three days. Christy Dicker 2nd. Motion Carried.

Gloria Curtis reminded Greg that MWC is liable to the Town for costs. She also asked about the donation from Maine Woods. Greg said Maine Woods hasn't forgotten.

(7) TRIO Date -Office Closed: More training is needed for the software program. Approval given to close the office in order to focus on training. This will occur in October.

NEW BUSINESS:

(1) Perham request to partner on CDBG Grants for Septic Disposal: Ray Beaulier reported that CDBG has added to the Northern Arrostook Septic Project to repair faulty septic systems. It's not the same criteria as previous grants. This would be for low to moderate income households for malfunctioning systems. Dan Higgins asked about the cost to the Town. Ray stated Perham will get 10% administration cost. The other grant is only for malfunctioning systems that are running into the lake. If the Town signs on paperwork must be completed by the 30th of September. It would also require a public hearing prior to November 30, 1999. Dan Higgins moved to apply for the grant. Christy Dicker 2nd. Motion Carried.

(2) Ballot for MMA Officers/Voting Delegate-Annual Convention: Ray Beaulier asked the Board to approve the candidates on the ballot. Dan Higgins moved, Christy Dicker 2nd. Motion Carried.

(3) URIP - West Shore Road: Ray Beaulier referred to the Block Grant from the state. The West Shore is eligible from Rt. 11 to the Fish Lake Road. There is \$12 - \$13,000 in the reserve account. The state will match 2 - 1. This is not a commitment. They just want to if the Town is in favor of the grant. Dan Higgins would like to see the road paved. We need an estimate. Ray - They will tell you that. Dan - Would we know by budget time? Ray - It will not effect this year. Board expressed interest in this grant.

(4) Damage to Backhoe cylinder: Rita Sinclair stated that Vaughn Devoe, Public Works, had made the repair and used the backhoe to fix the boat dock. Ray said the ditch on the West Cottage Road just past Northern Road, needed to be marked with *white* paint with arrows to show where to dig. Dig Safe must be called first.

(5) Cash Audit Report: Peter Davis, CPA, has sent his report. Audit is fine.

(6) Christmas Decorations: Christy Dicker will look at the catalogs and report at a later date.

Amy Collins asked about a *Gateway Grant*. An application will be sent to all towns. Twenty communities will get \$5,000 towards welcoming tourists to town. Christy will look into this. Ray Beaulier commented that MPUC is willing to do connections.

SELECTPERSONS CONCERNS:

Gloria Curtis has had three complaints from residents about the "goose poop" on the beach and in the park. A complaint about the Veterans Exemption not being the full amount. Also, complaints on the speed of traffic on Cottage Street. Grace Nason asked about a radar sign that would detect people who are speeding. Gloria said the complaints should go to the State Police.

Gloria requested a letter to the Board at Ashland, thanking them for agreeing to Ray Beaulier helping Portage in their four weeks without a Manager.

Dan Higgins agreed with Gloria about the letter of thanks.




Christy Dicker requested a letter to the applicants thanking them for their applications.

The Board directed Rita Sinclair to order a new American flag.

Ray Beaulier asked about the Safety Grant for Ice Rescue. It is a grant for the Fire Department. The snowmobile club will pick up on this also. Amy Collins asked about training. Christy Dicker wondered if the Fire Dept. could get training. Ray said he didn't know how far north the training sessions were held.

Dan Higgins moved to adjourn. Christy Dicker 2nd. Motion Carried The Meeting adjourned at 8:20 PM. (1 hr. 20 min.)

APPROVED:


Gloria Curtis, Chairperson

Daniel Higgins

Christy Dicker

**TOWN of PORTAGE LAKE
AGENDA
Board of Selectpersons Meeting
September 29, 1999
7:00 PM**

Call Meeting to Order

Roll Call

Approve Minutes of 09/15/99 Meeting

Sign Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

- (1) Presentation from ACEMA
- (2) Update on 89 Truck
- (3) TIF Payment
- (4) TRIO
- (5) Tennis Courts
- (6) Bicycle Racks
- (7) Cemetery Plan

NEW BUSINESS:

- (1) Screen Repair
- (2) Ditching--Seed & Hay
- (3) Dump Hours
- (4) Health Insurance-Change
- (5) UNICEL

SELECTPERSONS CONCERNS:

TOWN OF PORTAGE LAKE

Board of Selectpersons Meeting

September 29, 1999

7:00 PM

Dan Higgins called the regular meeting of the Portage Lake Board of Selectpersons to order at 7:00 PM.

Dan Higgins, Christy Dicker, Board members present. Gloria Curtis, Chairperson unable to attend. Heb Umphrey, Bill Scheaffer, Grace and Paul Nason; residents present. Rita Sinclair, Town Manager present. Special guest, Vern Ouellette of Aroostook County Emergency Management Agency also present.

Dan Higgins motioned to approve minutes of 9/15/99. Seconded by Christy Dicker. So moved.

Treasurer Warrants to be signed at a later date.

Manager request Business from Floor be conducted after Mr. Ouellette's presentation.

Mr. Ouellette gave a very informative and enlightening presentation on the basics of ACEMA. He stated that the Agency acts as a liaison between the state and local communities and agencies. ACEMA deals with Hazmat and chemical spills, assists in disaster response, and any incidences involving three or more agencies. This is for support services only.

At this point Heb Umphrey expressed concern as to what B & A hauls through Portage Lake. Mr. Ouellette said we could get a general idea in order to assist with direction for the Town's plan.

ACEMA has an All Hazard Plan which covers floods, fire, earthquakes, bombs/guns, and other natural disasters.

ACEMA prepares a Hazard Mitigation Plan and an Emergency Plan. Darrin, of ACEMA, helps complete the plan. They will also help write a local Mitigation Plan. Monies are available through FEMA. Every county can apply for monies.

Training and education are available for the Fire Dept. This could also include ice and cold water rescue. A coordinator is needed in order to draw up a plan.

Dan Higgins moved to have the Town Manager set up a meeting with ACEMA, Heb Umphrey, Bill Scheaffer and possibly one other citizen. Seconded by Christy Dicker. Motion carries.

BUSINESS FROM FLOOR:

Paul Nason asked about fire permits. He had heard rumor that no burning was being allowed even in incinerators. Christy Dicker stated it was just that...rumor. Either Bill Scheaffer or Claude Plourd can issue permits. Mr. Nason also asked if the Town

paid a \$500 fine for dumping the beach bathroom refuse at the ledge pit in July of 1999. Since there was no information available, the Town Manager said she would check on this.

OLD BUSINESS:

- (1) ACEMA Presentation: Completed
- (2) Update on 89 Truck: Rita Sinclair stated the work had been completed and the truck would be delivered this week.
- (3) TIF Payment: Town Manager expressed concern that the Town still owed \$300 to be in compliance with the contract but found it difficult to accept the negative response to her request for a list of low to moderate income employees from the immediate area. Dan Higgins and Christy Dicker gave a directive to withhold payment until such a list was provided.
- (4) TRIO: Town Manager reported that we have one more day of training and would need to close the office for such. Board agreed to do so as long as it were posted in advance.
- (5) Tennis Courts: Tabled until further notice.
- (6) Bicycle Racks: Thanks to Pamela Morris and Christy Dicker two racks were unloaded and put in the Municipal Garage. They will be stored until spring and then set up at the playground by the Town Office and the other at the beach.
- (7) Cemetery Plan: Town Manager questioned who the contact person was. The Board said Billy Goode and Bud Clarke were on the committee and possibly Cherry Danker

NEW BUSINESS:

- (1) Screen Repair: Town Manager requested an approval from the Board for repairs to make the screen more usable. Vaughn will do the necessary work. Over time (within reason) is acceptable in order to finish projects while weather permits. Board members expressed concern on finishing the shoulders on E. Cottage Rd. The Board stated that sand use by residents was allowed but limits were to *pails not truckloads*. Mr. Nason suggested the Town request Specs from contractor when services are used. Dan Higgins and Christy Dicker stated specs were used on E. Cottage Rd.
- (2) Seed & Hay: Town Manager will call MDOT to get information on hydro seeding. Discussion followed on replacing Kay St. Peter's culvert. Danny Higgins remarked that ditching needed to be done down to new culverts and to make sure the culvert across from Carons was open. He will be in next week to see Vaughn and will check on the area to be ditched on W. Cottage Rd. Town Manager asked the Board if they could give some clarification to ownership or responsibility on the road into the Industrial Park. Maps should refer to the percentage of ownership and Ray Beaulier may have some information on the responsibility of the road.

- (3) Dump Hours: Since there are only three more Saturdays left, the Board wishes it to remain open until October 16th.
- (4) Insurance: Town Manager reported that a change has been made to the coverage in Health Insurance at savings to the Town and a greater benefit to the employee.
- (5) Unicel: Town Manager wanted the Board to know that she had purchased a phone through the Town for use when out of the office. This should save down time for all employees. Any personal calls will be paid for by Town Manager, Rita Sinclair.

SELECTPERSONS CONCERNS:

Christy Dicker wants to know what can be done about the hole at the end of the pavement at the campground. It has become a hazard. Rita Sinclair will make necessary phone calls to State Bureau of Parks and Recreation to learn what we can do to remedy this problem.

Rita Sinclair asked if the Comprehensive Planning Board Vice Chairperson was the responsible person for continuing with meetings. A letter of resignation has not been received. Dan Higgins and Christy Dicker were in agreement that Amy Collins had quit and a formal letter of resignation was not needed. There is concern that there are not enough members on the Planning Board to continue. Rita stated that Ray Beaulier mentioned that Selectpersons could serve as Planning Board members. A call to MMA Legal Dept. would verify that.


Dan Higgins moved to go into Executive Session to discuss a personnel matter at 8:27 PM. Christy Dicker seconded. So moved.

Motion made to come out of Executive Session at 8:50 PM. A directive was given to Town Manager, Rita Sinclair, to talk with employee to make specific recommendations for changes needed.

There being no further business or concerns Dan Higgins moved to adjourn. Christy Dicker seconded. Meeting adjourned at 8:55 PM. (1Hr. 55Min.)

APPROVED:

Gloria Curtis



Daniel C. Higgins



Christy A. Dicker

TOWN OF PORATAGE LAKE
Board of Selectpersons Meeting
September 29, 1999
7:00 PM

ADDENUM

Minutes of September 29, 1999 under **NEW BUSINESS**: omitted a donation of 18 yards of sand donated to the Town by Peter St. Peter of Portage Construction Co.

**TOWN OF PORTAGE LAKE
AGENDA
October 13, 1999**

Call Meeting to Order

Roll Call

Approve Minutes of September 29, 1999

Sign Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

- (1) Retention Pond at Boat Landing
- (2) Planning Board
- (3) School Board Member
- (4) Moro House
- (5) Portage Signs
- (6) Christmas Decorations
- (7) TRIO Training

NEW BUSINESS:

- (1) Public Works
 - A. Training
 - B. Trucks-Inspections
 - C. Equipment
 - D. Transfer Site
- (2) Sweep Account-Dick Ranigan of Peoples
- (3) Donation-Irving Woodlands, LLC

SELECTPERSON CONCERN(S)

**TOWN OF PORTAGE LAKE
Board of Selectpersons Meeting
October 13, 1999**

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

Present: Gloria Curtis, Chairperson; Dan Higgins, Christy Dicker, Selectpersons. Rita Sinclair, Town Manager. Grace Nason, Planning Board Vice -Chairperson.

Motion was made by Dan Higgins and seconded by Christy Dicker, to accept the Minutes of September 29, 1999 meeting.

Warrants were signed.

BUSINESS FROM FLOOR:

Grace Nason asked about the tentative meeting with ACEMA, the Fire Chief, Bill Scheaffer, and Civil Defense Director, Heb Umphrey. The Town Manager stated she had not heard back from anyone with an acceptable date, but will pursue this. Grace mentioned that she would be interested in attending the meeting.

Grace Nason stated the Planning Board meeting of October 12, 1999 did not have a quorum. Three members were present. After a discussion of active members and possible future members, Grace stated she would contact Cherry Danker and Ken Hodgden. William Labbe is also interested if it would not be a conflict since Janice Labbe is already on the Board. Grace wanted to know where Amy Collins membership stood as far as the Board of Selectpersons was concerned. Christy Dicker pointed out that Amy had stated she "was done with Portage Planning Board and E-911 Committee." Town Manager was given a directive to draft a letter to Amy Collins in regards to the acceptance of her informal resignation from the Planning Board and E-911 Committees.

OLD BUSINESS:

(1) Retention Pond at Boat Landing: Rita Sinclair has called Parks and Recreation in Augusta and left voice mail, with no response. Tried Joe Powers in Ashland, at Ray Beauliers suggestion, who referred Jay Duncan from the Presque Isle office. Mr. Duncan said the retention pond should be 3 feet deep according to the plans. Rita stated she could not find plans that refer to a retention pond, only to the landscaping in that area. Dan Higgins requested that Richard Skinner of Parks and Recreation in the Augusta office be contacted. Town Manager, Rita Sinclair, will make that call.

(2) Planning Board: Grace Nason will contact prospective members and have them come to the Town Office to be sworn in.

(3) School Board Member: The Town Manager reminded the Board that Alan Murphy will not be taking out papers for the School Board position. The Board recommended Roberta Flint, Shelly Bolstridge and Sandra Robertson. Rita will contact these people to see if there is an interested candidate.

(4) Moro House: Gloria Curtis said the Fire Department will not burn the house. Dan Higgins asked if they would do so if it were pushed into the foundation. Gloria said she would find out. Dan Higgins quoted a figure of \$500.00 to do the necessary work. After discussion if monies from the sale of a part of that property could be used for demolition, Dan Higgins made a motion to hold a Special Town Meeting prior to the next Board Meeting. Seconded by Christy Dicker. Motion Carries. The gas stove will be brought to the Municipal Building if it is in good condition.

(5) Portage Signs: Rita Sinclair stated she has called Betty Chounard to inquire if the signs were done. Betty said one was almost done and the other would take more time since it was in very bad condition. Gloria Curtis will call to get a more specific date of completion.

(6) Christmas Decorations: Christy Dicker reported on the Committee's decision to send out letters to all businesses in Portage Lake requesting a donation. The cost for the 6 wreaths, lights, ribbon, and materials for brackets is about \$360. Vaughn's help will be required to make the brackets. Rita will call MPS for information on brackets and their assistance in hanging the wreaths.

(7) TRIO: Rita reported the office will be closed for the last day of training in TRIO software program on Tuesday, October 19, 1999.

NEW BUSINESS:

(1) Public Works:

(A) Training: Town Manager, Rita Sinclair stated that Vaughn Devoe has requested to take a class at NMTC for Air Brake Certification. It is two nights, four hours each night at a cost of \$55.00. If the Board agrees, he would come in late the next morning to balance out his hours. There is also a class for Roads and Ditching that Christy Dicker has brought to the Town Managers attention. It would benefit the road project if Vaughn attended that one also. This class will be held in County View Hotel in Presque Isle at a cost of \$20.00. The Board is in agreement for Vaughn to attend these classes.

(B) Truck Inspection: Statements for the repairs for the motor, clutch, and frame on the '89 truck has been received. Vaughn informed the Town Manager that the brakes are bad and the side mirror is broken. The vehicles are not ready for inspection. Four tires need to be recapped or replaced. To intensify matters, the conveyor on the sander is locked.

Danny Higgins recommends that the truck be taken to Sullivans in Ashland for brake repair, also have Donnie Laughlin do an inspection.

(C) Equipment: Covered in (B)

(D) Transfer Site: Public Works employee, Vaughn Devoe has been working on meeting the new DEP regulations at the Transfer Station. The biggest problem could be the burn pile and contamination due to cadmium in poplar and wood that is not burned completely. The depth of the ashes can not be more than 6 inches deep. Suggestions for solutions (see attached) are: (1) No burn pile—haul brush to Ft. Fairfield for burning there; (2) Allow brush pile to accumulate and burn only once in the Fall; (3) Have brush pile chipped and use for mulch. The Board agrees to let the brush pile accumulate and burn only once.

- (2) Sweep Account: Rita Sinclair, Town Manager reported that she had spoken with Dick Ranaghan of Peoples Heritage Bank about a Sweep Account for the Town of Portage Lake. The Town would earn interest at a slightly higher rate than our regular account. That interest would start accruing at the time of deposit as well as on weekends and Holidays. The Account would be fully protected including anything over 100,000. The Sweep Account allows a benefit of 30, 60, or 90 day CD's, at earnings of 4.75 to 5% interest with no penalty for early withdrawal. Mr. Ranaghan would do a presentation for the Board if they desire. Motion made by Danny Higgins to approve setting up a Sweep Account. Seconded by Christy Dicker. Motion Carries.
- (3) Donation-Irving Woodlands, LLC: Gloria Curtis mentioned a 319 Grant also or the Heritage Grant that a similar letter had been received for. A directive was given to Town Manager, Rita Sinclair to call Sarah Beasley for details. Christy Dicker checked the Minutes and found reference made to this grant on the September 11 Board meeting. A reference was also made in August 24 Board Meeting Minutes where Sarah Beasley requested a letter of support from the Town. The Board questioned the dates of the letter and the date that the letter was accepted. Christy Dicker stated the Board wants time to evaluate a situation before being pushed to commit on a grant.

Selectpersons Concerns:

Danny Higgins requested 2 Children at Play signs for E. Cottage Road by Bill Cote property. One as you come into the turn and the other at Bartletttes coming back towards Town. If possible with a posted 25 mph speed limit. 2. Would also like to discuss land Management with Irving again. More to add to list and would like a fair market value. Rita is to contact Laura Audibert to set up an afternoon appointment. Irving should have first chance to finish operation. 3. A letter needs to be sent to John Condon notifying him to remove his skidder from Town property.

Christy Dicker: None

Gloria Curtis: Questions about money for ditches and cross culverts, believed to be \$15,000. Cemetery plot needs to be measured out for Bragdon's lot. Get the Cemetery Plan for Vaughn to make measurements.

Town Manager: for Public Works employee, Vaughn Devoe, Request to ask Brad St. Peter to be a spare for plowing.

Motion to adjourn by Dan Higgins at 8:20 PM. (1hr.20 min.)

APPROVED:


Gloria Curtis


Daniel C. Higgins


Christy A. Dicker

Portage Transfer Station

Transfer station is set up to accept clean wood + scrap metal only.

Things we will not accept;

- 1) Tires
- 2) Multi-waste Items (furniture, T.V.'s, microwaves, painted or stained items, plastics, ect.)
- 3) Any containers that had oil or fuel stored in them (containers with left over fuel or oil in them even in the smallest amounts are considered hazardous waste)

* New DEP Regulation

→ - Ashes from the burn pile must be characterized prior to removal to a land fill

* Burning alot of poplar which tends to have a buildup of cadmium could result in the ash residue being considered toxic waste.

- Ashes may not accumulate more than 6" deep.

Possible solutions

- 1) No Burn Pile (Haul brush pile to Ft. Fairbanks)
- 2) Allow Brush pile to accumulate + Burn only once in the fall.
- 3) Have Brush pile chipped + use for mulch.

TOWN OF PORTAGE LAKE
AGENDA
October 27, 1999

Call Meeting to Order

Roll Call

Approve Minutes of October 13, 1999

Sign Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

- (1) Retention Pond at Boat Landing
- (2) Planning Board
- (3) School Board Member
- (4) Property Demolition – Status of Account

NEW BUSINESS:

- (1) Truck Update
- (2) Signs for E. Cottage Rd.
- (3) Maine Woods Co., LLC – Assessors Signatures
- (4) CEO Letters – Permits
- (5) Irving – Laura Audibert

SELECTPERSON CONCERN(S)

TOWN OF PORTAGE LAKE

Board of Selectpersons Meeting

October 27, 1999

7:00 P.M.

Meeting called to order by Gloria Curtis, Chairperson.

Present: Gloria Curtis, Chairperson; Dan Higgins, Christy Dicker, Selectpersons; Rita Sinclair, Town Manager, Grace & Paul Nason, Residents.

Motion was made by Dan Higgins and seconded by Christy Dicker, to accept the Minutes of the October 13, 1999 meeting. Motion carried.

Warrants were signed by the Board.

Business From Floor:

Paul Nason inquired about firewood permits for Portage residents. Gloria Curtis stated that Laura Audibert of Irving Woodlands is the contact person. Dan Higgins mentioned that no one had requested permits in quite some time, but that doesn't mean it stops at that. Paul Nason then asked if this could be taken from East Cottage Lot, also known as the School Lot. Dan Higgins said Laura Audibert would have to be contacted. Mr. Nason questioned the use of sand by Townspeople. Who would be in charge of the letting out of sand? Would it be the Public Works person or the Town Manager? Dan Higgins replied, "either." Gloria Curtis stated that anyone who comes after sand should stop by the office to let the Town Manager know. Paul Nason questioned the amount of sand one would be allowed to take. Gloria Curtis said it would be 5 gallon pails, as in the past. Mr. Nason questioned the use of "bucket loads." Christy Dicker asked Mr. Nason what he had in mind. Was there a problem with the someone taking sand? Mr. Nason responded that Peter St. -- Donator of Sand Peter was taking the donated sand by the "bucket" load to sand driveways, i.e. Deans and Coffins, and some driveways on the West side and charging for it. Dan Higgins remarked that he used the sand too, but the only charge was for that of plowing, not for the sand. Christy stated that the labor was charged for but the sand was not. Christy also remarked that it may be more difficult if there were no donated sand. It would place a burden on the Town sand pile.

Old Business:

- (1) Retention Pond at Boat Landing -- Dan Higgins said he had spoken with Rick Skinner and he said it could be filled with stone up to a two-foot level. Mr. Skinner will be calling the Town Manager with the specifics.
- (2) Planning Board -- Steve McCulloch is requesting a meeting with the Planning Board to "get started." Grace Nason mentioned that the Planning Board was meeting on Thursday evening to inform new members of work to be done. She also asked for names for potential Board members. The Board of Selectpersons mentioned Donald Martin.

- (3) School Board Member – Rita Sinclair reported that some letters had been sent to the persons recommended by the Board as possible candidates, but according to the School Boards' Policy, none were eligible. A possible candidate has been contacted and is interested in the position.
- (4) Moro Property – Rita Sinclair brought to the Boards attention that the monies left from the sale of part of the Moro Property has been reduced due to the advertising and attorney fees. Christy Dicker thought the Carons were responsible for the legal fees. She checked the minutes but could not find a statement regarding attorney fees. Gloria Curtis suggested contacting the Carons about the fees.

New Business:

- (1) Truck Update – Rita Sinclair reported on the condition of the sander. The conveyor has rusted into place. It was not properly cleaned and lubricated when put up for the summer. Vaughn Devoe has tried to get it lubricated enough so it would turn. Nothing worked. The sander was found to have some broken pins, which were replaced when the truck went in for the brake job. Dan Higgins commented that the sander is only a year old. He requested a poster be placed in the shop for maintenance purposes. Batteries were needed for the plow truck and were purchased. Tires need to be replaced or recapped.
- (2) Signs For E. Cottage Rd. – The Town Manager asked if the Board wished to have the "Children at Play and Speed Limit" signs put up now or in the Spring. The Board stated that Spring would be fine.
- (3) Maine Woods Co., LLC – Assessors signatures are required on a Personal Property Tax reimbursement form that Maine Woods is sending to the state. Rita Sinclair explained that Ken Carle had been in the office to explain the figures to her. Randy Tarr, Assessing Agent for Portage, was in the office at the time and recommended that the Board sign the reimbursement form. Gloria Curtis, Chairperson, signed on behalf of the Board.
- (4) CEO Letters – Letters were sent out requesting payment, and an application, for permits. The Board suggested calling the State Planning Agency to get a list of CEO's in this area. Brain Carney is the alternate CEO for Portage Lake in Ralph Stolze absence.
- (5) Irving – Laura Audibert would like to include her supervisor and a forester in the meeting. The Board is in agreement to this. Laura will be contacting the Town Manager with a date and time.

SELECTPERSONS CONCERNS:

Dan Higgins asked about shoulders on W. Cottage Rd. Rita Sinclair stated that Vaughn of Public Works was over extended with the getting trucks, sander, and plow ready for winter weather. Dan asked that the Town Manager contact DOT to see what they are going to grade the shoulders an the Ashland to Portage Road.

Christy Dicker: Has Trio training been completed, and is the Town Manager comfortable with it? Rita stated that she was comfortable enough to continue. With TRIO telephone support and the software manual we should be fine.

Town signs are ready and Christy offered to help Vaughn put them up.

Gloria Curtis: None

There being no other concerns, Christy Dicker motioned to adjourned. Seconded by Dan Higgins. Meeting adjourned at 8:25 P.M. (1hr. 25 min.)

APPROVED:



Gloria Curtis



Daniel Higgins



Christy Dicker

Town of Portage Lake
Board of Selectpersons Meeting
October 27, 1999
Addendum

Minutes to reflect that Peter St. Peter is the donee of sand referred to in discussion under **Business From Floor**.

APPROVED:

Gloria Curtis



Dan Higgins

Christy Dicker

TOWN OF PORTAGE LAKE
AGENDA
November 10, 1999

Call Meeting to Order

Roll Call

Approve Minutes of October 27, 1999

Sign Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

- (1) E911
- (2) School Board Member
- (3) Property Demolition – DEP
- (4) Forest Management
- (5) PW – Winter Help
- (6) Bid on Pumps

NEW BUSINESS:

- (1) Truck Bid
- (2) P/T Law Enforcement
- (3) Public Hearing – Septic Survey
- (4) Aroostook Roads – Quit Claim Deed

SELECT PERSON CONCERN(S)

**Town of Portage Lake
Board of Selectpersons Meeting
November 10, 1999**

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

Present: Gloria Curtis, Chairperson. Dan Higgins and Christy Dicker, Selectpersons. Rita Sinclair, Town Manager. Grace Nason, Planning Board Chair and resident of Portage Lake.

A motion to approve the Minutes of October 27, 1999 was made by Dan Higgins and seconded by Christy Dicker. Gloria Curtis requested the Minutes have an addendum to reflect that Peter St. Peter is the donee of the land in the discussion under **Business From Floor**.

Warrants were approved and signed by the Board.

Business From Floor:

Grace Nason, Chair of the Planning Board, notified the Board that Dianne Michaud has resigned. The Planning Board is still in need of a members. Donald Martin and Patty Cyr were names suggested as possible members. The Board requested that a letter be sent to Dianne thanking her for her years of service on the Planning Board.

Old Business:

(1) E911: Town Manager, Rita Sinclair asked who was the responsible person(s) for completing the 911 maps and if anyone knew where these maps were. It was suggested that Herb McPherson and Donald Martin were on the committee and may have that information.

(2) School Board Member: Portage Lakes new School Board representative is Geraldine Condon. She will take office in January. A request for a copy of the policy was made by the Town Manager but one has not been received as yet. Dan Higgins suggested a letter be written to the effect that the School Board dictates policy and since there should be no conflict of interest, the School Board should follow that policy as well. This is one of the reasons that Portage Lake is considering leaving MSAD # 32.

(3) Property Demolition - DEP: Town Manager, Rita Sinclair, informed the Board of her conversation with Lou Pizoutti of DEP. Mr. Pizoutti stated that the all hazardous materials must be removed from the property, the basement sealed to prevent seepage, and the house pushed into the foundation covered with suitable cover to mound (at least 18") and seeded. The fact that the Town was looking to use the well as a potable water supply raised another problem. DEP will not bury a building within 1,000 feet of a well. The risk of contaminating the wells in that

area is too high. Dan Higgins stated he will inspect the property for hazardous material, then cover and seed. Or, the Town can get a price for removal of the building. Estimates are needed prior to Town Meeting.

(4) Forest Management: Dan Higgins requested letters be sent to Seven islands and Aroostook Timber thanking them for their proposals and telling them a decision has been made to go with the Irving proposal.

(5) PW - Winter Help: Just as an informational to the Board, Brad St. Peter will be a spare and Adrian Belanger also offered to be a spare. The bids for the pumps were accepted. We got all of them. Interest has been expressed by another town to purchase 1 of the pumps. Rita Sinclair will look into this. The Board suggested that the price be increased by \$10.00.

New Business:

(1) Truck Bid: Forestry has 2 trucks that are up for bid, one of which would suit the needs of our Public Works Department. Vaughn Devoe has provided the necessary information to the Manager and the Board so that a decision can be made. Gloria Curtis made a motion to bid \$5,000 for the 1978 Ford truck. Dan Higgins seconded the motion. Motion carried. The old town truck will go out to bid if Portages' bid is successful. Minimum bid set at \$500.

(2) P/T Law Enforcement: Rita Sinclair reported to the Board that an individual had been in the office to inquire if the Town would be interested in a part time officer. The Board stated that Portage Lake is not looking at that position at this time. It would have to be a budget item. A letter of thanks will be sent.

(3) Public Hearing: Northern Aroostook Septic Survey will be on hand to answer any questions citizens may have at a Public Hearing be held by Nov. 30, 1999 at 6:00 P.M.. Rita Sinclair will contact Mr. Wylie to see if the date can be changed to coincide with the Board Meeting of November 23, 1999. Dan Higgins asked about Septic Grant OF \$6500. The Town Manager said she believed that it amounted to less (\$2000) than that due to a shortage of funds, and that the selected applicants had all been denied. The grant was for systems that pollute public drinking water supplies, shellfishing areas, other water bodies, or cause a public health hazard. Applicants must meet eligibility guidelines. The Town Manager said she would reread the information and get back to Dan Higgins.

(4) Aroostook Roads - Quit Claim Deed: The Town Manager had received a Quit Claim Deed from Skip Bessey for signatures by the Board of Selectpersons. This was done at this time.

Selectpersons Concerns:

Christy Dicker: None

Dan Higgins: Would like Town Manager to: (1) Follow up on getting in touch with Dave Wylie to notify residents in advance of septic inspection. (2) Call DOT about shoulders on Rt. 11 from Ashland north. Accidents may be caused by the ridge that was left after paving. (3) Would like letter written for unfunded

mandates. (4) Meet with Ray about Fire Hydrants as there is a possibility of getting roads rebuilt. (5) Get figures from Jim Nadeau on balance of NASWA contract, as well as figures from Ray for joining Ashland Solid Waste.

Dan also asked what the reply was from Maine Woods Co. on the bill for administrative fees. The Town Manager replied no word has been received as yet. Will do follow up letter.

Gloria Curtis: None

Motion to adjourn made by Christy Dicker; seconded by Dan Higgins. Meeting adjourned at 8:10 P.M. (1hr. 10 min.)

APPROVED:


Gloria Curtis


Dan Higgins


Christy Dicker

**TOWN OF PORTAGE LAKE
PUBLIC HEARING
AGENDA
November 30, 1999
6:00/7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of November 10, 1999

Sign Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

- (1) E911
- (2) ACEMA – Dec. 13, 1999 @ 6:30 P.M.
- (3) CDBG - Public Facility Infrastructure Grant
- (4) Rt. #11 – Shoulders

NEW BUSINESS:

- (1) Executive Session
- (2) Food Pantry – Office in back of Municipal Bldg.
- (3) Administrative Account

SELECTPERSON CONCERN(S)

**TOWN OF PORTAGE LAKE
PUBLIC HEARING
SELECTPERSONS MEETING
November 30, 1999**

A Public Hearing for Northern Aroostook Septic Survey was conducted as per guidelines for grant application. David Wylie, was not in attendance. Town Manager, Rita Sinclair, answered questions based on the information that Mr. Wylie had faxed to her prior to the Public Hearing.

Selectpersons present: Dan Higgins and Christy Dicker.

Length of Hearing: .5hr.

The regular meeting of the Board of Selectpersons was called to order by Chairperson, Gloria Curtis.

Present: Gloria Curtis, Chairperson; Dan Higgins and Christy Dicker, Selectpersons; Rita Sinclair, Town Manager; Grace Nason and Amy Collins; residents.

A motion was made by Dan Higgins to approve the minutes of November 11, 1999 meeting. Seconded by Christy Dicker. Motion Carries.

Warrants were signed by the Board of Selectpersons.

BUSSINESS FROM FLOOR:

Grace Nason asked if the "Reduced Speed Limit" and the "25 Mile Per Hour" signs could be moved to the north of their current location in hopes to slow traffic down as it comes into town. Dan Higgins suggested the "Reduced" sign be moved to an area on Rt. 11 by the golf course, and the "25 MPH" sign be placed by Arnold Shaw's'.

Amy Collins informed the Board that the goose signs for the beach and the Informational sign for the kiosk is ready. Amy asked if it were possible that this transaction be filtered through the Town to save the Lake Association some money. The Board agreed unanimously to allow this.

OLD BUSINESS:

- (1) E911: The Town Manager brought the Board up to date on the E911 maps. They had been sent to the state and were returned for corrections. At this point they were sitting in the map cabinet. Amy Collins said she would be in to make the necessary corrections and send them back for approval. Gloria Curtis, Chairperson, said the signs should be purchased in 1999, unless the money can be carried over. Dan Higgins felt that if it were carried over it should be increased to finish the project.

- (2) ACEMA: There will be a meeting with Darrin Woods of the Aroostook County Emergency Management Agency to implement a plan for the Town of Portage Lake. The Town Manager asked for suggestions from the Board for names of residents to contact, other than the fire chief, assistant chief, game warden and Grace Nason, the initiator of the first meeting with ACEMA. The Board suggested Jim Dumond and Shelly Bolstridge. Gloria Curtis stated that Shelly is the local EMT and would be an excellent addition to the committee.
- (3) CDBG-PFIG: The Town Manager informed the Board that it was to late this year to apply for the Public Facility Infrastructure Grant. This should have been started prior to July according to Joella McBrierty of NMDC. The Deadline for application is December 3, 1999. It would be a good idea to start at the end of January 2000 to gather information for an application in December 2000.
- (4) Rt.11 Shoulders: The Town manager reported that the shoulders are being worked on from Portage back towards Ashland. Dan Higgins asked if DOT would the Town Manager if she would find out if the areas DOT missed would be finished. Rita Sinclair said she would call Errol Rideout to inquire if DOT was going to continue or if they had gone as far as time and weather permitted.

NEW BUSINESS:

- (1) Executive Session: Request for Board to proceed with business first. Board agrees.
- (2) Food Pantry: Kathy Gagnon had requested the Town Manager ask the Board if it would be possible for the church to use the office space in the back of the building for a food pantry. The Board needs more information about this before a decision can be made.

SELECTPERSONS CONCERNS:

Dan Higgins asked if a check has been received from Maine Woods Co. The Town Manager stated nothing has been received from Maine Woods. Dan then instructed the Town manager to contact the towns' attorney, Rick Solomon, requesting that he write a letter to Maine Woods Co. to the effect that the Town has fulfilled its obligation as per the TIF agreement and expects Maine Woods to comply within 7 days or John Caswell of Seven Islands. The request for a list and number of area employees that the Town Manager made has not been made available. Also remind Maine Woods that the Town has committed nearly half a million dollars to their company and all we are asking is to be treated respectfully and fairly.

Christy Dicker: None

Gloria Curtis: None

Rita Sinclair reminded the Board that it discussed using monies from the America the Beautiful Grant for street decorations. A motion was not made at that time but should be at this time. Dan Higgins made a motion to use the balance of that account for the street decorations. Seconded by Gloria Curtis. Motion Carries.

The Town Manager will call MPS to have them put the attachments on the poles.

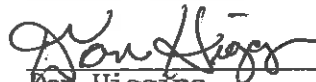
At this time 7:25 P.M. the Board went into Executive Session. Dan Higgins made a motion to come out of Executive Session at 7:50 P.M. Seconded by Christy Dicker. Motion Carries.


Dan Higgins made a motion to have Amy Collins resume her position on the Outdoor Heritage Grant. Seconded by Christy Dicker. Motion Carries.

Adjourn: A motion was made by Dan Higgins to adjourn at 7:55 P.M. Seconded by Christy Dicker. Motion Carries. (Time 2 hrs. 55 min.)

APPROVED:


Gloria Curtis


Dan Higgins


Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA**

December 15, 1999 at 7 P.M.

**Rescheduled to
December 13, 1999 at 1 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of November 30, 1999

Sign Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

- (1) E911
- (2) ACEMA – Dec. 13, 1999 @ 6:30 P.M.
- (3) Rt. #11 – Shoulders
- (4) Scholarship Distribution – Jan 2000
- (5) Maine Woods Co. LLC
- (6) CEO – Alternate or Proposal
- (7) Cold water Rescue Equip/Safety Enhancement Grant
- (8) Forestry - Return on Pump Bid

NEW BUSINESS:

- (1) Door Services, Inc. - Proposal
- (2) CES – Proposed Chip Mill
- ~~(2)~~
- (3) Administrative Account –Balance

SELECT PERSON CONCERN(S)

TOWN OF PORTAGE LAKE
Board of Selectpersons Meeting
December 13, 1999
1:00 P.M.

Chairperson, Gloria Curtis, called the regular meeting of the Board of Selectpersons to order at 1:00 P.M.

Those attending were Selectpersons, Dan Higgins, Christy Dicker and Chairperson, Gloria Curtis. Rita Sinclair, Town Manager, was also present.

There was no **Business From Floor** conducted since there were no others present. Dan Higgins made a motion to enter into Executive Session to discuss a personnel matter. Motion seconded by Christy Dicker. **Executive Session** (from New Business) was entered into at 1:05 P.M. The Board came out of Executive Session at 1:15 P.M.

Dan Higgins made a motion to grant a supplemental check to each employee for dedication and hard work. Amounts to be: Rena Belanger \$100, Vaughn Devoe \$300, Kathy Gagnon \$300, and Rita Sinclair \$500. Motion seconded by Christy Dicker. Motion Carried.

Dan Higgins made a motion to approve the minutes as written. Christy Dicker seconded the motion. Motion Carried.

Treasurers Warrants were reviewed and signed.

OLD BUSINESS:

- (1) E911: The Town Manager reported that Gloria Curtis and Amy Collins had made corrections to the maps and had mailed them to Augusta for approval. The signs will be ordered once approval of the maps is known.
- (2) ACEMA: The Town Manager reminded the Board that a meeting was scheduled for December 13 at 6:30 P.M. with Darrin Wood of Aroostook County Emergency Management Agency to implement a plan for the Town of Portage Lake.
- (3) Rt. #11 – Shoulders: Rita Sinclair, Town Manager, has spoken with Errol Rideout about completion of filling in the shoulders on Rt. #11 between Ashland and Portage Lake. Mr. Rideout stated that the highway crew would continue to work on this as long as weather permitted.

- (4) **Scholarship Distribution:** Rita Sinclair reported that the Scholarship money was distributed in January of 1999, prior to 1998-year end. With the year-end having changed as of Town Meeting in March of 1999, it will be necessary to carry that balance forward. It may be possible to issue a check in the last week of December if the required information is available. The Town Manager will try to get this information from the recipients.
- (5) **Maine Woods Co., LLC:** The Board asked if a check had been received for the Administrative Fees. The Town Manager reported that the deadline was December 17th. Richard Solomon was checking on the Reimbursement Agreement between the Town and Maine Woods, but had not called with that information. The Board agreed that if a check was not received by closing on the 17th, then the attorney should compose a letter to Maine Woods Co. Northern Maine Development may have an updated list of employees at Maine Woods Co.
- (6) **CEO – Alternate or Proposal:** The Town manager provided a proposal to the Board from Robert Ouellet. Mr. Ouellet would provide services for Code Enforcement and Licensed Plumbing Inspector. After reviewing the proposal, Dan Higgins made a motion to continue with alternate, Brian Carney. Motion seconded by Gloria Curtis. Motion Carried. Gloria Curtis informed the Board that she had mentioned the sign issue to Grace Nason of the planning Board.
- (7) **Cold Water Rescue Equip/Safety Enhancement Grant:** Town Manager, Rita Sinclair reported that the grant check in the amount of \$2000 has been received. Inquires for training are being made.
- (8) **Forestry – Return on Pump Bid:** The Town Manager informed the Board that Forestry had called to ask that a new check be issued for the pumps the Town had bid on. They will not charge for the pump that is seized. As soon as the new check is received, the previously issued check will be returned to the Town of Portage Lake.

Additional

- (9) **Christmas Decorations – Compliments from the Board to the Beautification Committee.**

NEW BUSINESS:

- (1) **Door services, Inc. – Proposal:** Rita Sinclair provided the Board with copies of a proposal for manual openers for the overhead doors on the Public Works garage and the Fire Department. The Board directed the Town Manager to gather proposals from other companies. Christy Dicker said there was a company in Van Buren, K&G Garage Doors that might quote figures.
- (2) **CES – Proposed Chip Mill:** Town Manager, Rita Sinclair, reported that she

had been contacted by Larry Girvan of CES with request for a letter of support to the contractor, E.J. Carrier of Jackman, Maine.

- (3) End of Year – Fiscal and Calendar: Dan Higgins asked the Town Manager if she had contacted the Carons about paying half of the attorney fees for the purchase of part of the property next to the Municipal Building. The Town Manager said she had not sent a letter as she was trying to ascertain the conditions of the sale. She told the Board that some accounts were overdrawn due to unexpected and unusual expenses. Mowing was billed to General Government as the Town was unable to employ a person through ACAP. Also the cost of advertising for a Town Manager was far more than anticipated.

- (4) Executive Session: Previously discussed.

SELECTPERSONS CONCERNS:

Dan Higgins: (1) Request to send Christmas card to Ray Beaulier and Ashlands Board of Selectpersons for appreciation for the past year.

(2) Ashland – Figures for joining their association.

(3) Pipes in conference room – Call DOC.

(4) Budget - Hot top estimates on Hayward and Forestry. Is the Piggyback program still available? Quote is needed for a double coat of chip seal on Hathaway Road.

Gloria Curtis: Salt/Sand Pile – Rita Sinclair will continue to contact Nick Archer for input. The Board suggests using the remaining sand to fill in driveway entrances to level them off.

Christy Dicker: Questioned if the old truck is going out to bid and which papers will it be advertised in. Also will the new truck be painted before using? Gloria Curtis said it would not be painted at this time.

(2) Monies for purchase of new truck – There are complaints of using money for purchase without Town approval.

(3) Property Tax on power poles – is Maine Public Utilities taxed for the poles? The Town Manager will check on this.

(4) What is to be done with the Gateway Grant? Has to be done by January 14, 2000. Polyanna Hughes was one of the persons that new of the plans for the scenic turnout at the top of the hill coming in to Portage from the South. Rita Sinclair will call Ms. Hughes for further information.

Rita Sinclair mentioned the sign as you enter Portage Lake.

Gloria Curtis mentioned the Honor Roll area needs upgrading.

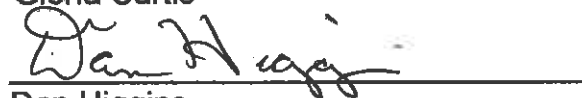
Dan Higgins would like a card sent to Wayne and his crew in appreciation of their help putting the wreaths up. Christy Dicker said that had been done. Also would like to see a Senior Park in town by the Memorial Park.

ADJOURN: Dan Higgins made a motion to adjourn at 2:30 P.M. Seconded by Christy Dicker. Motion Carried. (1hr. 30 min.)

Approved:



Gloria Curtis



Dan Higgins



Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
DECEMBER 29, 1999
1:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of December 13, 1999

Sign Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

- (1) Financial Accounts
- (2) Scholarship Distribution – Jan 2000
- (3) Maine Woods Co. LLC
- (4) NASWA vs. AVSWD
- (5) Abatement
- (6) Personal Property Tax – Maine Public Utilities

NEW BUSINESS:

- (1) Appointment of Election Clerks
- (2) Parks & Recreation – Beautification Committee
- (3) Holiday/Year End Closing
- (4) Gateway Grant – January 14 , 2000
- (5) Seaplane Base

SELECTPERSONS CONCERN(S)

TOWN OF PORTAGE LAKE
Board of Selectpersons Meeting
December 29, 1999
1:00 P.M.

Chairperson, Gloria Curtis at 1:00 P.M, called the meeting of the Board of Selectpersons to order.

Present: Gloria Curtis, Chairperson; Dan Higgins and Christy Dicker, Selectpersons; Town Manager, Rita Sinclair; ~~Gloria~~ and Paul Nason; Amy Collins and Diane Ingalls, members of the Tourism Committee.

Dan Higgins made a motion to accept the minutes as read. Motion seconded by Christy Dicker. Motion Carried.

Warrants reviewed and signed by Selectpersons.

BUSINESS FROM FLOOR:

Amy Collins reported that Kathy Hoppe has a VISTA volunteer for the Outdoor Heritage Grant.

Grace Nason stated that the Kiosk with the signs is not permissible within Shore land Zoning. Amy Collins referred to a FAX from DEP with information to clarify the language on signs.

Amy Collins suggested donating the sign to the Town of Portage Lake so there would be no conflict with sign not being on "owned" property.

Grace Nason then stated the signs were "not on the premises". She remarked that she had spoke with Elerby Cole of MMA Legal...for clarification of issues.

Amy Collins said, "If the kiosk is in violation, then every sign in town is in violation."

Grace Nason stated the Town is still in violation of the Ordinance.

Dan Higgins suggested changing, or amending, the Ordinance. Discussion followed and it was recommended to add "except for informational signs" to #1 of the Shore land Zoning Ordinance.

Other Business from Floor included Paul Nason asking about the change in the time of the Selectpersons Meeting. Dan Higgins replied that circumstances warranted the change in time. Mr. Nason asked if it had been posted, to which the Town Manager replied that it was posted 24 hours prior to meeting time. Mr. Nason requested that it be posted a couple of days in advance. Dan Higgins said the change in time would be addressed later in the meeting.

OLD BUSINESS:

(1) Financial: Rita Sinclair, Town Manager, reported that monies appropriated at Town Meeting had been deposited in their prospective accounts. A Cash Management Agreement had been entered into with Peoples Heritage Bank. By doing so, the Town has the advantage of putting monies into CD's and, if the need arises, being able to withdraw some, or all of these monies without penalty.

(2) Scholarship Distribution: Town Manager, Rita Sinclair reported that both recipients had been in with proof of grades and enrollment for the next semester. Checks will be mailed to the individual campuses for distribution to the students account.

(3) Maine Woods Co., LLC: The Town Manager reported that a check for the Administrative Fees had been received from Maine Woods Co., LLC.

(4) NASWA: Town Manager, Rita Sinclair, shared information about leaving NASWA to join the Aroostook Valley Solid Waste District. It would be very costly to the Town of Portage Lake to leave one district to join another. Dan Higgins stated he would bring this up again after 2001. The board is not in favor of breaking a contract.

(5) Abatement: After deciding to abate for only one year, the Board signed the abatement. The property owner can appeal if so desired.

(6) Maine Public Service - The Town Manager noticed that the Personal Property and the Real Estate Tax Bill was combined. This will be split in the future.

Other Old Business: Dan Higgins asked if the Town Manager had any more information on the overhead doors for the Public Works Garage and the Fire Department. Please put this on the Agenda when it comes in. Gloria Curtis asked about Cold Water Rescue Training. This is being checked on through ACEMA. Also, have the Carons responded to the statement sent to them by the Town? No response as yet.

NEW BUSINESS:

(1) Appointment of Election Clerks: The Board appointed Election Clerks (list enclosed) for the year 2000.

(2) Parks and Recreation/ Beautification Committee: The Town Manager asked if the Board had to accept an organization if it was not part of Parks and Recreation in order for funds to be channeled through the Town account. The Board explained to those present the difference between Parks and Recreation and the Beautification Committee. Christy Dicker gave the Town Manager a list of the current members. They are: Diana Michaud, Diana Ingalls, Ginny Overlock, Janice Conley, Anita Theriault, Christy Dicker plus any volunteers.

Dan Higgins mentioned the Memorial Park trees need to be pruned. The maples have to many chutes. Grace Nason agreed. Amy Collins suggested Grace do the pruning. Dan Higgins asked Grace Nason to oversee the pruning and that the Town Manager ask Vaughn Devoe to do the pruning.

(3) Holiday Closing: Town Manager notified the Board that the office would be closed on Monday to observe the New Year Holiday that falls on Saturday. Tuesday the office will be closed for year-end preparation.

(4) Gateway Grant: Dan Higgins suggested focusing on signs. Gloria Curtis asked if the grant could be used for banners. Paul Nason questioned adding to the signs. Christy Dicker. Christy said not on the signs entering towns. Christy Dicker and Gloria Curtis will prepare the application for the Gateway Grant. If accepted the grant monies will be used to upgrade the entrance signs to Portage Lake and the park on RT. 11. Written permission from the landowners is needed.

(5) Seaplane Base: The Town Manager informed the Board that the Certification for the Seaplane Base had been applied for.

SELECTPERSONS CONCERNS:

Dan Higgins made a motion to change the time of the Board Meetings from 7:00 P.M. to 1:00 P.M. on Wednesday for the remainder of the winter. Christy Dicker seconded the motion. Motion Carried.

ADJOURN: Dan Higgins made a motion to adjourn. Christy Dicker seconded. Meeting adjourned at 2:05 P. (Time 1 hr, 05 min.)

Approved:

Gloria Curtis

Dan Higgins
Dan Higgins

Christy A. Dicker
Christy Dicker

Election Clerks – 2000

**Approved by the Board of Selectpersons
December 29, 1999**

Lou Sandy Boutot

Rowena Boutot

Marilyn Brown

Glena Condon

Beatrice Cormier

Lucille Cyr

Donna Martin

Vivian Mavis

Grace Nason

Shirley Nason

Wilza Robertson

Anita Theriault

Diane Ingalls