

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
JANUARY 12, 2000
1:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of December 29, 1999

Sign Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

- (1) Signs
- (2) Report of Taxes – Steve Lemay
- (3) Winter Sand
- (4) Piggy-back Program

NEW BUSINESS:

- (1) Appoint Fire Chief
- (2) Gateway Grant Application
- (3) Snowmobile Club Request – Parking Area
- (4) Office Closed – Martin Luther King Day
- (5) Rental/Use of Back Office – Pre School
- (6) Executive Session – Personnel

SELECTPERSONS CONCERN(S)

TOWN OF PORTAGE LAKE
Board of Selectpersons Meeting
January 12, 2000
1:00 P.M.

Chairperson, Gloria Curtis, called the regular meeting of the Board of Selectpersons to order at 1:05 P.M.

Those attending were Selectpersons, Christy Dicker and Chairperson, Gloria Curtis, as well as Rita Sinclair, Town Manager, Grace and Paul Nason, Amy Collins and Diane Ingalls. Dan Higgins arrived at 1:30.

Christy Dicker made a motion to approve the minutes as written. Gloria Curtis seconded the motion. Motion Carried.

BUSINESS FROM FLOOR:

Paul Nason asked for a copy of the Minutes from the last Board Meeting.

OLD BUSINESS:

- (1) Signs: The Town Manager, Rita Sinclair stated that the information on the Kiosk had been faxed to Valerie Whittier for a decision by DEP.
- (2) Report of Taxes – Steve Lemay: The Town Manager reported that Steve Lemay had completed his report for the State of Maine Bureau of Taxation. A recommendation was made to verify three accounts for Veteran Exemption and one for Homestead Exemption.
- (3) Winter Sand: Public Works Department reports there is less than half of the sand/salt left for the remainder of the winter months.
- (4) Piggyback Program: The Town Manager has contacted Jon Bither of MDOT and discussed this program with him. He added Portage Lake to the list of area towns interested in the program. He also stated that there were no major paving programs in this area, but there would be in Presque Isle. Possibly the contractor might be willing to handle whatever needs to be done on Portage Lake.

NEW BUSINESS:

- (1) Appoint Fire Chief: Ballots were presented to Gloria Curtis, Chairperson, to open and count. Votes were cast for Brad Boutot and David Bolstridge with David Bolstridge having the most votes.

(2) Gateway Grant Application: Town Manager wanted to let the Board know that the application had been received in Augusta.

(3) Snowmobile Club Request – Parking Area: A request for parking of vehicles and snowmobile trailers in the area beyond the sand/salt shed was made by Portage Lakers Snowmobile Club. The Board would like to extend the courtesy of parking to those who use the trails in this area. The beach area was also recommended for parking. The Board wished to have MMA's input for liability before a decision is made. The Town Manager will see to this.

(4) Office Closed – Martin Luther King Day: This will be posted.

(5) Rental/Use of Back Office – Pre School: Sue Beaulier has asked for information on the availability of the back office and cost, if any, involved. The Board wishes to handle this in the same manner as the request for parking.

(6) Executive Session – Personnel: The Board of Selectpersons entered into Executive Session at 1:55 P.M. The Board came out of Executive Session at 2:00 P.M. Dan Higgins made a motion and Christy Dicker seconded to omit the word "Holiday" from the wording under Overtime Work in the Personnel Policy for the Town of Portage Lake. Motion carried.

Return to (1) The Board appointed David Bolstridge as Fire Chief and Fire Warden for the Town of Portage Lake. The Town Manager will notify Maine Forest Service of the new appointment.


SELECTPERSONS CONCERN(S):


None stated.

ADJOURN: Meeting adjourned at 2:05 P.M. (1hr.)

Approved:


Gloria Curtis


Dan Higgins


Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
JANUARY 26, 2000
1:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of January 12, 2000

Sign Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

- (1) Signs - Kiosk
- (2) Snowmobile Club Request - Parking
- (3) Rental/Use of Back Office – Pre School
- (4) Financial Services

NEW BUSINESS:

- (1) Counter Computer & Receipt Printer
- (2) Request for Planning Board Minutes
- (3) Forest Management Plan
- (4) Mutual Aid Agreement /Ashland Fire Dept.
- (5) Hayward Street – Soucy Light

SELECTPERSONS CONCERN(S)

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
January 26, 2000**

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

Present: Gloria Curtis, Chairperson; Dan Higgins and Christy Dicker, Selectpersons; Town Manager, Rita Sinclair; Grace Nason, resident; and Laura Audibert of Irving Forest Management.

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

Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: Delayed.

NEW BUSINESS:

(3) Forest Management Plan: Laura Audibert expressed concern on behalf of Irving Forester on #6 of the Agreement, referring to stumpage revenue would creating an escrow account. Money could only be spent on Silva culture. Dan Higgins stated that was the intent. Once Silva culture and herbicide was completed, Portage would end the escrow account. When Plan is arrived at to do "50 acres of herbicide and the cost" the Town will come up with their share, Irving theirs, and Prentiss and Carlisle theirs. If done in five years then the escrow account ends. As long as it is in writing that Irving put in their 35% it doesn't matter to the Town what Irving uses for an account. Laura Audibert said Irving would agree to #6 on joint owned lands.

Part of #13 (bluebird and duck boxes) was left out as Irving felt it was unnecessary. Dan Higgins asked about the 5-acre area discussed in the first meeting with Irving. Dan gave directions to the area he was referring to, a beautiful spruce growth with ground moss. Laura said it was a deeryard. Dan asked if that would be part of a co-operative deeryard. Laura replied it would have to be designated as a "unique site". Dan went on to say it is of no benefit to him, but in the future would be a benefit to the history of Portage Lake. Laura asked how other "unique sites " should be handled. Christy Dicker and Gloria Curtis know of one other site that might be requested to be "unique". Rita Sinclair asked where this would be. Oak Point was the response. Laura Audibert needs to know whose decision this should be and how it should be handled. The Board agreed it should be a mutual decision. Laura stated that the request would be presented to the Board and joint agreement be made. Dan Higgins said the wording of #13 should include "bluebird and duck boxes".

Gloria Curtis asked what Irving Policy was for firewood. Laura Audibert stated people could pick up butt ends at the mill or in the woods but not where active cutting is going on. The Board agreed to this, as the Town doesn't want the liability. ~~Dan Higgins said~~

Dan Higgins requested that a #14 be added for the 5-acre site reserve. Discussion on making this part of the agreement or on a list of Unique Sites followed. Laura Audibert added that #14 would state "consult with Town on adoption of Unique Sites and maintain a list of, and management for these sites". Laura Audibert said she could see a potential for a recreational area over there, as Portage Lake is a unique area. School Lot – The stumpage agreement needs to be typed up. Dan Higgins stated once it is done bring it in and Rita will call the Board for signatures. Laura said Woody Logging was being considered for contract. Comments are being made about contracting someone from Town. Dan Higgins said we are entering a new contract in a new year so that no longer holds. Gloria Curtis said that should not be a problem as the work was not up to standard. Laura said she believes the Town's interest should be first. She would not recommend doing something the Town would be against. On the subject of Prentiss and Carlisle, Laura said after talking with Jim there isn't a personal problem with the Agreement but he needs an answer from Bangor. Politically, socially and economically, it is the thing to do. The Town may have to apply some pressure. Dan Higgins told Laura to get back to Rita if P & C disagrees. A letter will be written on the Town's behalf to let them know where they stand.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

(1) Signs: Town Manager, Rita Sinclair, informed the Board that she had received a telephone call from Val Whittier, stating that the Amendment to the Ordinance passed and the Kiosk was allowed as an informational sign. A letter to that effect will follow. Also consideration to clarity should be given to the ordinance and changes made possible for the next Town Meeting.

(2) Parking: The Town Manager told the Board that MMA legal and Risk Pool Management had no problems with the parking of snowmobile trailers and the vehicles that haul them behind the Municipal Building. Dan Higgins is willing to try it as long as it doesn't interfere with plowing.

(3) Rental/Use of Back Office – Pre School: The Town Manager informed the Board of her conversation with MMA regarding rental of space in the Municipal Building. Legal advice was to charge for a private service in a public place. Insurance advice was that the Sue Beaulier would have to be the provider. Gloria Curtis said if there is a charge, then Sue would have to pay for use of facility.

(4) Financial Services: Dick Ranaghan and Janet Jandreau of Peoples Heritage Bank, had been in the office to discuss the Cash Management Agreement and to let Rita know there were several options available to the Town of Portage Lake. Mr. Ranaghan said they are available to answer any questions and discuss any needs the Town may have. Informational only.

NEW BUSINESS:

(1) Counter Computer: Town Manager, Rita Sinclair, discussed the need of another computer and receipt printer for the counter. The present computer is on the second monitor, and that too is starting to malfunction. As it is now, one computer has the software program the Town is currently using and any information needed requires a wait if the computer is being used for anything other than cash receipting. Dan Higgins asked about the cost. It would be a budget item for Town Meeting.

(2) Request for Planning Board Minutes: Gloria Curtis asked for copies of the most recent Minutes. Dan Higgins asked if amendments could be made for the Planning Board By-Laws. Christy Dicker stated it was a good time to make changes with Town Meeting coming up. Grace Nason referred to page 3 & 4 of the manual. Dan Higgins asked the Board of Appeals was notified. Rita Sinclair stated the only contact she had made was with Bud Clark. Gloria Curtis asked the Town Manager to contact others who were on the Board of Appeals to inquire if they are interested in being Board members. After asking Gerry Cormier, check with Sandra Soucy and Jim Dumond to see if they are interested.

(3) Previously discussed.

(4) Mutual Aid Agreement/Ashland Fire Dept.: A new Agreement for mutual aid has been sent to Portage Lake for review and signatures. Dan Higgins asked Gloria Curtis to read and compare with the old agreement. Copies will be given to the Fire Chief, David Bolstridge.

(5) Hayward Street Light - Soucy Light: Dan Higgins presented the situation to the Board. Mrs. Soucy had approached Dan Higgins asking if the Town would take over the light. Christy Dicker stated it was a good idea. Gloria Curtis mentioned the Town had discussed adding a few more lights. Dan Higgins made a motion to adopt the streetlight. Motion seconded by Christy Dicker. Motion Carried.

SELECTPERSONS CONCERNS:

Dan Higgins asked about the budget meeting with the Board, the Budget Committee, and preparation for Town Meeting. Suggestions for Budget Committee were: Emile Bushey, Anita Theriault, Roberta BèLanger, Mike Bortol, Pat Raymond, Cherry Danker, Ken Hodsdon, and Gerry Cormier.

Dan Higgins also asked about the Piggyback Program. Streets still needing paving are Hayward Street and Forestry Street. There is possibly a mile and a half of paving and a double chip seal on the Hathaway Road.

Dan would like a posting of Selectpersons Meetings in the Post office.

Christy Dicker questioned the old municipal truck going out to bid. Minimum bid is \$500.00. Dan Higgins requested a public Notice for it.

Christy stated that Peter St. Peter would burn the Moro house. Gloria Curtis suggested Peter contact the new Fire Chief to see if it can be done.

Rita Sinclair mentioned Fred Baker had asked about the lumber from the building. Dan Higgins said a time limit should be set if it's going to be taken down. If he were interested, it would have to be cleaned up. Time frame "once started, 1 month to finish". Get a definite commitment.

Gloria Curtis expressed concern about sand. Rita will call MDOT to see what assistance they might be able to give and call companies in Canada.

ADJOURN: Dan Higgins made a motion to adjourn at 3:00 P.M. Motion seconded by Christy Dicker. (Time 2 hrs)

APPROVED:



Gloria Curtis



Dan Higgins



Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
FEBRUARY 9, 2000
1:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of January 26, 2000

Sign Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

- (1) Moro Property
- (2) DEP Decision on Kiosk
- (3) Winter Sand
- (4) Rental of Office Space

NEW BUSINESS:

- (1) Budget Meeting
- (2) Auditor Contract
- (3) County Budget
- (4) Request For Excise Reimbursement
- (5) Veterans Exemption

SELECTPERSONS CONCERN(S)

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
February 9, 2000**

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

Present: Gloria Curtis, Chairperson; Dan Higgins and Christy Dicker, Selectpersons; Rita Sinclair, Town Manager.

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

Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

(1) **Moro Property:** Rita Sinclair, Town Manager, asked the Board about policy on property to be demolished. Comments are being made (none directly to the Town Manager) as to the disposition of the building and repercussions for burning and pollution of the Caron's well. Dan Higgins asked Gloria Curtis about the Fire Dept. policy and suggested that the Fire Chief should have made the Town Manager aware of their policy. Dan Higgins wanted to know who would decide when the building would be burned. Gloria Curtis said the Fire Chief. Gloria Curtis asked whose name the permit would be in, and who is the responsible party, Peter St. Peter ~~to~~ the Town? Dan Higgins response was "the Towns' since it is Town property." Christy Dicker suggested testing the Carons' well before anything is done. The Board was in agreement to this.

(2) **DEP Decision on Kiosk:** The Town Manager presented a letter from DEP on their decision on the amendment to the Shoreland Zoning Ordinance regarding signs. It was noted that at the upcoming Town Meeting the wording to the sign ordinance should be more defined.

(3) **Winter Sand:** Rita Sinclair reported that sand is available through two companies out of Canada. Price of \$11. 00 per yard for sand/salt mixed and delivered.

(4) **Rental of Office Space:** Plans have changed. The Town will be contacted if this is to be pursued.

NEW BUSINESS:

(1) Budget Meeting: Scheduled a preliminary budget meeting with the Board for Wednesday, the 16th at 1 P.M.

(2) Auditor Contract: Rita Sinclair reported that this is the last year for the auditor. Does the Board wish to go out to bid or renew the contract with Peter Davis? The Board was in agreement to renew if the Town Manager was comfortable with the Auditor.

(3) County Budget: Rita Sinclair presented the County Budget for the Board to examine. The Budget decreased from \$28,496.00 to \$27,950.00. A difference of \$546.00.

(4) Request for excise Reimbursement: The Board reviewed a request for reimbursement on an overcharge of excise tax on a motor vehicle registration. The Town Manager explained that the wrong base price was used in calculating the tax. The Board agreed to the reimbursement of \$44.20 to be paid in the next warrant.

(5) Veterans Exemption: Gloria Curtis reviewed the application and signed the approval for exemption.

SELECTPERSONS CONCERNS:

Christy Dicker asked if the stove ^{in the Kitchen} in the had been cleaned. The Snowmobile club is having a breakfast on the 26th and it needs to be done before then. Gloria Curtis suggested Amerigas for service. The Town Manager will call to schedule the service work. Also a container for recycling glass is needed at the Town Square. Rita Sinclair said she would call Tri Community to see if they could provide another igloo or something similar.

Dan Higgins suggested the Fire Department let the Town Manager or someone in the office know when they are going to remove anything from the building. Also call David Bolstridge to make arrangements with Peter St. Peter to dispose of the building. Peter will, in turn, contact Dan.

Dan requested a copy of Roberts Rule of Order for future use as moderator at meetings.


Gloria Curtis - None.

Rita Sinclair reported that the Coffins Store is now requiring an application for credit. She signed as the contact person for the Town and wondered if the


Fire Department should turn one in as well. The Board thought one application for the Town was sufficient.

ADJOURN: Christy Dicker made a motion to adjourn at 3:40 P.M. Motion seconded by Gloria Curtis. Motion Carried. (Time 1.25 for D.H.) (Time 2.45 for G.C. and C.D)

APPROVED:


Gloria Curtis


Dan Higgins


Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
FEBRUARY 23, 2000
1:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of February 9, 2000

Sign Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

- (1) Water Test – Moro Property
- (2) Truck Bid
- (3) Budget Meeting
- (4) Auditor's Report

NEW BUSINESS:

- (1) RC&D Award (2/24/00)
- (2) EMT Liability - Sponsorship

SELECTPERSONS CONCERN(S)

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
February 23, 2000**

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

Present: Gloria Curtis, Chairperson; Dan Higgins and Christy Dicker, Selectpersons; Town Manager, Rita Sinclair; Paul Nason, resident.

Dan Higgins made a motion to accept the minutes as read, with minor changes, seconded by Christy Dicker. Motion Carries.

Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR:

Paul Nason asked when the Budget committee was going to meet. Town Manager, Rita Sinclair, said a date has not been set. Mr. Nason asked what could be done about ditching through the field above Lucille Cyr's property. Dan Higgins stated the Town manager would call DOT to see what can be done. Paul Nason said there were two ditches, one by Lucille Cyr's and the other by Lloyd Jandreau's. The water travels into Nason's pond then across the field and down in back of the Town Office. From there it runs onto Garrity's property. Does DOT have a right of way through there? Dan Higgins said we'll find out what needs to be done.

OLD BUSINESS:

(1) Water Test – The Town Manager informed the Board the water test had been taken at the Caron residence. The test results should be in soon.

(2) Truck Bid – Four bids for the 1955 Ford truck have been received. Town Manager, Rita Sinclair, asked Gloria Curtis to be present at 4:30 P.M. to open the bids. Bid will go to the highest bidder.

(3) Budget Meeting – Rita Sinclair asked the Board when they could met again to go over the budget before it goes to the Budget Committee. All Board members were able to stay after the Board Meeting to review figures for the 2000 Budget.

(4) Auditor's Report – Peter Davis has completed the necessary work for the Town of Portage Lake and will be sending his reports this week.

(5) Glass Recycling – Christy Dicker asked what the Town Manager had found out about recycling glass. Rita Sinclair reported that Tri Community does not recycle glass. Most people would take it to the bottle redemption center, but Tri Community was not sure the redemption centers were doing that. Dan Higgins requested another container from Jim Nadeau at the Eagle Lake Facility.

NEW BUSINESS:

(1) St. John Aroostook RC & D Award – The Town Manager asked if anyone were interested in going to the Awards Luncheon. The Town will be receiving an award for the support it has given RC&D. Gloria Curtis said she was going with Amy Collins since Amy was receiving an award for the work she has done on beach projects. Rita then asked Gloria if she would mind accepting the award on the Town's behalf. Gloria said she would.

(2) EMT & Liability - The Town Manager reported that Perry Charette had asked if the Town would be willing to sponsor him as an EMT for the Town. He is currently sponsored through Fort Kent Ambulance Dept. Gloria Curtis added that Perry had brought this up at the Fireman's meeting. Shelly Bolstridge is also an EMT in Portage Lake. She is sponsored through the Ashland Ambulance Dept. Perry had told Gloria there was a conflict with some members of the Ashland Ambulance Dept. The Town Manager will call the Ashland Ambulance Director for clarification. The Board of Selectpersons does not want to pursue if there is a problem.

SELECTPERSONS CONCERNS:

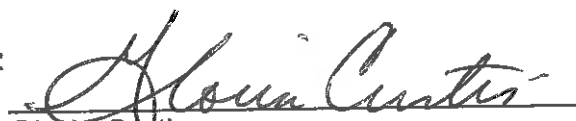
Gloria Curtis remarked on the positive comments on the new street light at the intersection of West and Fish Lake Road.


Dan Higgins asked about the street signs and the speed limit signs.


Christy Dicker had no concerns.

ADJOURN: Dan Higgins made a motion to adjourn at 1:35 P.M. Motion seconded by Christy Dicker. (.1/2 Hours)

APPROVED:


Gloria Curtis


Dan Higgins


Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
MARCH 3, 2000
1:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of February 23, 2000

Sign Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

- (1) Budget Committee Meeting
- (2) Auditor's Letter
- (3) Lincoln School Bell (Liberty)
- (4) Truck Bid

NEW BUSINESS:

- (1) Stumpage for School Lot
- (2) Radio For EMT
- (3) Town Manager Review
- (4) Transfer Station Attendant
- (5) Room Rental

SELECTPERSONS CONCERN(S)

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
March 3, 2000**

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

Present: Gloria Curtis, Chairperson; Daniel Higgins, Christy Dicker, Selectpersons; Rita Sinclair, Town Manager; and Grace Nason, resident.

Daniel Higgins made a motion to accept the Minutes of the February 23 Meeting as read. Christy Dicker seconded the motion. Motion Carries.

Warrants were reviewed and signed.

BUSINESS FROM FLOOR:

Grace Nason requested information on mileage reimbursement for Planning Board members. The Town Manager stated that a signed statement including date, event attended, and the mileage should be turned in to the office. A check will be issued when payables are done.

OLD BUSINESS:

(1) Budget Committee Meeting - Rita Sinclair, Town Manager, requested the joint meeting of the Budget Committee and the Board of selectpersons be held on March 8 at 7:00 P.M. Time is running out and all materials for the Town Report need to be submitted to the printer. Dan Higgins suggested the Town Manager call Judy Moro to include her in the committee. The Town Manager said there were already 7 people on the committee that had accepted, but she would call Judy Moro to let her know the meeting was going to be held the following week.

(2) Auditor's Letter - The Board read the letter received from the Auditor, Peter Davis. Dan Higgins made a motion to follow the auditors' recommendations for changing to computerized accounting. Seconded by Christy Dicker. Motion Carries.

(3) Lincoln School Bell - Dan Higgins reported that the land the school was on was donated by Hadley Bragdon with the intention of the land going back to the owner. When the school burned and was cleaned up, no one took interest in the bell. Mr. Clark (Bud) took the bell and still has it in his possession. In speaking with Mr. Clark, Dan stated that he (Bud) felt he had donated time and labor to the Town in the past without a thank you. He feels he should keep the bell. Dan Higgins told Bud that a Senior Memorial Park was going to be built and asked if he would consider donating the bell to the Town when he dies. Bud Clark said he would donate it when the Senior Park is built. Dan Higgins requested a letter of appreciation be sent to Mr. Clark for his

donations and services to the Town of Portage Lake. Also include an apology for the oversight.

(4) Truck Bid – The Town Manager informed the Board the Chester Condon, high bidder on the Town Truck, was in with payment. He requested to leave the truck where it is until the snow melts down enough to move it. The Town Manager agreed to this as it allows more time to find storage space for the items on the truck.

NEW BUSINESS:

(1) Stumpage for School Lot – Rita Sinclair informed the Board that a check had been received, but the usual breakdown did not accompany it. Dan Higgins suggested calling Laura Audibert to find out why.

(2) Radio For EMT – The Town Manager reported that Shelly Bolstridge had called to request a radio for use as Portage Lakes First Responder. At present she receives a call but does not have the option to talk with whoever is responding with the ambulance. Vital information could be used to assist patient care if a radio were available. This would benefit Portage Lakes Fire Department as well. Dave Bolstridge had mentioned how important it would be to have that two-way communication when an assist is needed. The Board of Selectpersons unanimously agreed it should be added to the fire Department budget.

(3) Town Manager Review – Informational only. The Town Manager has completed her first six months and is due for a review. Christy Dicker requested the forms that were used from the previous manager. It would be a good time to do all employees. Rita Sinclair said she would find the forms for evaluations.

(4) Transfer Station Attendant – Adrian Belanger has informed the staff at the Town Office that he would not be available to work at the Transfer Station this summer. The Board of Selectpersons suggested contacting Norm Pelletier, Walter Lafleur, or Heb Umphrey for interest in the position.

(5) Rental of Room – A request to rent one of the rooms (bank, reading, or conference) for a bridal shower was made by Ginny Overlock. Gloria Curtis said they wouldn't be using the kitchen. Dan Higgins suggested \$25.00 for a cleaning deposit. Gloria mentioned that none of the clubs pay for use of the hall. Christy Dicker said it really wasn't fair for residents to have to pay. She agreed to the \$25.00 cleaning deposit. If the room is clean, the deposit is returned. Dan Higgins asked if the policy for the building rental was changing. Gloria Curtis said it wasn't a change, just an addition. Dan Higgins made a motion to add a cleaning deposit fee to the rooms. Christy Dicker was confused, as was the Town Manager, as to the intent. Dan explained that any organization using the building would pay a cleaning deposit of \$25.00. A private party will pay a \$25.00 rental fee and a \$25.00 cleaning deposit fee, to be returned after event if the room is left clean. Christy Dicker seconded the motion. Motion Carries.

SELECTPERSONS CONCERNS:

Dan Higgins: Donated labor and machinery needs to be recognized in the future. Gloria stated her organization does a thank you publicly. Christy Dicker mentioned sending thank you cards to Maine Public Service for the help with the Christmas wreaths. Christy also offered to send thank you cards out in the future if the Town Manager notifies her of the need.

Dan also wants the plaques updated for Selectpersons and Town Clerk. Send a letter to Amy Collins for her efforts.

Christy Dicker: None


Gloria Curtis: None

Dan Higgins made a motion to adjourn at 2 P.M. Seconded by Christy Dicker. Motion Carries (TIME 1hr.)

Executive Session – Decision made to table this session until a later date.

APPROVED:


Gloria Curtis


Daniel Higgins


Christy Dicker

Meeting for Budget Purposes in preparation of joint meeting with the Budget Committee.

Items discussed were Road Improvements, Public Works, Raises for staff, and Fire Department Fit Test.

More information needed for Fitness Test for Fire Dept. Raises to stay at rates discussed in previous meeting for office staff. Dan Higgins gave a figure of \$4,000 for sealing on paved roads.

Meeting adjourned at 3:00 PM (TIME 1 hr.)

TOWN OF PORTAGE LAKE
BOARD OF SELECTPERSONS
REGULAR MEETING
AGENDA
MARCH 22, 2000
1:00 PM

Call Meeting to Order

Roll Call

Approve Minutes of 03/03/00

Approve Treasurer Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Fire Department Appropriation
2. Buffer Seminar - Outdoor Heritage Grant/319 Grant
3. Gateway Grant
4. Planning Board By-Laws/Term Expiration
5. Town Manager Evaluation Form

NEW BUSINESS:

1. Furnace Repairs/Proposal
2. Town Report/Town Meeting
3. Alternate CEO Resignation
4. Dog Warrant

SELECTPERSON CONCERN(S):

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
MARCH 22, 2000**

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

Present: Gloria Curtis, Chairperson; Dan Higgins and Christy Dicker, Selectpersons; and Rita Sinclair, Town Manager.

A motion was made by Dan Higgins and seconded by Christy Dicker to accept the minutes of the minutes of the March 3 meeting. Motion Carries.

Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

(1) Fire Department Appropriation – Dave Bolstridge, Fire Chief, reported that the Fitness Testing was a federal mandate. OSHA standards require the testing as well. This involves respiratory testing with the masks. Those masks that fit improperly will have to be replaced at a cost of \$150.00 each. It would cost \$450 to replace the old system. It would be better to upgrade and replace the masks. Physical testing is also mandated. At this point Dave stated he wasn't sure how many men would be tested, but wanted to be sure all areas were covered.

(2) Outdoor Heritage Grant/319 Grant - Amy Collins was unable to attend the meeting and had requested Rita Sinclair and Gloria Curtis to report the progress of the grants to the Board. A meeting is scheduled for Thursday, March 30, at 7:00 P.M. to view the buffer plans and answer questions. The 319 Grant that Amy is applying for is also a grant for buffers but for 3 residences as well. The selected person(s) will have a 40% match either in services or purchases.

(3) Gateway Grant – Christy Dicker's application for a Gateway Grant has been approved. This will give the Town of Portage Lake an opportunity to improve the entrance signs, and the Town Square.

(4) Planning Board By-Laws/Term Expiration – Rita Sinclair reported that a letter had been sent to Grace Nason, Planning Board Chairperson, as requested. The Planning Board had rewritten the sign ordinance but not in time to get it to the printer. This will have to be pursued through a Special Town Meeting.

(5) Town Manager evaluation Form – Rita Sinclair gave the Selectpersons forms to evaluate the Town Manager.

NEW BUSINESS:

(1) Furnace Repair Proposal – Town Manager reported to the Board that a quote of \$450 for repair of 1 valve unit had been received from Daigle Oil Co. A proposal for a complete update on the furnace is being prepared by on of Daigle's technicians.

(2) Town Report/Town Meeting – Town Reports will be picked up tomorrow, the 23rd. Rita Sinclair asked the Board what the normal procedure was for Town Meeting. Towns differ in their procedures and any input of what to expect would be greatly appreciated. A reminder to the Board that after Town Meeting residents will be asked to vote for 1 plan for the buffer on the beach and 1 plan for the buffer on the playground.

(3) Alternate CEO Resignation – Brian Carney has submitted his resignation as alternate CEO due to health reasons. He has informed the Town Manager that Perry Charette is interested in becoming a Code Enforcement Officer but would need sponsorship. The Board agreed a card should be sent to Brian. A letter of thank you is to be sent to Perry Charette stating that at this time it is necessary we hire a Certified CEO. Town Manager, Rita Sinclair will prepare a letter to that effect to send to names chosen from a list provided by the State Planning Office.

(4) Dog Warrant – The Selectpersons signed the warrant for charging those who have not yet licensed their dogs.

SELECTPERSONS CONCERNS:

Dan Higgins asked if information on the stumpage checks been received. Town Manager replied that it has not. Dan requested a call to Laura Audibert for invoices, or scale slips or a copy of such for clarification. Dan thanked the other Board members and the Town Manager for working together well and getting the job done.

Christy Dicker asked if training for coldwater rescue had been set up. Rita Sinclair stated she had contacted Vernon Ouellette but has had no definite dates set up. Christy also asked if there had been any response from the Planning Board Chairperson on the directives set out by the Board. Rita said she had received a call that was positive in nature but with questions on the term expirations. Christy asked if it would be possible for the bus to use Adam Soucy's driveway to turn around on the Stockford Road until the end of the road dries out. Rita said she would check on the possibility of this.

Gloria Curtis – None

Meeting adjourned at 2 P.M. (Time 1 hr.)

APPROVED:

Gloria Curtis
Gloria Curtis

Dan Higgins
Dan Higgins

Christy A. Dicker
Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
APRIL 7, 2000 1:00 P.M.**

Call Meeting to Order

Roll Call

Elect Chairperson

Approve Minutes of March 22, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Irving Woodlands LLC – Scale Slips
2. Transfer Station
3. Homestead Exemptions

NEW BUSINESS:

1. Appointments
2. Floor Buffer Lease
3. Personal Property

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
APRIL 7, 2000**

Meeting called to order at 1:00 P.M.

Present: Dan Higgins, Christy Dicker, Gloria Curtis, Selectpersons; and Rita Sinclair, Town Manager.

Christy Dicker nominated Gloria Curtis for chairperson. Dan Higgins nominated Christy Dicker who declined nomination. Dan Higgins seconded the nomination by Christy Dicker. Gloria Curtis is elected Chairperson.

A motion was made by Christy Dicker to accept the minutes of the March 22 meeting as read. Seconded by Dan Higgins. Motion Carries.

Warrants were reviewed and signed by Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

(1) Irving Woodlands, LLC – Town Manager presented the Board with copies of scale slips provided by Laura Audibert. Christy Dicker will research these.

(2) Transfer station – New hours will be every Saturday from 9 A.M. to 2 P.M. from May through October. Town Manager informed the Board that someone had "dropped off" logs, limbs, etc. at the Transfer Station. It was decided to have the locks changed to prevent this from happening again.

(3) Homestead Exemption – The Town Manager stated that she wasn't aware that a letter of request had to be sent to Maine Revenue Service before the full amount of the Homestead Exemption could be granted to residents who qualified. This has been done and a letter of agreement is anticipated.

NEW BUSINESS:

(1) Appointments – Dan Higgins made a motion to appoint Rita Sinclair as Town Manager, Treasurer, Tax Collector, G.A. Administrator, Road Commissioner with a \$3,000 increase in pay. Seconded by Christy Dicker. Motion Carries.

A motion was made by Dan Higgins to appoint all other officers as printed in the Annual Report for the coming year with a .50 per hour increase for Kathy Gagnon, a .25 per hour increase for Rena Belanger and a 1.00 for Vaughn Devoe. Seconded by Christy Dicker. Motion Carries.

A motion was made by Dan Higgins to appoint the Cemetery Committee as printed in the 1999 Annual Report. Motion seconded by Christy Dicker. Motion Carries.

Planning Board Members are appointed as listed except for those whose terms have expired. Two more members are needed. The Town Manager was directed to contact MMA that Grace Nason is no longer Chair of the Planning Board. Prior to the next Planning Board Meeting Rita Sinclair will ask Ken Hodsdon if he will accept the position of Chair. Terry Overlock will also be appointed to the Board.

(2) Floor Buffer – Rita Sinclair reported to the Board that P & E Distributors has quoted a price on a buffer to maintain the floors. The buffer can be leased for up to three years (or less) and then purchased for a dollar when the decision is made to buy. The Board of Selectpersons agreed to lease the buffer with the intent of purchasing at a later date.

(3) Personal Property – Information has been received from several sources on new values on Personal Property. These are to be entered into the computer at the new values.

SELECTPERSONS CONCERNS:

Christy Dicker – Street lights. Rita Sinclair stated she had called MPS to have the lights that were reported out at Town Meeting repaired. Christy also reminded the Town Manager that another light was to be ordered for Hayward Street. It should be located between the Dsupin and Soucy residences.

Money for the Snowmobile Club from the State of Maine for Town registrations – A dollar amount is needed to satisfy questions raised at Town Meeting.

Ambulance Budget – another question raised at Town Meeting. The Town Manager has this information in her office.

Tennis Court – A quote for repairs is needed for repairs. Also, obtain a quote for paving in the back yard for next year.

Dan Higgins - School Issues. A meeting with Ray Beaulier and the interim Superintendent, David Lyons was not an option. Dan asked the Town Manager to contact Jim Nadeau to see what the next step would be. Get the formula for towns based on their valuation. Then set up a meeting with the school board. If we are not satisfied then contact the state.

Priorities for Public Works – Hayward Street, shoulders; Hathaway Road, chip seal; Stockford Road, repairs and cutting brush; and ditching on West Cottage.

CEO – Alternate. Rita stated she is reviewing this situation.

DOT – ditching at bottom of hill, north of town.

Cedar shrubs – 5 shrubs are to be purchased. Dan will trim the trees to make a hedge by the igloos.

Gloria Curtis – Street lights. In the process of being fixed.


Wood or palates for igloos – check with Maine Woods Co. They may have some 4 x 4's we could use under the igloos.


Rita Sinclair – Flags for veterans buried in the cemetery. Gloria said Betty Bragdon or Junior Rafford are the people who usually take care of this. She will call to get more information.

Motion made and seconded to adjourn at 2:30 P.M. (Time – 1.5 hrs)

APPROVED:


Gloria Curtis


Dan Higgins


Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
APRIL 19, 2000 1:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of April 7, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Letter of Appreciation
2. Ashland Ambulance Report
3. Track Down Kennel Sign

NEW BUSINESS:

1. Appointments Planning Board/Board of Appeals
2. Proposed Mill Rate for 2000
3. Town Land to Lease/Dead River Co.
4. Applications for Transfer Station Attendant
5. Public Works Interview

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
APRIL 19, 2000**

Meeting called to order by Dan Higgins in the absence of Chairperson, Gloria Curtis.

Present: Dan Higgins, Christy Dicker, Selectpersons; Town Manager, Rita Sinclair; and Jennifer , reporter for the Star Herald.

Motion was made by Christy Dicker and seconded by Dan Higgins to accept the minutes of the April 7, 2000 meeting as read.

Warrants were reviewed and signed by the Board of Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

(1) Letter of Appreciation – Town Manager, Rita Sinclair presented a letter of appreciation from Cherry Danker on behalf of her family, to thank the Board for dedicating the Town Report to her mother, Millie Bolstridge.

(2) Ashland Ambulance Report – at the Boards request, the Town Manager has provided a budget report from Ashland Ambulance Service. The Board requested the Town Manager to call Ray Beaulier and raise the issue of not having any input to the increase in wages.

(3) Track Down Kennel Sign – A returned letter (the second), was shown to the Board and since there was no communication with Mr. Guimond, the sign has been removed and is at the Municipal Building.

NEW BUSINESS:

(1) Appointments Planning Board/Board of Appeals – Terry Overlock was appointed to the Planning Board. A motion was made by Christy Dicker, and seconded by Dan Higgins, to appoint Gerald Cormier to the Board of Appeals. Discussion followed on the Board of Appeals membership. The Town Manager informed the Board of Selectpersons that Dianne Ingalls has expressed interest in a position on the Board of Appeals. The Board instructed the Town Manager to contact Don Paradis to inquire if he is still interested in being on the Board of Appeals.

(2) Proposed mil Rate for 2000 – Postponed.

(3) Town Land to Lease to Dead River Co. – The Town Manager informed the board that Peter Curran of the Dead River Co. had called to ask if there were any available

land to lease or purchase for the company kylock. Dan Higgins suggested that the Town Manager check with Daigle Oil and the property maps to see what can be found.

(4) Application for Transfer Station Attendant – Only one application had been completed and turned in for this position. Christy Dicker made a motion to hire Don Raymond, seconded by Dan Higgins. Motion Carries.

(5) Public Works Interview – To be conducted at end of Meeting.

SELECTPERSONS CONCERNS:

Dan Higgins requesting the Town Manager speak with Leo Cormier on complaint of plugged drains or lack of ditching creating a water problem for the Cormiers. there is also a sewer problem. Research for "Right of Way" needs to be completed to find the problem. Others have reported similar problems and are being directed to the newest grant with Brenda Chabre in Charge, Dan Higgins suggested Nick Archer might have some information for us.

Christy Dicker reported that the stumpage prices are fair, not high. Christy asked if the lot had a good stand of trees. Dan Higgins said they were not for logging, more for cleaning up.

Gloria Curtis, arrived late and has no concerns.

A motion was made to go into executive session at 1:30 PM to discuss employment .

The Board came out of executive session at 2 P.M.

A decision was made to hire Michael Boutot as Public ^{Works} Assistant for seven dollars per hour.

APPROVED:


Gloria Curtis, Chairperson

Dan Higgins


Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
PUBLIC HEARING
SELECTPERSONS MEETING
MAY 10, 2000 7 P.M.**

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

Call Meeting to Order

Roll Call

Approve Minutes of April 19, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Approve Liquor License for P.H. C.C.
2. Dead River Land Lease/Sale
3. Planning Board/Selectpersons Meeting
4. Funds For Buffer

NEW BUSINESS:

1. CES/Site Development Permit
2. Campground/Seasonal Rates
3. Abatement
4. Approve Application for Veterans Exemption

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
MAY 10, 2000**

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

Present: Gloria Curtis, Chairperson: Dan Higgins and Christy Dicker, Selectpersons;
Rita Sinclair, Town Manager.

A motion was made by Christy Dicker and seconded by Dan Higgins to accept the minutes of April 19, 2000 as written. Motion Carries.

Warrants were reviewed and signed by the Board of Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

(1) Approve Liquor License for the Portage Hills Country Club – Dan Higgins made a motion to approve the application for a liquor License for Portage Hills Country Club. Seconded by Christy Dicker. Motion Carries.

(2) Dead River Land Lease/Sale – Dan Higgins informed the Board of his discussion with Peter Curran of Dead River Company. A parcel of land is needed to relocate Dead River's kylock. Dan stated that he suggested that Peter Curran contact Prentiss & Carlisle for the boundaries.

(3) Planning Board/Selectpersons Meeting – The Board feels that the 24th is a good time to meet with the Planning Board. Dan Higgins questioned the reason for the meeting. Rita Sinclair stated that there is a need to know when the term expirations are, the number of members and number for a quorum.

(4) Funds for Buffer – Rita Sinclair informed the Board that Amy Collins had asked if it would be possible to use Town Funds, replaceable when Grant monies are received, to finish the Buffer. The next payment isn't expected until June and the last, in September. It may be difficult to complete the project if the funds aren't readily available. The Board decided not to act on this until the project reaches that point in time.

NEW BUSINESS:

(1) CES/Site Development Permit – The Town manager presented the board with the information from CES on the proposed Chip Plant along with a letter from the same stating "intent to file." Dan Higgins said it would have to be reviewed by the Planning

Board because it is a commercial site. Ralph Stolze, Code Enforcement Officer, should look at it first to ascertain what permits will be needed.

(2) Campground/ Seasonal Rates – The Town Manager asked the Board if they wanted to return to Seasonal Rates for the Campground. Christy Dicker stated 2 weeks was the maximum to give more people an opportunity to use the campground. Dan Higgins made a motion to keep the rates the same as last year. Christy Dicker seconded the motion. Motion Carries. Rates for space with electricity is \$8.00 per night, \$40.00 per week. Space without electricity is \$7.00 per night, \$35.00 per week.

(3) Abatement – The Board as Assessors signed an abatement for an account that mistakenly billed to Windows on the Wilderness.

(4) Gloria Curtis approved the latest applications for Veterans Exemptions.

Dan Higgins made a motion to have the Selectpersons meetings at 7:00 P.M. through the summer months. Seconded by Christy Dicker. Motion Carries.

SELECTPERSONS CONCERNS:

Dan Higgins requested that the Town Manager meet with Jim Nadeau to get the information for the process of withdrawing from the school district.

Dan informed the Board he will be working away for the summer and will take care of any Town business on the weekend.

He would also like the roads to be prepared for paving.

Rock Lumber needs to be cleaned up. He requested that the Town Manager write letters to the creditors for Rock Lumber pertaining to this.

In light of the fact that the piggyback program is not available, Dan wishes to continue with a contractor for the road projects.

Christy Dicker asked the Town manager if there were funding available for disabled veterans or senior citizens working for a municipality. The Town manager will look into this. Gloria Curtis said she believes it's called Senior Outreach. The unemployment office may have information on this.

Flag Lighting for the Pole in the Town Square is difficult to find. Availability of light is the problem. The Town manager will check with MPS.

Mowing on roadside is done by state. Request the Town manager to talk with Errol Rideout to line up mowing for the Town.

No complaints to be taken by the Town Manager after hours. Inform person that a formal complaint may be lodged at the Town Office during business hours.

Gloria Curtis – None

Meeting adjourned at 8:10 P.M. (1 hr. 10 min)

APPROVED:

Gloria Curtis

Dan Higgins
Dan Higgins

Christy A. Dicker
Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
JOINT MEETING with PLANNING BOARD 6:30 PM
Regular Meeting 7:00 PM
MAY 24, 2000**

Call Meeting to Order

Roll Call

Approve Minutes of May 10, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Planning Board
2. Daigle Oil Land Purchase
3. Dead River Land Lease/Sale
4. Light for Flag
5. Stockford Road
6. Revaluation on Golf Course

NEW BUSINESS:

1. Estimates for Paving
2. FEMA Funding
3. Floodplain Ordinance
4. Ad for Poster Project/Ashland Athletic Dept.

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
AGENDA
SELECT PERSONS AND PLANNING BOARD 6:30 PM
MAY 24, 2000**

Call Meeting to Order

Roll Call

1. Review By-laws
2. Number of Members
3. Quorum
4. Term of Expiration/Appointments
5. Annual Meeting to Coincide with Town Meeting

**SELECTPERSONS MEETING
JOINT MEETING with PLANNING BOARD
6:30 P.M.
Regular Meeting 7:00 P.M.
MAY 24, 2000**

Present at joint meeting were Ken Hodsdon, Planning Board Chairperson and Don Martin, Vice-chairperson; Gloria Curtis, Chairperson; Christy Dicker, Selectperson; Rita Sinclair, Town Manager.

It was decided to delay approval of the minutes and warrants until after the joint meeting with the Planning Board.

Planning Board by-laws were discussed. Ken Hodsdon spoke of the history he had found on the Planning Board. It was spelled out in 1968 by Statute (State Law). In 1971 Legislature repealed the law. Home Rule Statute gave municipality the power to do things. This repeal called for Planning Boards to adopt an ordinance in 1984, which was done by the Town of Portage Lake. Discussion followed on the ordinance. Art. II, #2 states a 5-member board with no alternates. Art. IV Quorum: a majority vote calls for 3 votes. It is worded "Election of Officers at Annual Meeting" and the Board of Selectpersons would like to have terms expire in March to be able to be able to post vacancies and do appointments along with all other annual appointments. Donald Martin would like to have additions to the qualifications for members stating the legal age is 18; a member must be a resident of the Town, and a U.S. citizen. It was also mentioned that a special Town Meeting must be held for acceptance of changes to the Planning Board Ordinance, the Shoreland Zoning Ordinance (regarding Signs), and the Flood Plain Management Ordinance. There was discussion on by-laws verses ordinance. Donald Martin asked questions on removal /resignation of Planning Board members, the duties of the CEO and the guidelines for duties. Rita Sinclair stated she had a printout that might answer some of his questions.

Dan Higgins arrived and thanked both Ken Hodsdon and Don Martin for their services to the community. He stated that every project should be treated individually. He questioned the procedures for the meetings. Rita Sinclair will call MMA to ascertain if the Board can make the changes, or if they require Town Meeting approval.

Regular Meeting:

Present: Gloria Curtis, Chairperson; Dan Higgins and Christy Dicker, Selectpersons; Rita Sinclair, Town Manager; Amy Collins, Project manager for Outdoor Heritage Grant.

BUSINESS FROM FLOOR:

Amy Collins expressed concerns about schedule of payments of the grant money. At the time of signing, no one noticed the length of time between payments. In the past DEP has paid up front. Under the present circumstances there is a lengthy delay

between payments. If necessary, could the monies be taken out of another account until payments are received? Rita Sinclair agreed that the span of time from the September payment until the April 2001 payment might create a problem. Dan Higgins didn't feel as though it was a decision that needed to be made tonight. He recommended giving the Town Manager time to look into the situation for legalities. Amy Collins said she wanted to be able to assure payments to vendors and be prepared in case the money from DEP had not come in. Dan Higgins asked how much longer the project would need the town backhoe. Amy stated that part of the project had been completed. Dan Higgins thanked Amy for her work.

Dan Higgins motioned and Christy Dicker seconded the motion to accept the minutes of the May 10, 2000 meeting as written. Motion Carries.

Warrants were reviewed and signed by the Board of Selectpersons.

OLD BUSINESS:

(1) Planning Board – Previously covered.

(2) Daigle Oil Land Purchase – Dan Vallaincourt has contacted the Town Manager to state the paperwork is in progress for the purchase of the Town's interest in the parcel of land their fuel tanks are on.

(3) Dead River Land Lease/Sale – Peter Curran has reported back to the Town Manager that Bob Vigue informed him that the Seven Islands property is in a deeryard. Dan Higgins stated Mr. Curran would have to contact Rich Hoppe for that information.

(4) Light For Flag – Rita Sinclair, Town Manager, reported that she had discussed the options for lighting of the flag in the Town Square with Wayne of Maine Public Service Co. He is going to look into placing a light on the pole by the railroad tracks. The other option would be an underground cable running from the entrance box on the Portage sign under the road and having a ground spotlight for the flagpole.

(5) Stockford Road – Dan Higgins wants to stick to the work on the roads and the priority is Hayward Street. The Town Manager reported that the sod from the beach is being used on the Stockford Road to widen the shoulders. This street has been a problem for plowing in the past, as the road is too narrow because of the tree growth to wing the snow back.

(6) Revaluation on Golf Course – Rita Sinclair explained to the Board that when the revaluation was done, Randy Tarr had assessed the land at the golf course and the nine holes. Portage Hills owners brought in a copy of the fifty-year lease on the land with the Town of Portage Lake. A copy of this lease was given to the Board to read. Randy Tarr as well as the Town Manager have read this lease and feel it is very vague. Randy, as assessing agent for the Town recommends Portage Hills should be taxed on the nine holes. Rita Sinclair, as Tax Collector, agrees with that recommendation. Dan

Higgins stated that if it is Randy Tarr's recommendation, he has no problem with it. Rita will contact the Town's attorney to have a legal prospective on the lease and the nine holes.

NEW BUSINESS:

(1) Estimates for Paving – Lane construction has submitted figures for paving Hayward, First, and Third Streets. There is much prep work to be done before these streets are ready for paving. Dan Higgins wants all bids to be in by next Wednesday. Rita Sinclair asked for more time. Christy Dicker suggested next meeting as a time line. Rita Sinclair is to call to clarify the removal of the cold patch before paving is done.

(2) FEMA Funding – Federal Emergency Management Agents inspected the sight in town that are a recurring problem when there is excess rain. The agent recommended applying for Federal 404 Funding to resolve the problems. This will require extensive paperwork to be completed by June 23.

(3) Floodplain Ordinance – Discussed in meeting with Planning Board. There is a copy on file for review. This will have to be accepted through a vote at a Special Town Meeting.

(4) Ad for Poster Project/Ashland Athletic Department – A request for placing an ad to benefit the Ashland Athletic Department has been received. The Board of Selectpersons does not wish to place an ad.

SELECTPERSONS CONCERNS:

Dan Higgins states concern about the workload in the office. Preston Holmes should be brought in if needed. Kathy should focus on her workload. If there is lack of performance, we should look for a replacement.

Christy Dicker – None

Gloria Curtis – None

Meeting adjourned at 8:30 P.M. (2 hrs.)

APPROVED:



Gloria Curtis



Dan Higgins



Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
JUNE 7, 2000 7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of May 24, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Cemetery Committee
2. Dead River Land Purchase
3. Paving Project – Bids
4. Aroostook Asphalt – Hathaway Road
5. School Board/Budget

NEW BUSINESS:

1. Assessors Signatures/Homestead Report
2. Elected Officials Workshop(6/14/00)
3. Request to Close for Half Day(7/13/00)

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
JUNE 7, 2000**

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

Present: Gloria Curtis, chairperson; Dan Higgins and Christie Dicker, Selectpersons; and Rita Sinclair, Town Manager.

Motion to accept minutes of May 24, 2000 was made by Dan Higgins and seconded by Christy Dicker. Motion Carries.

Warrants were reviewed and signed by the Board of Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Cemetery Committee: Rita Sinclair, Town Manager, explained that the previous committee has dwindled. Selectperson, Christy Dicker and Bud Clark are the only members left. Mr. Clark has been diagnosed with lymphoma and will help whenever possible. Rita Sinclair, Town Manager, is willing to serve on the committee. The Board suggested contacting Glenna Condon and Cherry Danker to ask if they would be willing to serve on the Cemetery Committee.
2. Dead River Land Purchase: Rich Hoppe is willing to work with Peter Curran on land that may be in a deeryard. Jim May will go over the proposed sites with the Town Manager so she will be more familiar with the boundaries in that area.
3. Paving Project: After reviewing the bids from Morin Construction, Trombley Industries and Lane construction, Dan Higgins made a motion to accept that of Lane Construction. Christy Dicker seconded the motion. Lane Construction will pave with 1" of hot HTM mix, including shim for \$43.60 per ton. Total project cost will be less than \$28,000 for Hayward, First and Third Streets. Motion Carries.
4. Aroostook Asphalt – Hathaway Road: The Town Manager reported that Mr. Morin suggested that the road be graded and built up for drainage purposes. Once that is done, it should set through the winter so that in the spring any soft spots can be filled before the chip seal is applied. Dan Higgins stated that the road should be graded and rounded, and then wait until spring as suggested.
5. School Board Budget: There is an increase in the school budget but not as much as it would have been. Rita Sinclair reported that in her conversation with David Lyons, he stated that the Town of Portage Lake was overcharged last year but this budget had

been adjusted to remedy that. Instead of an increase of \$10,000 for Portage Lake, it will only be \$6,846. Dan Higgins requested that the Town manager call Mr. Lyons and state that there is a problem with the formula. Portage must have some reciprocal measures; otherwise we will withdraw from the district.

NEW BUSINESS:

1. Assessors Signatures/Homestead Report: Signatures required from the Board for report submitted to the State of Maine.
2. Elected Officials workshop (6/14/00): Rita Sinclair informed the Board that the workshop is to be held in Houlton from 4:30 to 9:00 PM. Gloria Curtis, Christy Dicker and Rita Sinclair will attend.
3. Request to Close for Half Day (7/13/00): Kathy Gagnon has submitted a request to close the office for ½ a day on 7/13/00 for a dentist appointment. Town Manager, Rita Sinclair reported that she would be on vacation that week. If Kathy were to reschedule her appointment, she would have to wait until November. The Board agreed to opening at noon on 7/13/00

SELECTPERSONS CONCERNS:

Christy Dicker expressed concern over the picnic tables, canopies, and the outhouse at the beach. Monies were appropriated at one time for upkeep. Dan Higgins asked where it went and if this could be checked on. Rita Sinclair stated if the money wasn't used for this purpose and was not carried over, then it lapsed to surplus.

- Vaughn is to check on posts on canopies. The Board agreed that mowing has improved since Don Raymond has taken over and that he should be the designated person for the remainder of the summer.

Christy reported that in conversation with Brad St. Peter, she learned that there is a problem with the hydraulics on the sweeper. She suggests we contact DOT to see if they will sweep Hayward and Fox Hill. The Board agrees to retire the sweeper.

Dan Higgins reported the rope broke on the flag in the Town Square. The flag was torn and Boomer suggested Jeanine Vallaincourt repair it. Dan stated he gave the ok for this. Disappointment in the new employee was expressed and it is recommended that he work with Vaughn until the projects are finished. The Stockford Road right of way is being questioned. No fill is to be dumped on the Strickland property until we get a response from Christine Strickland.

Gloria Curtis stated the mowing at the old artesian well has not been completed properly. The trees that surround this area should serve as a border. The Town Manager said she would see that this is taken care of.

Meeting adjourned at 8:15 P.M. (1 hr. 15 min.)

APPROVED:

Gloria Curtis
Gloria Curtis

Dan Higgins
Dan Higgins

Christy A. Dicker
Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
JUNE 21, 2000 7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of June 7, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Paving Projects
2. Sweeper
3. Cemetery Committee
4. Portage Hills Country Club

NEW BUSINESS:

1. Boat Landing/Swimming
2. Ball Field
3. Campground/Bathroom Lights, Tables & Fire Rings
4. Strickland Lot
5. Bell Atlantic Permit

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
JUNE 21, 2000**

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

Present: Gloria Curtis, Chairperson; Dan Higgins and Christy Dicker, Selectpersons; and Rita Sinclair, Town Manager.

A motion was made by Dan Higgins and seconded by Christy dicker to approve the minutes of the June 7 meeting with one correction. The thickness of paving by Lane Construction should read 1".

Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

(1) Paving Projects – Town Manager, Rita Sinclair reported there has been no date set at this time. She will contact Lane to see if a date has been set.

(2) Sweeper – The State DOT has been contacted and will sweep Hayward St. and Fox Hill Rd. on June 22 or 23.

(3) Cemetery Committee – The Town Manager reported that she had contacted Glenna Condon and Cherry Danker to inquire if they would be on the Cemetery Committee. They do not wish to be on the committee.

(4) Portage Hills Country Club – The Town Manager gave copies of the letter received from the Town's attorney in regards to the lease of Town land. More information is needed on the stipulations of the agreement. Dan Higgins stated that he believed we should go with the recommendation of the attorney.

NEW BUSINESS:

(1) Boat Landing/Swimming – A complaint has been lodged at the Town office regarding swimming at the Boat Landing. The Town Manager will order a sign stating "No Swimming Allowed."

(2) Ball Field – Rita Sinclair informed the board that there had been a request to have Barry Soucy's name put on the scoreboard. She also expressed concern with others who may have made donations or worked on the field in the past. Dan Higgins will agree to this if a record is kept of the memorials in the town. The Board agrees that if the field is dedicated to Barry Soucy, it should be done as "Soucy Memorial Field."

Christy Dicker asked if Pam Cusack had purchased the bases yet, and if not to have her talk to Christy before purchases are made. Christy Dicker made a motion to allow the ball field to be named "Soucy Memorial Field." Motion seconded by Dan Higgins. Motion Carries.

(3) Campground/Bathroom Lights, Tables & Fire Rings – Fern Wilson has requested more picnic tables and fire rings for the campground. A light is needed for the bathroom since there is none. Dan Higgins and Christy Dicker will check to see if they may have truck rims that could be used for rings. Lloyd Jandreau or Hogan Tire may have some that they would donate. Rita Sinclair will check on a solar light since there is no power connected to the bathroom.

(4) Strickland Lot – Rita Sinclair, Town Manager, stated she had received a telephone call from Attorney Harding in regards to the Strickland Lot. Information on the road right of way is being requested as Ms. Strickland believes the Town has infringed on her property over the years and has contacted an attorney in regards to property lines. Dan Higgins stated if the Town Manager can not find the required information to suggest to Attorney Harding that he should investigate through the Houlton Registry of Deeds.

As an aside, the Town Manager has had a report of no water at the artesian well. A discussion followed on the possible reasons for this and the remedy if it continues. Dan Higgins said if the water is not restored, we'll have to contact a well driller because there are too many people who rely on that for drinking water.

SELECT PERSONS CONCERNS:

Dan Higgins asked about the school issue. The Town Manager stated she had not been able to set up a meeting with the superintendent. Higgins requested the manager keep pressing. A visit to the office may help. Other concerns of Dan Higgins were the Fish Lake Road. He requested contact Seven Islands or Irving to get them to do something with the road. Have Vaughn water and calcium up to the Mill Road. Keep track of time, truck, and calcium. Send a letter to Irving, Maine Woods, and Seven Islands regarding cost sharing if they aren't going to take care of the road. Gloria Curtis will call Bob Vigue or Ken White to see what can be done. Dan also wanted to know when the shoulders on East Cottage were going to get done? Rita Sinclair will look at the schedule to get a start date.

Gloria Curtis would like to see the ditches mowed. Contact DOT to see who is doing theirs and the rate. It would be good to get it done when the DOT has Rt. 11 done.

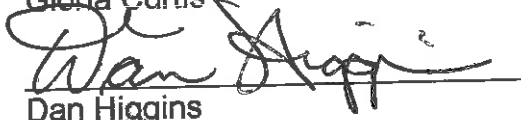
Christy Dicker asked about the right of way at the sea plane base. Dan Higgins explained the right of way is on the *left* of the camp. Also, is it possible for Public works to put the flage out before a Holiday and take them down the first working day after. Rita said she would see that this gets done.

Meeting adjourned at 8:15 PM (1 hr. 15 min.)

APPROVED:



Gloria Curtis



Dan Higgins



Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
July 5, 2000 7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of June 21, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Daigle Oil Proposal
2. Roadside Mowing
3. Paving Project

NEW BUSINESS:

1. Fraser Tree Donation
2. Missing Flag
3. Rec. Director

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
JULY 5, 2000**

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

Present: Gloria Curtis, Chairperson; Christy Dicker and Dan Higgins, selectpersons; and Rita Sinclair, Town Manager.

Dan Higgins made a motion to accept the minutes of the June 21 meeting as written. Christy Dicker seconded the motion. Motion carries.

Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: None.

OLD BUSINESS:

(1) Daigle Oil Proposal – The Town Manager presented a proposal for furnace upgrading from Daigle Oil Company. Dan Higgins expressed concern that it was only an estimate. How much more will it actually cost? 10% or more? Anything over 20% is unacceptable. The Board wants some form of guarantee on work. Electrical costs will have to be within 10% also.

(2) Roadside Mowing – Rita Sinclair contacted Mr. Richards who does the mowing for DOT. His rate is \$25.00 per hour. Christy Dicker made a motion to accept the rate. Dan Higgins seconded. Motion carries.

(3) Paving Projects – The Town Manager informed the Board that she had contacted Lane Construction for a date to pave Hayward St. The person who does the scheduling was unavailable. A week's notice was requested in order to prepare the surface and finish any last minute prep work. This was "not a problem." Dan Higgins suggested contacting Tim Ring for an estimate on start time.

NEW BUSINESS:

(1) Fraser Tree Donation – The Town Manager asked the Board for suggestions on where to plant the 3 flats (135 +/-) of White Spruce that was donated to the Town by Fraser. The Board suggested planting a line around the property. Christy Dicker suggested contacting Fraser or Wayne Gagnon for the planting tool. Dan Higgins said flags would be needed to mark the trees for mowing. Christy Dicker suggested planting to create a border between the properties.

(2) Missing Flag – Rita Sinclair reported that one of the flags was missing when Vaughn and Mike picked them up. She was hoping that Christy might have picked it up. Christy said she didn't have the flag and was surprised that someone would have taken it.

(3) Recreation Department – Dan Higgins asked who the Rec. Director was. The Town Manager stated that an appointment had not been made. Pam and Glenn Cusack were suggested as co directors. Rita will call to inquire if they are interested.

SELECT PERSONS CONCERNS:

The Town Manager informed the Board that a new trash barrel had been added to the two at the beach. A recycle barrel was also added. The additional barrel may cause an increase in fees. The Board suggests contact the company in Eagle Lake and David Chasse for fees for a dumpster.

Christy Dicker – none


Dan Higgins – Requesting an update on scheduling for shoulders, paving, and the school assessment.

Gloria Curtis – none

The meeting was adjourned at 8:00 P.M. (time 1 hr.)

APPROVED:


Gloria Curtis


Dan Higgins


Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
July 19, 2000 7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of July 5, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Rec. Director
2. Roadside Mowing
3. Road Shoulder Project
4. School Assessment
5. Paving Project

NEW BUSINESS:

1. Gateway Grant
2. Committee for Fish Lake Road
3. FEMA/Disaster Assistance
4. Personnel Matters/Executive Session

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
JULY 19, 2000**

Meeting called to order at 7:05 P.M. by Selectperson, Dan Higgins.

Present: Dan Higgins, Christy Dicker, Selectpersons; Alan Murphy of Seven Islands; and Rita Sinclair, Town Manager. Chairperson, Gloria Curtis will be arriving later.

Dan Higgins made a motion to accept the minutes of the July 5 meeting as written. Motion seconded by Christy Dicker. Motion carries.

Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

(1) Recreation Director – Rita Sinclair reported that she had spoken with Pam Cusack about the responsibilities of the Rec. Director and Pam had expressed her interest in the position. Pam will be in charge of purchases for recreation purposes, oversee the upgrading of the ball field and take inventory of existing recreational equipment. Dan Higgins asked if this would be a paid position. Rita Sinclair responded that no monies had been appropriated for such, but it would be at the next Town Meeting. Christy Dicker made a motion to appoint Pam as Rec. Director. Dan Higgins seconded the motion. Motion carries. Pam will be notified and will be sworn in by Kathy Gagnon, Town Clerk.

(2) Roadside Mowing – This project has been completed with the exclusion of the Hathaway Road. Mr. Curtis could not fit it into his schedule. Next year if we choose to have him do the mowing, arrangements will be made prior to the cutting of Rt. 11.

(3) Road Shoulder Project - Town Manager, Rita Sinclair stated that Brad St. Peter had a way to do the shoulders that would take less time than doing them by hand. Dan Higgins said a former employee had also made a chute that would work on the back of the truck. If the Town Manager would contact that person, the chute may be available. Christy Dicker also remembered that it was a Mr. Morris who owned a camp on the lake. Dan Higgins said that 60% of East Cottage needs material. We should find the fastest and the cheapest way to get it done.

(4) School Assessment – Town Manager, Rita Sinclair, has an appointment with Mr. Caron, the SAD 32 Superintendent, to clarify the issues with the towns' assessment. Dan Higgins wants the 55/45 formulas brought back or a break on Portage Lakes assessment.

(5) Paving Project – Rita Sinclair stated she was not pleased with the way First St. was paved. It certainly was not to the requirements she had discussed with Peter Madore when he measured the roads and discussed the work to be done before the quote for paving was made. The paving has created a gully that will contribute to the run off and erosion of the shoreline at the end of the street. The paving was to be slanted towards the grass and trees to prevent erosion from run off. She also stated that Lane had said Portage would get a least a weeks notice beforehand. Two days does not suffice. Dan Higgins said the project had waited long enough. To many things were coming up that were supposed to be done after the Star Projects. The Town Manager said that could not be helped, as there are some things that have a time line.

NEW BUSINESS:

(1) Gateway Grant – The Town Manager explained the Right of Way information she had received from DOT. The Town would need an easement to upgrade and maintain the Welcome to Portage sign from the Mullins and it should also be recorded at the Registry in Houlton. The sign to the north of town could be moved so that it is in DOT's Right of Way saving us from having to obtain another easement. Christy Dicker gave a brief update on the project. The posts for the signs need to be replaced, upgrade the Town Square sign and redo the canopy, concrete the pathways, and take down the old seats and replace with tables. Christy also would like to have something done with the igloos. Rita will call Tri Community to ask about upgrading them.

At this point Gloria Curtis arrived and the Town manager gave her a brief update on Old and New Business. Gloria asked why the paving was done in front of the Forestry. Dan Higgins explained that it would have left a ditch between the Forestry parking area and the road if it weren't paved to match.

(2) Committee for Fish Lake Road – Allan Murphy from Seven Islands wanted to let the Board know of the intent of Seven Islands and Maine Woods Co. LLC, and Prentiss & Carlisle to upgrade the road. Dan Higgins stated his views and reiterated what was said at the informational meeting with Fort James, E.J. Carrier Co. and CES of Fort Fairfield. Allan Murphy said that Irving and the Town are also responsible since they're all property owners. He is also aware of the hazard at Maine Woods because of all the traffic. Allan had asked for \$8,000 to get roadwork done, but only received 10%. It would benefit all if a committee, headed up by Greg Cyr, with individuals from each company and the town for input on what needs to be done. It will be after July 24 before any prep work can be done and possibly have a meeting in August.

(3) FEMA/Disaster Assistance – Rita Sinclair reported that a check in the amount of \$6018.31 had been received for the areas on West and Fox Hill Roads that were damaged by the rains in March and April. Once the projects are complete the balance of the funding (\$1157.37) would be received.

(4) Personnel Matters/Executive Session – Christy Dicker made a motion to go into Executive Session at 8:15 P.M. Gloria Curtis seconded the motion. Motion carries.

A motion was made and seconded to come out of Executive Session at 8:35 P.M.

SELECTPERSONS CONCERNS:

Dan Higgins: A load of mulch was donated for the Senior Park. A thank-you should be sent to Randy Caron. Christy Dicker said that had been done. Dan asked when the tax bills would be going out. Rita Sinclair said she had run into some problems with duplicate accounts, but she would have figures for the mil rate within the week and then the bills could be sent out.

Christy Dicker: Questioned if the artesian well house and the old cover could be painted. Rita Sinclair said yes, that it would be a big improvement.

Gloria Curtis: None


Dan also wanted the sign on East Cottage Road to be replaced and the bill to be sent to Russell Morris, not only for the sign but also the labor.

Rita Sinclair asked about a Right of Way on East cottage for use by those residents that do not have access to the lake. Gloria Curtis said she knew there was one by Richard Mounts property. There have been calls and resident requests to have a Right of Way cleared so there would be more than one place to launch their boats.

Meeting adjourned at 9 P.M. (time 2 hrs.)

APPROVED:


Gloria Curtis


Dan Higgins


Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
August 9, 2000 7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of July 19, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Road Shoulder Project
2. School Assessment
3. Paving Project
4. ROW on East Cottage

NEW BUSINESS:

1. Meals on Wheels
2. Assessors Update
3. Winter Sand Bid

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
AUGUST 9, 2000**

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

Present: Gloria Curtis, Chairperson; Dan Higgins, Christy Dicker, Selectpersons; and Rita Sinclair, Town Manager; also residents Grace Nason, Blanche and Albert Yelle.

Dan Higgins made a motion to accept the minutes of the July 19 meeting as written. Motion seconded by Christy Dicker. Motion carries.

Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: Blanche Yelle explained to the Board that she had made attempts to inform local residents about the Meals On Wheels program. She had one response and needs at least three to run the program on Portage Lake. Mrs. Yelle asked the Board for use of one of the rooms for Senior Citizen Meetings and social time. The Board was in agreement for this activity. Grace Nason and Blanche Yelle will make posters to make area seniors aware of this. Gloria Curtis asked why Meals On Wheels couldn't be done for one person instead of three. Blanche will find out why. Dan Higgins will contact the priest at the Catholic Church and Grace Nason will contact someone from the Congregational Church to see if there may be more interest in the Meals On Wheels Program.

OLD BUSINESS:

(1), Road Shoulder Project – Figures for shoulder work to date are \$11,158 for Portage Construction and \$1,030 for Shamrock Construction. Dan Higgins said if the Town wanted the machine to do the brush cutting along East Cottage, it would have to be as soon as possible.

(2) School Assessment – Rita Sinclair informed the board of her meeting with Roland Caron, Superintendent of SAD #32. Dan Higgins stated that when the vote on the formula (55 / 45) there were committees set up of three people consisting of one person from the school board and two from each town. This committee had to come to an agreement on the formula for funding for the school district. Rita Sinclair, Town Manager, said that the Town would have to go through Legislature, not the School Board to change the Formula. Gloria Curtis asked how it changed if the state set the formula. The Town Manager will call the State board of Education for the information on the change. Rita Sinclair said that there are now 23 students from Portage Lake in the district. Tuition, busing, insurance, and cost of would be comparable to what the Town of Portage Lake is already assessed at.

(3) Paving Project – Lane Construction would be sending a representative to Portage to examine the run off at the end of First Street in front of Forestry. The outcome will depend on Lanes' suggestions and the time and cost involved.

(4) Right-of-Way on East Cottage – The ROW on East Cottage between Windows on the Wilderness and Richard Mount belongs to the property owners on Oak Point. Dan Higgins said that the process is a petition to the Town for a Right-of-Way to access the lake. Christy Dicker stated that there was another ROW near Ray Beaulier's camp. This is believed to be the same that previous Town Manager, Paul Blanchette was working on. Christy dicker said there is also another on the Jud Holmquest land. Rita Sinclair asked the board if they knew the length of time that must pass before a ROW reverts to the landowners. The Board suggested the Registry of Deeds might have some answers.

NEW BUSINESS:

(1) Meals On Wheels – Covered under Business From Floor.

(2) Assessors Update – Rita Sinclair reported that the paperwork is complete. The calculations had changed some, but not enough to change the mil rate.

(3) Winter Sand Bids – Letters have gone out for bids on winter sand. Results will be in before the ~~next meeting~~ September 13th meeting.

(4) Nashville Request – Rita Sinclair reported that Jim Beaulier had called to inquire about Portage Lake Municipal Office taking on some of Nashville's municipal work. At this point it would be the Hunting/Fishing, RV registrations and possibly their collection of excise tax. Dan Higgins asked what the compensation would be. Rita Sinclair said that was not clear at this point.

SELECT PERSONS CONCERNS:

Gloria Curtis reported on the condition of the outhouses at the beach. Ken Allen was called in to pump them out and it took Vaughn and Mike of the Public Works Dept. to clean out the debris in order to return the facility to normal.

The Town of Portage Lake will receive the Governors Award of Excellence in September for the work on the beach. Christy Dicker stated the beach wasn't in very good condition due to the rain and erosion. Gloria Curtis said it would get done as soon as Vaughn Devoe figured out what is needed for materials. The engineers' suggestions are basically the same as the original plans. Another engineer suggested using larger stones with G-tech fiber with gravel on top and then the flat stone on top for the walkway. Christ Dicker mentioned that whoever is weeding is leaving the weeds on the beach and the grass.

Christy Dicker expressed concerns about upgrading the Igloos. Rita Sinclair will contact Tri Community for information on what can be used. Christy would like to put cement

blocks in. Christy asked Dan Higgins how many trees should be planted behind the Igloos. Dan Higgins suggested five trees to be planted and mulched.

Dan Higgins wished to mention that a nice job has been done on the shoulders. Also contact Mike Millett for sealing the roads.

The Artesian Well was discussed. The Town Manager ~~has~~ called Babe Michaud and he suggested having Mr. Gilmore cap his overflow in order to get the pressure back at the Artesian Well. If this were not acceptable, then possibly a hand pump would be the cheapest solution.

Rita Sinclair scheduled a meeting of the Board of Assessors with Robert Cormier at 4:00 P.M. on Friday to go over the property values.

Meeting Adjourned at 8:30 P.M. (time 1 1/2 hr.)

APPROVED:


Gloria Curtis

Dan Higgins


Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
August 23, 2000 7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of August 9, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Road Improvement Project
2. Salt Bid/Collective Purchase
3. Maine Woods Co. LLC – P.P. Assessment
4. Daigle Oil Proposal

NEW BUSINESS:

1. Special Entertainment/Liquor License
2. Maine Woods Co., LLC – TIF Payment

SELECTPERSONS CONCERNS:

CANCELLED

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
September 13, 2000 7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of August 9, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Road Improvement Project
2. Salt Bid/Collective Purchase
3. Daigle Oil Repair Proposal
4. Maine Woods Co., LLC – Personal Property Assessment

NEW BUSINESS:

1. Winter Sand Bids
2. Maine Woods Co., LLC – TIF Payment
3. Portage Lake Association – Board Rep.
4. State Board of Education's Cost Sharing Committee
5. Fish Lake Road Committee

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
SEPTEMBER 13, 2000**

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

Present: Gloria Curtis, Chairperson; Christy Dicker, Selectperson; Rita Sinclair, Town Manager; and James Ball, resident.

Christy Dicker made a motion to accept the minutes of August 9 meeting as read. Gloria Curtis seconded the motion. Motion carries.

Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: James Ball questioned the receipt of a tax bill for property he doesn't own. He also asked if the Condons were being billed for the same property. Rita Sinclair will check the property card for that information. Mr. Ball said he had asked Ashland about changes and they stated no changes were made without a transfer or a mortgage deed. Rita Sinclair stated that the changes come from the assessing agent and the information on the property card and that's why he had received a tax bill. Mr. Ball also asked about house numbers. Gloria Curtis said 911 is not official yet. There is still work to be done and all residents will be notified of their new numbers when this is completed.

OLD BUSINESS:

(1) Road Improvement Project – Town Manager, Rita Sinclair informed the Board that the Hathaway Road was completed for this year. The road has been built up, graded and rolled. It was more expensive than anticipated due to the extent of the ditching and materials and equipment needed to bring the road up for better drainage. The quote for sealing of the cracks was also much more than anticipated. Mike Millette quoted East and West Roads at \$20,000, which is far more than what remains in the budget. The shoulder project snowballed into ditching and road repair. The Stockford Road is in need of repair at the end of the road and the turn around in order for the school bus to be able to travel the road in the spring. Questions have been asked about the bid process and Rita Sinclair stated she had found nothing in writing that stated amounts. Gloria Curtis said she believed anything in excess of \$5,000, went out to bid. Rita Sinclair will see that the Town adheres to this with future projects.

(2) Salt Bid/Collective Purchase – NMDC reported that the Road Salt Collective Purchase Bid was won by Cargil Inc. Price per ton delivered is \$33.35. This is .53 less per ton than last years bid.

(3) Daigle Oil Repair Proposal – Rita Sinclair has contacted Mark Babin to obtain a percentage of increase over the proposal for furnace repair. Mark said it would be no more than 10%. Daigle Oil has also quoted a price of 1.309 per gallon if the Town

prepays the annual usage. Christy Dicker and Gloria Curtis agreed that it would be best to prepay in order to obtain the lower price per gallon.

(4) Maine Woods Co., LLC /Personal Property Assessment – Rita Sinclair reported that Ray Gannon had agreed to do an industrial appraisal on Maine Woods Co., LLC's personal property. Rita has called Maine Woods Co and left a message with Patty Cyr for Greg so he would be aware of Mr. Gannons' visit on the 25th.

NEW BUSINESS:

(1) Winter Sand Bids – Gloria Curtis opened the Portage Construction bid of \$7,600 for 1,000 yards of winter sand. The bid is accepted.

(2) Maine Woods Co., LLC/TIF Program – Ken Carle of Maine Woods has asked that the Town reimburse within five days of payment. Rita Sinclair reminded the Board that had been the request last year. Gloria Curtis said she felt the 30-day period was acceptable for this year. Christy Dicker agreed.

(3) Portage Lake Association /Board Rep. – Harry Helfrich informed Rita Sinclair that the Lake Association has in their by-laws that a representative of the Board attend their meetings. They are requesting Danny Higgins. Gloria and Christy asked why that was in their by-laws. The Town Manager doesn't have an answer, but will see if she can get one.

(4) State Board of Education's Cost Sharing Committee – Information from Geoff Herman notifying municipalities of the newly formed committee and asking for input and membership from Town throughout the state. This committee will be looking at a new formula for school assessment. On a local note – Rita Sinclair will contact Gerry Cormier to inquire if he will represent the Town of Portage Lake on the committee for School renovations.

(5) Fish Lake Road Committee – Rita Sinclair mentioned her conversation with Alan Murphy of Seven Islands on the ownership of the Mill Road. Mr. Murphy stated they could do no more to the road until the Town put new culverts in and did some ditching on the Mill Road, Rita again told Mr. Murphy that the Mill Road was not a Town Road. If it were, the Town would be plowing and maintaining it. No information on this road has been found as yet. E. J. Carrier will be doing some paving and would like to have a meeting beforehand to see if there is a possibility of getting the road paved from West Road to the triangle on the Fish Lake Road. Dan Higgins had expressed to Town Manager that he didn't feel the Town should be responsible for the road.

SELECT PERSONS CONCERNS:

Christy Dicker requests approval to remove the benches with the canopy in the Town Square. They are in disrepair and not safe to sit on. Approval given.

Gloria Curtis – None

Rita Sinclair requests that the Town charge a fee for rental of chairs and tables that leave the building. There are items that come back damaged and the Town doesn't have the funds to replace damaged items. If people have to pay a fee, they may be more careful with the pieces they borrow. A notice for this will be added to the Hall Rental Policy and will be in the annual Town Report.

A letter from Ron Wrobel with suggestions for trash disposal for summer taxpayers was given to the Board to read.

Paul Lynch has complained to the Town Manager of the mess on the East cottage Road where brush chipping was done, particularly his property.

Meeting Adjourned at 8:15 P.M. (1 hr. 15 min.)

APPROVED:


Gloria Curtis

Daniel Higgins


Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING**

September 27, 2000 7:00 P.M.

*- Rescheduled for
the 28th at 1 P.M.*

Call Meeting to Order

Roll Call

Approve Minutes of September 13, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Road Improvement Project
2. Daigle Oil Repair Proposal
3. Daigle Oil Land Sale
4. Maine Woods Co., LLC – Personal Property Assessment
5. Maine Woods Co., LLC – TIF Agreement

NEW BUSINESS:

1. Easement for William Ward
2. MMA Convention
3. State Withholding
4. Excellence Award – Community Report
5. Kitchen Range
6. Meeting Schedule

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
SEPTEMBER 28, 2000**

Meeting called to order at 1 P.M. by Chairperson, Gloria Curtis.

Present: Gloria Curtis, Chairperson; Christy Dicker, Selectperson; Rita Sinclair, Town Manager.

Christy Dicker made a motion to accept the minutes of the September 13 meeting as read. Motion seconded by Gloria Curtis. Motion carries.

Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

(1) Road Improvement Project – Town Manager, Rita Sinclair gave a brief update on the progress of the Stockford Road as well as negative and positive comments expressed by residents.

(2) Daigle Oil Proposal – Rita Sinclair is trying to make arrangements with Daigle Oil Co. to make partial payment for needed furnace upgrading and pay the balance off January of 2001.

(3) Daigle Oil Land Sale – Paperwork was presented to the Board of Selectpersons for signatures on the parcel sold to Daigle Oil Co. Gloria Curtis signed as Chairperson.

(4) Maine Woods Co., LLC /Personal Property Assessment – The Town Manager reported to the Board that Ray Gannon had completed the Personal Property assessment and would have a final report within a few weeks. Having Mr. Gannon come back to assess the other Personal Property in Town may be an option for year 2001.

(5) Maine Woods Co., LLC/TIF Agreement – Rita Sinclair reported that the Agreement is as understood by the Board. Gloria Curtis has talked to the Town's attorney and requested the he look at the TIF Agreement once more for clarity.

NEW BUSINESS:

(1) Easement for William Ward – Mr. Ward has requested an easement from the Town in order to install a septic system. Bill Hersey has called the Town Manager and explained the amount of land needed for the system and leach field. Christy Dicker asked if the Town had previously granted easements before. She mentioned some

easements that were granted by B & A Railroad for septic systems, but wasn't aware of any granted by the Town. Rita Sinclair will look into this.

(2) MMA Convention – Rita Sinclair told the Board that Thursday, October 19, was the only day she found rewarding at the MMA Convention in Bangor. With the Town Clerk on vacation that week it would not be the feasible thing to do.

(3) State Withholding - It was reported by the Town Manager that the Quarterly Report for June had not been completed. There may be a penalty for late reporting. Gloria Curtis remarked that things like that happen.

(4) Excellence Award/Community Report – Rita Sinclair said she had received a notice from MMA to the effect that Portage Lake had received an Award of Excellence from MMA for the annual Town Report.

(5) Kitchen Range – The range has been cleaned and is ready to be hooked up if the Board approves. It could be used for small gatherings instead of having to light all the pilots on the gas range. Christy Dicker recommended checking the license of the electrician before having the work done.

(6) Meeting Schedule – The Town Manager asked the Board if they wished to have meetings scheduled for afternoons as opposed to evenings. It was decided that 1 P.M. would be the most convenient time for future meetings.

SELECTPERSONS CONCERNS:

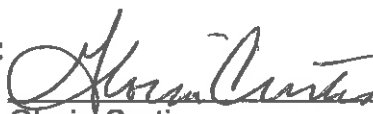
Christy Dicker asked that Don Raymond be recognized for "a job well done".

Gloria Curtis – None

Rita Sinclair asked for approval for Vaughn Devoe and herself to attend a Roads Workshop at the end of October in Presque Isle.

Meeting adjourned at 2:30 P.M. (Time 1½ hrs.)

APPROVED:


Gloria Curtis

Daniel Higgins


Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
October 11, 2000 1:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of September 27, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Easement for Ward
2. Electricians License
3. Complaints-Chain of Command

NEW BUSINESS:

1. General Assistance Ordinance Adoption
2. Screens for Sand/Salt Shed
3. Request for Extension – Ron Plante
4. Skidder Travel at Transfer Station
5. CEO Issues – Executive Session

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
OCTOBER 11, 2000**

Meeting called to order at 1 P.M. by Chairperson, Gloria Curtis.

Present: Gloria Curtis, Chairperson; Christy Dicker, Selectperson; Rita Sinclair, Town Manager; and Ralph Stolze, Code Enforcement Officer.

Christy Dicker made a motion to accept the minutes of the September 28th meeting as read. Motion ~~was~~ seconded by Gloria Curtis. Motion carries.

Warrants were reviewed and signed by the selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

(1) Easement For Ward – Rita Sinclair had copies of previous easements granted by the Town for easements for septic systems for the Selectpersons review. Christy Dicker and Gloria Curtis asked Ralph Stolze what would happen if the easement were not granted. Ralph Stolze stated that Mr. Ward would be limited to the holding tank and seasonal use only. The Board is not in favor of granting an easement that would require tearing up the road. Christy Dicker made a motion to not grant the easement to William Ward at this time.

(2) Electricians License – Tabled until further information is available.

(3) Complaints-Chain of Command – Rita Sinclair, Town Manager is getting complaints and not being given at least 24 hours to gather information and get back to the person lodging the complaint. It would seem logical that when a complaint involves local officials, that would be the place to start. It complicates the process when two or more people contact state officials before it's decided exactly what the nature of the complaint is. Christy Dicker suggests enforcing that the complaint is in writing. Discussion on the Bushey permit followed and interpretation of the Shoreland Zoning Ordinance was the problem. Gloria Curtis stated her only problem was with the diagram and the actual construction. Ralph Stolze said that was not a problem as the construction still met the side setbacks. Rita Sinclair has received a call from Val Whittier of DEP. Val believes that the property owner may have some Equitable Stopple Issues. A permit was issued "in good faith" and construction had actually begun before a complaint was lodged. The property owner already has money invested in the construction. If the issue becomes a legal one, it would be up to the court to decide if the property owner is within his/her right to continue construction or, if what has been done can be reverted to what existed before construction began. Val had also stated that other than that, the property owner might be required to replant some of the

vegetation that was cut. The Planning Board has been given copies of the permit to review and will be meeting tomorrow evening to decide this matter.

NEW BUSINESS:

(1) General Assistance Ordinance Adoption – Rita Sinclair asked that this be tabled until further notice. The law now requires that the new amounts for rent, food, utilities, and personal allowances be on a warrant. Item tabled.

(2) Screens for Sand/Salt Shed – Public works has requested permission to install screens under the eaves of the roof on the sand/salt shed to keep the pigeons out. They are covering everything stored inside with their droppings. Gloria Curtis and Christy Dicker agreed to Vaughn Devoe getting the screen and installing it.

(3) Request for Extension by Ron Plante – The Town Manager stated Ron Plante had received a letter from Ralph Stolze notifying him that he had to remove his shed as per agreement with the Town. At the time of the agreement he was given a year. The deadline is October 15th. He is now asking for an extension because he has been ill. The Board feels that, if given an extension, Mr. Plante will only wait until the next deadline. Ralph Stolze asked if the board wanted to wait until next spring to follow up with legal action. Gloria Curtis and Christy Dicker believe Mr. Plante will do the same thing then. Ralph suggested a 30-day extension, which would be the 15 of November. Christy Dicker asked what happens if he doesn't comply? Legal action will have to follow. Christy Dicker made a motion to not grant an extension to Ron Plante. Motion carries.

(4) Skidder Travel at Transfer Station – Vaughn Devoe has reported that a skidder had traveled through the transfer station last winter and this spring. Rita Sinclair asked if the Board chooses to allow this for another year. Upgrading has been done and this may damage the area that has been cleared for the burn pile. Christy Dicker made a motion to not allow skidder traffic through the transfer station. Motion Carries.

(5) CEO Issues-Executive Session – Ralph Stolze waives rights to an executive session. He stated he is aware that he misinterpreted the ordinance and should have referred the Bushey application to the Planning Board. He also stated that the Cyr permit might have also been issued in error because of the difference in the States definitions of an RV and a bunkhouse, although no definition of a bunkhouse has been found. Bill Hersey has granted a septic site because there is ample room for another on that lot.

Ralph has an interested person for the CEO alternate in Portage Lake. Lewis Cousins will be attending the Planning Board meeting on Thursday evening. He will also be attending the Ashland meeting in hopes of doing the CEO work there. Mr. Cousins has already studied the legal aspects of Code enforcement and will be testing in the near future. His next session will be Shoreland Zoning. Christy Dicker asked who the CEO was for Mapleton. Ralph Stolze stated Cindy McPherson was.

Ralph Stolze and Town Manager, Rita Sinclair agree that when a complaint is received it needs to be in writing. Then, if it were in regards to permits, it would go to the CEO before going to DEP. That allows the CEO to verify information and to possibly avoid another situation as with the Bushey permit.

Let it be noted that late afternoon telephone requests for extensions on payment of property taxes to prevent Foreclosure is added to the Agenda. Requests from two residents, who owe 1998 property taxes, are requesting payment arrangements in order to prevent foreclosure. Town Manager/Tax Collector, Rita Sinclair said no attempt has been made on payments. The Board does not want to become mortgage holders and feel the individuals could have made some attempt in the last three years to pay on their taxes. No extensions will be given.

SELECTPERSONS CONCERNS:


Gloria Curtis: Conveying a request for Dan Higgins that his culvert on Station St. is in need of replacement.

Christy Dicker: Inquired about the fees for rental of the hall for a weekend activity. The fees would be the same as any other activity stated Gloria Curtis. The application asks about the length of function and it would for the weekend.

Meeting adjourned at 3:30 P.M. (time 3 ½ hrs.)

APPROVED:


Gloria Curtis


Christy Dicker

Dan Higgins

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
November 1, 2000 1:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of October 11, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. CEO Search
2. Electricians License
3. Furnace Repairs
4. Gateway Grant-Lumber

NEW BUSINESS:

1. School Lot Access
2. Holiday Closing/Nov 13th
3. Assessing Duties
4. Trapping Request
5. Meeting Date Change

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
November 1, 2000**

Gloria Curtis, Chairperson, called the meeting to order at 1:05 P.M.

Present: Gloria Curtis, Chairperson; Christy Dicker, Selectperson; Rita Sinclair, Town Manager; and Judy Moreau, resident.

A motion was made by Christy Dicker to accept the minutes of October 11, 2000 with changes made to spelling on page 2 from than to then, and page 3 from agrees to agree. Motion carries.

Treasurers Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR:

A letter from John and Mary Condon, requesting an extension on their 1998 Taxes was read by the Board. Extenuating circumstances have prevented the Condon's from paying before the Foreclosure date. They will pay half of the amount due and the remainder in thirty days. Gloria Curtis asked, what happens if they don't pay? Rita Sinclair stated that the property would be foreclosed on in thirty days if there were a balance due. Christy Dicker made a motion to grant the extension with the stipulation that half the taxes be paid now and the balance by the 17th of December. Motion carries.

OLD BUSINESS:

1. CEO Search – Tabled until Dan Higgins returns.
2. Electricians License – Rita Sinclair reported to the Board that in order to get the overhead doors fixed, an electrician is required. Since Frank Currier has let his license expire a new vendor is being sought.
3. Furnace Repairs – The Town Manager reported that Daigle Oil has started the upgrading on the furnace. If all goes well it should be finished in a week. Resident Judy Moreau suggested that a new furnace be purchased rather than repairing the present one.
4. Gateway Grant – Rita Sinclair asked if the Board wished to purchase lumber while it is on sale for the upgrading of the canopies at the beach. Christy Dicker stated that purchases cannot be made in advance and the grant won't be effective until next year. This project will come under the 2001 Gateway Grant.

NEW BUSINESS:

1. School Lot Access – Rita Sinclair reported to the Board that Dan Higgins had requested the road to the School Lot be blocked to prevent more garbage and trash from being dumped in the woods. Rita Sinclair stated that she had called MMA to inquire into the legal aspect of blocking this road. She was advised to do so with large rocks rather than cables or piles of gravel.

Judy Moreau stated that this was the only land the townspeople had left and someone will try to take this by "Adverse Possession". The abutting landowner can take the property if the road gets blocked off. Christy Dicker said that didn't make sense. Gloria Curtis said it does if it's the abutting property owner. Judy Moreau cited another incident in Town where this happened. Christy Dicker requested a call to MMA to clarify "Adverse Possession". Judy again stated that this was the last Town owned property that the Townspeople can get to since the other property is not accessible. The fee to go through the gate is not the problem; it's the principal of the thing. There is a road to the School Lot that the Town shouldn't have to maintain, and that the Townspeople should be able to use.

2. Holiday Closing/Nov. 13th – Rita Sinclair said the Town Office would be closed on Monday in observance of Veterans Day. Also, the office will be closed on Tuesday the 14th for a seminar on the software programs.

3. Assessing Duties – Rita Sinclair requested signatures from the Board for the State Valuation Return for 2000. This report requests more information than the assessing agent had available. Every calculation had to be pulled from the property card, other than what can be pulled from the reports in the real estate/personal property portion of the software program. Christy Dicker suggested that the Town manager send a written request to Randy Tarr, the Assessing Agent for Portage Lake, for additional information. A written report from the agent would be beneficial.

4. Trapping Request – A request from Richard Morneau for permission to trap on Town owned land was approved by the Board of Selectpersons. All other permits will be renewed as well.

5. Date Changes – Rita Sinclair updated the Board on changes in meeting dates. Dan Higgins requested some changes so that he would be able to attend the meetings.

SELECTPERSONS CONCERNS:

Christy Dicker has had several residents ask why the transfer station had closed early. Rita Sinclair reported that the site needed to be cleaned up before DEP makes their inspection. The metal bin had been emptied, as it was full, the ashes had been spread, and the remaining multi waste had been taken to the Eagle Lake site.

Gloria Curtis – None


Rita Sinclair asked if the Town had a contract with Nashville for plowing. Christy Dicker suggested calling Sue Beaulier. If there were none, the Town would be liable if there is an accident.

Meeting adjourned at 2 P.M. (Time 1 hr.)

APPROVED:



Gloria Curtis



Dan Higgins



Christy Dicker

**TOWN OF PORTAGE LAKE
AGENDA
SELECT PERSONS MEETING
November 22, 2000
1:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of November 1, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. CEO Search - Louis Cousins
2. Furnace Upgrade
3. School Lot Access
4. Upgrades on Computer Software
5. Easement for Septid on E. Cottage - William Ward

NEW BUSINESS:

1. Insurance Increase
2. Assessment For Chip Plant
3. Schedule for Public Hearing for GA Ordinance
4. Plow for Spare Truck

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
NOVEMBER 22, 2000**

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

Present: Gloria Curtis, Chairperson; Dan Higgins and Christy Dicker, Selectpersons; Rita Sinclair, Town Manager; William (Bill) Ward of Presque Isle and Portage Lake; and Lewis Cousins of Caribou.

Dan Higgins requested that other business be set aside so that Lewis Cousins could meet the Board of Selectpersons and discuss the position of Code Enforcement Officer for Portage Lake. Also, since Bill Ward was present the Board should consider his request.

OLD BUSINESS:

1. CEO Search – Lewis Cousins: Dan Higgins asked Lewis what his hourly rate is. Lewis said he was hoping for \$16.82 per hour. Dan asked if he was a CEO now. Lewis stated he had expressed his availability to Ashland and Masardis. These towns were considering his proposal. When asked what he was working on for certification, Lewis said he had passed his test on the legal portion of CEO and was currently working on Shoreland Zoning. That will be completed by the end of November. Dan Higgins asked when would Lewis's time starts and ends? Lewis said upon arrival and departure.

Gloria Curtis asked if Lewis was considering any other certification, to which he replied that he would be looking at Licensed Plumbing after he completes Shoreland Zoning. Lewis said he believes he will have this completed by the middle of March. Gloria Curtis asked for a proposal and told Lewis that we would get back to him before the next meeting.

5. Easement for Septic on E. Cottage – William Ward: Bill Ward has in the past requested an easement from the Town to install a septic system on Town owned land. The Board decided not to grant an easement at that time. Dan Higgins asked if Bill Hersey had been to the site to evaluate it. Mr. Ward said he had, and that he was the one who had mentioned asking the Town for an easement. Dan Higgins said that everything would have to be put back including the road. Bill Ward said that was his plan. Dan Higgins mentioned several other sites where the Town had granted easements crossing the road. Gloria Curtis asked if this means that the Town would have to continue granting easements as long as there is land available. Christy Dicker asked, "How do we change a motion from the previous meeting?" Rita Sinclair said the motion was to not grant an easement "at this time." Dan Higgins made a motion to grant an easement to William Ward for a septic system across East Cottage on Town owned land. Gloria Curtis seconded the motion. Two for, one abstains. Motion carries. A discussion followed regarding the sleeve for the pipes to cross the road.

Mr. Ward would like something done about the ditch on his property. Dan Higgins said if this is an existing waterway it can't be changed. Mr. Ward said he didn't want to change it, but rip rapping it would help. Dan Higgins suggested that Ward discuss it at a meeting with the Town Manager. Ralph Stolze will have to be involved for the required permits.

1. Gloria Curtis reopened the discussion on the CEO position regarding certification and wages. No action taken.

2. Furnace Upgrade – Rita Sinclair informed the Board of repairs that were not scheduled on the initial furnace upgrade that was done. The pipes above the furnace have to be replaced due to several leaks where they have rusted out.

Approve Minutes of November 1, 2000 Meeting - Gloria Curtis returned the meeting to approve the minutes and the warrants. Motion made and seconded to approve the minutes of November 1, 2000 meeting. Motion carries.

Treasurers Warrants were reviewed and approved by the Board of Selectpersons.

Gloria Curtis asked about the Condon's taxes. The Town Manager explained the payment arrangement.

Christy Dicker asked about Ron Plantes building. Rita Sinclair said Mr. Plante had asked for a permit to build a storage shed so he could tear down the building. Rita had called Ralph Stolze and he said a permit could be issued if it met all setbacks. She had not heard from Mr. Plante since. Dan Higgins said to send Ron Plante a letter fining him \$25.00 per day for not complying with the previous restrictions.

School Lot Access - Dan Higgins stated there was a false statement made in regards to the School Lot. The Board had decided to close the road to the School Lot on Laura Audibert's recommendation. The road is not blocked as Judy Moreau had stated at the November 1 meeting. Dan Higgins said the Board had agreed to close the road when Ray Beaulier was Town Manager.

Since Laura Audibert's name was mentioned Dan Higgins was given a brief update about Laura leaving Irving. She is working on a contract with Irving to oversee the Towns management plan. Dan Higgins requested that Laura be called by December 15 for a decision.

4. Upgrade on Computer Software – Rita Sinclair gave the Board an update on the changes in the software program. TRIO is in the process of converting their software to Windows. Christy Dicker asked if this was going to be a 2001 budget item. Rita Sinclair said that it would be.

NEW BUSINESS:

1. Insurance Increase – the Town Manager has received notice from MMA that health insurance rates could increase as much as 30%, possibly more. This will be reflected in the upcoming budget.

2. Assessment For Chip Plant – Rita Sinclair mentioned to the Board that she would like to have Ray Gannon assess the Personal property in Town for the 2001 tax year. He has completed the Maine Woods Co. assessment and was very thorough. The Town will have the new chip mill on the tax roll and should have all the business done at the same time to avoid excessive expense.

There has also been a request from James and Melody Camp, new owners of the Rock Lumber Mill, for consideration on Personal Property tax for 2000. Most of the equipment has been removed and the attorney suggested that they request the assessors to take that into consideration. The Board of Assessors agrees that the Camps knew the conditions of the sale before purchase. The taxes will have to be paid as the conditions of the sale stated.

3. Schedule For Public Hearing For G.A. Ordinance – Rita Sinclair asked the board if they wished to schedule a Public Hearing for the same time as their Board Meeting, or if they would prefer an evening meeting? The Board wishes to schedule it for the same time as their regular meeting. Rita will check into the legal issues involved, if any.

4. Plow For Spare Truck – Public Works Foreman, Vaughn Devoe has inquired into purchase of a smaller plow and sander for the spare truck. As it is now, when there is a breakdown it takes most of the day to change all the equipment over to the other truck. If we purchase a smaller plow and sander, it would much less time consuming. In the event of a storm, it would eliminate liability for the town. Dan Higgins asked if there was that much money left in that account? Rita Sinclair said it was sufficient to pay for the items Vaughn had priced out.

Discussion followed on spare drivers for the winter months. No applications have been returned. Mike Boutot, our summer employee, has requested \$8.00 per hour. Tim Pinette said he wouldn't work for less than \$10.00. He and Zenon Caron have taken out applications for employment but haven't returned them. Dan Higgins said he would cover for Vaughn if we needed a spare. Rita Sinclair said she would like to have more than one person on the list. Right now it makes it impossible for Vaughn to take a day off in the winter. The Town would be in a difficult situation if Vaughn were to get sick or hurt. Gloria Curtis asked if others would be subject to the CDL testing. Rita said any testing that applies to Public Works employees would be necessary.

Selectpersons Concerns:

Gloria read a letter received from Abanaki Girl Scout Council regarding two Portage Lake Girl Scouts, Serena Collins and Mariechen Cyr, who have earned the Girl Scout Silver Award. Gloria suggested that a letter of recognition be sent to their troop leader and their names be added to the Scout Plaque.

A letter informing the Town of a July 2001 deadline for E911 was also received. Gloria Curtis asked Town Manager, Rita Sinclair to inform those on the E911 committee and to keep the Board updated.


Christy Dicker – None

Dan Higgins – Requested to be a member of the Fish Lake Road Committee. Gloria Curtis stated that Al Murphy had been told to turn it over to Greg Cyr. Dan Higgins said nothing was being done. He requested the Town Manager send certified letters to Allain Ouellette of Irving, Greg Cyr of Maine Woods Co., Bob Vigue of Seven Islands, and Larry Carrier of E.J. Carrier Chip Plant. Environmental impact needs to be addressed. The meeting is to be scheduled for 3 P.M. on December 6, 2000.

Gloria Curtis adjourned the meeting at 2:45 P.M. (Time 1 hr. 45 min.)

APPROVED:


Gloria Curtis


Dan Higgins

Christy Dicker

Town of Portage Lake
Selectpersons Hours

| Date | Gloria Curtis | Daniel Higgins | Christy Dicker |
|----------------|---------------|----------------|-------------------|
| 12/13/99 | 1.5 | 1.5 | 1.5 |
| 12/29/99 | 1.0 | 1.0 | 1.0 |
| 01/12/00 | 1.0 | 1.0 | 1.0 |
| 01/12 Sp.Mtg. | .5 | .5 | .5 |
| 01/26/00 | 2.0 | 2.0 | 2.0 |
| 02/09/00 | 2.75 | 2.75 | 2.75 |
| 02/16/00 Bdgt. | 1.0 | 1.0 | 1.0 |
| 02/23/00 | .5 | .5 | .5 |
| 03/03/00 | 1.0 | 1.0 | 1.0 |
| 03/08/00 Bdgt. | 2.25 | 2.25 | 2.25 |
| 03/22/00 | 1.0 | 1.0 | 1.0 |
| 04/04/00 | 1.5 | 1.5 | 1.5 |
| 04/19/00 | .5 | 1.0 | 1.0 |
| April & May | 8.0 | | 8.0 Ltrs. Revals. |
| 05/10/00 | 1.25 | 1.25 | 1.25 |
| 05/24 PBrd/Reg | 2.0 | 1.50 | 2.0 |
| 06/07/00 | 1.25 | 1.25 | 1.25 |
| 06/21/00 | 1.25 | 1.25 | 1.25 |
| 07/05/00 | 1.0 | 1.0 | 1.0 |
| 07/19/00 | 2.0 | 2.0 | 2.0 |
| 08/09/00 | 1.50 | | 1.50 |
| 09/13/00 | 1.25 | | 1.25 |
| 09/28/00 | 1.50 | | 1.50 |
| 10/11/00 CEO | 3.50 | | 3.50 |
| 11/01/00 | 1.0 | 1.0 | 1.0 |
| 11/22/00 | 1.75 | 1.75 | |
| Office | 15.0 | 10.0 | 12.0 |
| Total hours | 59 | 38 | 54.50 |

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
December 12, 2000
1:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of December 12, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. CEO/LPI - Re: Appointment of Alternate
2. Fish Lake Road Meeting - Dan Higgins
3. GA Ordinance

NEW BUSINESS:

1. TRIO SOFTWARE - End Of Year Session
2. TRIO SOFTWARE - Payroll Session
3. Appointment of Registrar of Voters

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
DECEMBER 12, 2000**

Chairperson, Gloria Curtis, called the meeting to order at 1 P.M.

Present: Gloria Curtis, Chairperson; Dan Higgins, Selectpersons; Rita Sinclair, Town Manager. Christy Dicker was absent.

Dan Higgins made a motion to approve the minutes as read. Motion seconded by Gloria Curtis. Motion carries.

Treasurers Warrants were reviewed and approved by the Board of Selectpersons.

BUSINESS FROM FLOOR:

Gloria Curtis, Chairperson, dispensed as there was none.

OLD BUSINESS:

1. CEO/LPI – Re: Appointment of Alternate – Rita Sinclair showed the Board a letter she had received from Department of Human Services Health and Engineering Department stating that the Town had to hire an alternate Licensed Plumbing Inspector while Ralph Stolze, current Licensed Plumbing Inspector, is in Florida. Rita stated she had spoken with Washburn's Licensed Plumbing Inspector to inquire if he would be interested in the alternate position for Portage Lake. He stated he would do so but required mileage and an hourly rate. Both Gloria Curtis and Dan Higgins agreed that they would leave the decision to the discretion of the Town Manager. The CEO issues are still unsettled. Louis Cousins is still interested in the position and will negotiate on wages. Dan Higgins made a motion to appoint Rita Sinclair, Town Manager, as acting CEO. Motion seconded by Gloria Curtis. Motion carries.

2. Fish Lake Road Meeting – Dan Higgins: Dan Higgins gave a brief update on the meeting between Irving Woodlands, LLC., Maine Woods Co. LLC., Seven Islands Land Co., and Carrier Chip Mill. Dan will be meeting with Town Manager, Rita Sinclair, to prepare a summary of the meeting to be included in a letter to the businesses that attended.

3. GA Ordinance – Town Manager, Rita Sinclair asked the Board of Selectpersons if there were any objections to scheduling a Public Hearing prior to the next regular meeting of the Board of Selectpersons. This hearing would be to allow public input prior to accepting the new General Assistance Guidelines issued by the State of Maine Department of Human Services. There were no objections by the Board; therefore a seven-day notice will be posted for the {public Hearing.

NEW BUSINESS:

1. TRIO SOFTWARE - End of Year Session – The Town Manager reported that she would be attending the Bangor session on Thursday, December 14 and would be taking Friday as a vacation day to take care of personal business.
2. TRIO SOFTWARE/Payroll Session – The Town manager reported that Kathy Gagnon would be attending this session on Thursday, January 16. This will be an important session covering areas of great importance to payroll details.
3. Appointment of Registrar of Voters – The Town Manager reminded the Board of Selectpersons that an appointment had to be made before January 1st. The Board of Selectpersons appointed Katherine Gagnon as Registrar of Voters

SELECTPERSONS CONCERNS:

Gloria Curtis – None


Dan Higgins – Questions on Ron Plante's progress on the removal of the storage building. The Town Manager stated she was not sure if the building had been removed. When Mr. Plante received his letter stating the fines involved, he had come to the office saying he was doing his best, but had been in the hospital again. Dan Higgins said Ron Plante needs to approach the Board to state his situation.

Meeting adjourned at 1:45 P.M. (Time 1 hr. 45 min.)

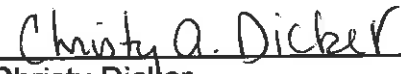
APPROVED:



Gloria Curtis



Daniel Higgins



Christy Dicker

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
AGENDA
DECEMBER 27, 2000
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of December 12, 2000 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

1. General Assistance Ordinance
2. Review Letter To Fish Lake Rd Businesses
3. Plow For Back-up

NEW BUSINESS:

1. Budget Meeting
2. Appointment of Budget Committee
3. Holiday/End of Year Closing(New Years Day/December 29 $\frac{1}{2}$ day & Jan 2)
- 4.

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
DECEMBER 27, 2000**

The meeting was called to order at 7:00 PM by Gloria Curtis, Chairperson.

Present: Gloria Curtis, Chairperson; Daniel Higgins and Christy Dicker, Selectpersons; Rita Sinclair, Town Manager.

Dan Higgins made a motion, which Christy Dicker seconded, to accept minutes of December 12 meeting as printed. Motion carries.

Treasurers Warrants were reviewed and signed by the Board of Selectpersons.

BUSINESS FROM FLOOR:

Dispensed with as there was none.

OLD BUSINESS:

1. General Assistance Ordinance - Town Manager, Rita Sinclair reported that a Public Hearing was held at 1 PM today for comments on the updated GA Appendixes. No one, other than Gloria Curtis, Dan Higgins, Selectpersons; and Rita Sinclair, Town Manager, attended. The Board of Selectpersons proceeded to adopt the updated Appendixes and the GA Ordinance for 2001.
2. Review Letter to Fish Lake Businesses - Dan Higgins gave the Board a brief update on the meeting and the letter sent including suggestions made to the businesses on the Fish Lake Road in regard to the dust problem.
3. Plow For Back-up - Rita Sinclair reported that the plow and hopper had been delivered and preparations were made for the assembly. Christy Dicker stated that if she had known it was to be installed on the Ford rather than the other International, she wouldn't have agreed to it. Dan Higgins stated he wouldn't have either. Dan Higgins said if it would fit on the International and not be too costly, then it should go on that truck.
4. Added at Meeting: Ron Plante's bill for not removing the building as requested by Ralph Stolze. Dan Higgins had directed the Town Manager at the November 22 meeting to send Mr. Plante a letter fining him \$25.00 a day for not complying with the previous restrictions. If Plante doesn't pay the fine, then a Lien will be placed on his property. Dan also wants Maine Woods to be billed again, with interest added.

NEW BUSINESS:

1. Budget Meeting - The Town Manager asked if the Board wished to have a meeting to review the proposed budget scheduled at the same time as a regular Board Meeting or would they prefer a separate meeting. The Board's choice is to schedule the meeting for the same day.

2. Appointment of Budget Committee - Rita Sinclair, Town Manager, asked the Board for suggestions on persons to contact for the 2001 Budget Committee. This would be in addition to last year's committee members. Suggested names were Jim Dumond, Glen Cusack, Bud Clark, and Anita Theriault.

3. Holiday/End of Year Closing(New Years Day/December 29 1/2 day & Jan. 2)
The Board accepts the days and times of closing for End of Year preparation.

CONCERNS:

Dan Higgins - Questions on Ron Plante's thoughts on seriousness of the matter. The Town Manager stated Ron had been in to discuss the letter he had received and the impending fine. He also said he had been very ill and was taken to the hospital by ambulance more than once in that time frame. Dan Higgins wants a letter sent to Ron Plante regarding the seriousness of the matter and also state that at the rate of \$25.00 per day, someone could have been hired to remove the building. Suggest that Plante take action now.

Christy Dicker - What is the status on the garage doors? Was there a day when the Town trucks couldn't get out? The Town Manager responded in the affirmative. "We were without power; all equipment was inside and there was not enough man power to open the doors." DSI has been called and the reason for not having the job scheduled was that the electrician had not contacted Wayne Littlefield with the required information. The Town Manager will call DSI again and request a definite date for installation of the manual override.

Furnace - Have the repairs been completed? The Town manager stated that all that was on the proposal had been done, but other problems had resulted from old pipes that are rusting out. Those are being dealt with.

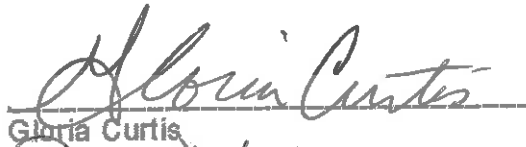
Condoms Taxes - The Town Manager reported that the oldest had been paid.

Complaints on Sand - Christy had asked if the Town had received any complaints. None that the Town Manager is aware of. Some remarks have been heard to the effect of Portage Construction getting sand and charging their clients for it. Christy clarified this "one more time," the sand that is used on clients driveways (residents of Portage Lake), is *not* being charged for, but the labor is. That has always been the practice of Portage Construction.

Gloria Curtis - None

Adjourned at 8 PM (Time 1 hr.)

APPROVED:


Gloria Curtis


Dan Higgins


Christy Dicker