

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, January 2, 2008
7:00 P.M.**

Call to Order

Approve Minutes of December 19, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Public Works Update
 - A. Easements for Turnarounds
 - B. Plowing Concerns
2. Cottage Road RR Crossing Bid Proposals
3. Fire Protection for Nashville Plantation
4. Fire Department Wages – Executive Session per 1 M.R.S.A. 405 (6)(D)
5. Repairs to Artesian Well
6. Affordable Housing Progress
7. 2005 Foreclosure Process
8. Proposed 2008 State Valuation
9. Sidewalk Grants - Tabled

OTHER:

NEW BUSINESS:

1. Emergency Management Plan Review
2. Stumpage Permit Review
3. MSAD #32, RSU Steering Committee Member
4. Public Hearing Jan. 9, 7 PM Ashland High School

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
Wednesday, January 2, 2008
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman Gerald Cormier.

Present: Gerry Cormier, Chairman; Steve Belanger and Ray Cyr, Selectmen; Rita Sinclair, Town Manager; Kathy Gagnon, Town Clerk; Pat Raymond, and Darey Gagnon, Residents.

A motion was made by Ray Cyr to accept the minutes of the December 19, 2007 meeting as written. The motion was seconded by Steve Belanger. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: None.

OLD BUSINESS:

1. Public Works Update –

A. Easements – The manager reported that these are about ready to be sent to the attorney for drafting.

B. Plowing Concerns – The manager reported that she has concerns with two businesses that are plowing snow into the Town Square. Before long there won't be any place to put the snow. The Board agrees that letters should be sent again to prevent a safety hazard.

The manager reported that the sand shed doors will have to be locked as some individuals who come to get sand are taking from the pile of salt. Gerry reported a complaint that Stockford Road had not been plowed until after 11:30 the day before New Years Day.

2. Cottage RR Crossing Bid Proposals – The manager reported that there are bids from James Sewall Co., BRS Inc., and Soderburg Construction in partnership with CES Inc. A letter from Woodard & Curran was also received stating that due to their workload they would not be able to submit a bid for proposal.

A motion was made by Ray Cyr to wait until the selectmen review these and then discuss them at the January 16th Board Meeting. The motion was seconded by Steve Belanger. Motion carries.

3. Fire Protection for Nashville Plantation – Nothing has been provided to date. The manager will contact Jim Gardner, Ashland's Town Manager to inquire about the status of the Mutual Aid Agreement.

4. Fire Department Wages ~ Executive Session per 1 M.R.S.A. 405 (6)(D) – Ray asked if it was necessary to go into executive session. The manager reported that this regarded labor relations and she feels that the information may present a conflict of policy, and she would prefer not to be pointing the finger at anyone in particular. Chairman, Gerry Cormier tabled this item to the end of the meeting.

5. Repairs to Artesian Well – Ray Cyr reported that the part has been ordered and received. The manager will check to see if Vaughn has the necessary tools needed to make this repair.

6. Affordable Housing Progress – Ray Cyr reported that they are into the Feasibility Study. He has not received an update this week but a Public Hearing has been scheduled for January 24th, 2008.

7. 2005 Foreclosure Process – The manger reported that she has a contract for one resident to sign. She has had a response from a family member of the deceased, but nothing from the heir. The son of the deceased would be willing to pay all taxes due. The third person has been paying all along and is applying for abatement. Gerry expressed concerns over making accommodations for certain individuals and others requesting the same type of payment plan. Discussion followed on how to prevent this from becoming a precedent and creating more of a burden on the town manager.

8. Proposed State Valuation – The town manager presented copies of the valuation report to the selectmen. She pointed out the sales compared to valuation and the trend for sales to be so much higher than the assessed value. There was also a significant increase in building value due to permits issued. Discussion followed on how sales affect values.

9. Sidewalk Grants – Tabled.

OTHER: Nothing.

NEW BUSINESS:

1. Emergency Management Plan Review – Gerry recommends that this be tabled until he has a chance to review the plan. The manager will also review this before the next meeting.

2. Stumpage Permit Review – The manger stated that she had asked Pat Raymond for his input on the Stumpage Permit. She also reported that she had talked with Laura Audibert and she thought the prices were a bit low. She (Laura) suggested having Pat make recommendations to the selectmen. Pat reported first on the last Town Forest Meeting. The attendance has been small, but we reviewed the future cuts for 2008. The Oak Point Bog has to be a winter cut due to the sensitivity of the area. Laura was going to check with Irving to see if she can have a specific crew to do the cut. We would like to have an area for parking across from the Mill Road to prevents parking on the road for safety issues. We reviewed the stumpage permit and found it to be similar to last years. The

prices are down a bit right now but may increase over the summer. The manager noted a \$2 discrepancy in the price that was paid per ton for spruce and fir. She will contact Jim Dube to get this corrected. Gerry recommends sending a letter rather than calling and not getting a response. Pat mentioned some of the language in the stumpage permit that needs better definition and stated that there needs to be better communication between the Forest Committee, the Town, and Irving. The next cut will be at two mile and then down to the mouth of the Fish Lake Road.

A motion was made by Ray Cyr to send a certified letter to Jim Dube including a copy of the stumpage permit and copies of the payments received to get this corrected. The motion was seconded by Steve Belanger. Motion carries. Gerry recommends highlighting the items in question. A copy of the letter will be made available to the selectmen at the next meeting. The selectmen signed the 2008 stumpage permit.

3. MSAD #32, RSU Steering Committee Member – The town manager presented copies of a letter she received explaining the need for a steering committee for the new regional school union and that the selectmen should appoint a person for this. Questions were asked about the resolution signed by both school boards against the mandate to regionalize. Gerry Cormier stated he would volunteer to be on this committee if it did not present a conflict as his wife works for the school district. The manager will contact Dr. Johnson to inquire of any restrictions to serving on this committee.

4. Public Hearing on January 9, 7 PM Ashland High School – The manger wanted to remind the selectmen about the public hearing on the new school as she will be unable to attend.

OLD BUSINESS:

4. Fire Department Wages – **A motion was made by Ray Cyr to enter into Executive Session per 1 M.R.S.A. 405 (6)(D). The motion was seconded by Steve Belanger. Motion carries. Time 8:20 P.M.**

A motion was made by Steve Belanger to come out of Executive Session per 1 M.R.S.A. 405 (6)(D). The motion was seconded by Ray Cyr. Motion carries. Time 8:50 P.M.

Gerry Cormier stated the resolution at this time is to table matter pending further information on topic. The fire department By-Laws were reviewed and questions were asked on Art. 13, item 2. Forfeiture. The manger will contact MMA to inquire about by-laws for Volunteer Fire Departments.

SELECTMENS CONCERNS:

Reminders:

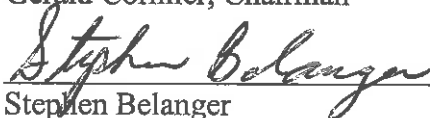
- Jan 9, Public Hearing on New School
- Jan 17, TIF Public Meeting
- Jan 24, Public Hearing on Affordable Housing
- Jan 31, Vote on the new school

A motion was made by Steve Belanger to adjourn at 9:05 PM. The motion was seconded by Ray Cyr. Motion carries. (Time 2hrs., 5 min.)

APPROVED:



Gerald Cormier, Chairman



Stephen Belanger



Raymond Cyr

TOWN OF PORTAGE LAKE

Incorporated: March, 24, 1909

P.O. Box 255, 20 School Street

PORTAGE LAKE, MAINE 04768

Phone (207) 435-4361

FAX (207) 435-6229

January 25, 2008

Dear Portage Lake Voter;

The upcoming vote on the new school is very important to all within MSAD #32. Please be aware that the existing schools are in disrepair and expensive to run because of the age of the buildings. The cost to upgrade the schools would be **\$10,000,000** with no State funding to aid in this process. If your property has a value of \$70,000 the increase in your taxes would be approximately **\$231** per year.

The proposed new school would be much more economical and would house all students from Pre-K through Grade 12, thereby reducing the cost of operating two buildings. The cost of the new school is approximately **\$21,937,928**. The State will pay **\$20,217,000** of this, and the balance of **\$1,720,928** will be paid by the taxpayers of MSAD #32. Using the same example of a value of \$70,000 the increase in your taxes would be approximately **\$100** per year.

The Portage Lake Board of Selectmen encourages you to vote "yes" to keep taxes low. The polls open at 10:00 A.M. Please be sure to vote.

Respectfully,

Board of Selectmen
Portage Lake

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, January 16, 2008
7:00 P.M.**

Call to Order

Approve Minutes of January 2, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Public Works Update
 - A. Easements for Turnarounds
 - B. Sand/Salt
2. Presentation for Public Meeting on TIF
3. Cottage Road RR Crossing Bid Proposals
4. Fire Protection for Nashville Plantation
5. Repairs to Artesian Well
6. Affordable Housing Progress
7. Stumpage Permit Letter
8. MSAD #32, RSU Steering Committee Member
9. Fire Department Wages – Executive Session per 1 M.R.S.A. 405 (6)(D)
10. Sidewalk Grants – Tabled

OTHER:

NEW BUSINESS:

1. Emergency Management Plan Review
2. Financial Report

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
January 16, 2008
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Gerry Cormier, Chairman; Steve Belanger and Ray Cyr, Selectmen; Rita Sinclair, Town Manager; Don Tardy, Maine Woods Co. CEO, and Ken Carle, Maine Woods Co. Accountant; Darey Gagnon, Judy Moreau, Clayton Demerchant, Residents; and Kathy Gagnon, Town Clerk.

The minutes of the January 2, 2008 meeting were reviewed. **A motion was made by Ray Cyr to accept the minutes as written. The motion was seconded by Steve Belanger.** Gerry Cormier mentioned that under Foreclosure Process the discussion should include the "burden on the Town." **Motion carries.**

The Treasurers warrants were reviewed and signed by the selectmen.

OLD BUSINESS:

1. Public Works Update

A. Easements for Turnarounds – Incomplete.

B. Plowing Concerns – The town manager reported that the sand was down to half. Gerry commented on Cottage Road in front of Baker's and Moreau's having a build up of ice where the water is coming across the road. Rita will check on it and have Vaughn do what he can to remedy the situation.

2. Presentation for Public Meeting on TIF – Don Tardy presented copies of information on the mill that would be presented at the public meeting. He spoke on the importance of understanding the TIF in order to present information to the people who will attend the public meeting tomorrow night. He stated this would be a two part presentation. First the mill would present the site history, the status as of today, and economic impact of the mill in employment and money as it relates to the area. Then the Town would present the contract, the taxes paid by the mill, and other taxes collected from the mill operation. Don went over the information he had prepared on the mill. Gerry asked about the market for chips. Don responded that there is a market but they do not have the wood. He went on to explain that some chips are used for paper and some for cloth. He stated that the money that comes back to the mill is reinvested back into the mill. The Pingree Heirs, or at least 30 -35 of them, have not taken a profit from the mill; everything has been reinvested back into the mill. Don went on to discuss the impact of the operations from the stump, to the mill, to the market. Don discussed the acreage of the TIF district. The town manger reported on what has been collected in taxes to date and how that money has been used. She will have this ready by tomorrow. Discussion followed on postponing the meeting or following through with tomorrow night's meeting. It was decided not to change the date of the meeting.

3. Cottage Road RR Crossing – Ray Cyr presented a summary of his review of the bids for this project. The proposals received were from CES for \$11,500; James Sewall Co. for \$37,200; BRSA for \$8,300. Ray pointed out that CES proposal came in after the deadline. Steve Belanger stated that he preferred BRSA's proposal over the others. **A motion was made by Ray Cyr to accept the bid of BRSA for \$8,300. The motion was seconded by Steve Belanger. Motion carries.**

4. Fire Protection for Nashville Plantation – The town manger reported that she has talked with Jim Gardner, Ashland's Town Manager, who stated that he has not seen a mutual aid agreement. Gerry asked if Nashville was involved with the mutual aid agreement. the manager responded that it was between Portage and Ashland. She stated that it has been set up with Houlton to include Portage when Ashland is paged out for Nashville.

5. Repairs to Artesian Well – Ray Cyr reported that all that is needed are fittings and good weather to make the repairs. Ray has talked with Vaughn and Darey to finalize this project. He will be gone the month of February, but if the weather permits, Vaughn and Darey could go ahead with the repairs.

6. Affordable Housing Progress – Ray Cyr reported that he met with Northern Maine Development Corporation and two engineering firms, BRSA and Sewall Co. Joella Theriault of NMDC is conducting the feasibility study and she will choose the engineering firm. Sewall Co. has dropped out due to the work load. It is important to have good attendance at the Public Hearing on the 24th for input. We are planning on two separate buildings, six units per building, with everything on one floor. We need approval on the design and location.

7. Stumpage Permit Letter – The manager presented a copy of the letter she sent (certified) to Jim Dube of Irving regarding the underpayment for spruce and fir. She has had no response to date. She had received a check for the camp lease which is being looked into to see if everything is current. Irving cuts the check in December of the previous year and not received until mid January of the following year.

8. MSAD #32, RSU Steering Committee Member – The manager reported that she had spoken with Superintendent, Gehrig Johnson, about Gerry being able to serve on the RSU Steering Committee. Dr. Johnson stated that it would not be a conflict of interest and he would include him on the committee.

9. Fire Department Wages - Executive Session per 1 M.R.S.A. 402 (6)(D) – Differed to end of meeting.

10. Sidewalk Grants – Tabled.

OTHER: Judy Moreau asked if the school consolidation takes place what happens to the existing buildings. Gerry commented on the disrepair of the old building. The hope is to have a unanimous vote to pass. If it fails, more than likely the school will have to be

closed. The consolidation will not change the new school being built. It will cut administration costs. Everyone needs to know that if the school is voted in, taxes for Portage Lake will increase. Judy Moreau stated that Portage pays a bigger percentage of the cost to run the schools. Gerry went on to explain that 91% of the cost of the new school will be paid by the State and the Towns will pick up the remaining cost. It's going to be 10 million to repair or 1.9 million to build. The other bonus is the generator system will run the school and, in an emergency situation, provide shelter. *Not Board vote RMS* Gerry feels the Town should send a letter to make sure no one misunderstands the cost for repairs compared to the cost for building. The increases would be 3.9mil or .9mil. Kathy Gagnon expressed concern of Portage not approving the new school.

NEW BUSINESS:

1. Emergency Management Plan review – Gerry has reviewed the plan and sees many corrections that need to be made. Discussion followed on the EMA Director, the map, the closest hospital, and emergency shelter. Gerry's recommendation is that the document is good, but corrections need to be made. Rita will review this and make the corrections.
2. Financial Report – The manager provided financial statements for the Board to review at their leisure. The statements are to the end of December 2007. The selectmen asked about some of the account balances wanting to know if there was a possibility of overdrafts.

OLD BUSINESS:

9. Fire Department Wages ~ Executive Session per 1 M.R.S.A. 405 (6)(D) – **A motion was made by Steve Belanger to go into Executive Session per 1 M.R.S.A. 405 (6)(D). The motion was seconded by Ray Cyr. Motion carries. Time 8:45 P.M.**

A motion was made by Steve Belanger to come out of Executive Session per 1 M.R.S.A. 405(6)(D). The motion was seconded by Ray Cyr. Motion carries. Time 9:05 P.M. Gerry stated that the issues around the Fire Department wages are tabled pending the next selectmen's meeting.

SELECTMENS CONCERNS: None stated.

A motion to adjourn was made by Steve Belanger at 9:10 P.M. The motion was seconded by Ray Cyr. Motion carries. (Time 2 hrs 10 min.)

APPROVED:


Gerald Cormier, Chairman


Stephen Belanger

Raymond Cyr

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, February 6, 2008
7:00 P.M.**

Call to Order

Approve Minutes of January 16, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Public Works Update
 - A. Easements for Turnarounds
2. Responses to Questions on the TIF
3. Cottage Road RR Crossing Setback
4. Fire Protection for Nashville Plantation
5. Repairs to Artesian Well
6. Affordable Housing Progress
7. Stumpage Permit Letter Response
8. Emergency Management Plan
9. Fire Department Wages – Executive Session per 1 M.R.S.A. 405 (6)(D)
10. Sidewalk Grants – Tabled

OTHER:

NEW BUSINESS:

1. Complaints on Discount and Tax “Year”
2. Fire Truck Disposal
3. Abatement on Value
4. Budget & Town Meeting

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
February 6, 2008
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Gerald Cormier, Chairman; Stephen Belanger, Selectman; Rita Sinclair, Town Manager; Kathy Gagnon, Town Clerk; Darey Gagnon, Resident; Dave Bolstridge, Fire Chief; Dave Pierce, Fire Department Secretary.

The Board reviewed the minutes of the January 16, 2008 meeting. Gerry Cormier mentioned that (under **OTHER**) he was looking for the support of the selectmen for the town to send a letter to the residents regarding the new school. **Steve Belanger made a motion to accept the minutes as written. Gerry Cormier seconded the motion. Motion carries.**

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Public Works Update:

A. Easements for Turnarounds - the manager reported that the information for the easements had been sent to the towns' attorney. He will prepare a draft and send it back for approval.

The manager reported complaints on the snow banks and not being able to see by the banks. The areas mentioned are by the post office and Cottage Road between the churches. No complaints on the turnarounds. Dave pierce mentioned that the Sutherland Street Turnaround may be an issue in the spring. The new truck is bigger than the old one. The ground is soft around the hydrant and there's a chance of getting the new truck stuck. This area needs to be raised to make the turnaround level. Steve suggested checking into a Homeland Security Grant to help with this project.

2. Response to Questions on the TIF – the manager asked if the Board felt it necessary to post another meeting to answer the few questions asked at the previous meeting. She reported that Don Tardy had e-mailed some information about the ownership of the land and that he planned on compiling a letter to that affect. The Board doesn't feel that another meeting is necessary as long as the question is answered.

3. Cottage Road RR Crossing Setback – the manager presented copies of a fax for a rough cost estimate that she had received from the railroad. It appears that the Town is expected to pay for moving the crossing as well as the upgrade. The estimated cost for this project is \$100,000. The manager doesn't feel the Town should be responsible for upgrading the crossing. Gerry stated that it hasn't been decided if we are moving the crossing. This is a safety hazard for the Town. It appears that the railroad is putting a crossing safety issue as the Towns responsibility. We have contracted an engineer to

design restructuring the road and until that is completed we haven't decided if the crossing has to be moved or not. A letter should be sent to the railroad mentioning this along with the fact that this crossing is a safety issue.

4. Fire Protection for Nashville Plantation – No response to date.

5. Repairs to Artesian Well – This project is on hold until weather is better.

6. Affordable Housing – The manager reported the Public Hearing was well attended. Those present voted in favor of the units with the garages and they chose the Hartman property adjacent the municipal building. Consensus was that this was a more centrally located area.

7. Stumpage Permit Letter Response – The manager reported a check for the underpayment had been received. This brings the account up to date.

8. Emergency Management Plan – The update for this has not been completed. Darey Gagnon mentioned that he had tried several times to contact the municipal office but all he got was a busy signal. He thinks it is important to have another line to access the office. The manager stated that we have discussed this before and have not been able to make the necessary changes. The phone system doesn't allow an answering machine or a voice mail. The fax line can be called out on but cannot call in on. That leaves one line for the office, manager, code enforcement, and public works. Discussion followed on the various companies in the area. Rita will look into this to see what options are available.

9. Fire Department Wages – Executive Session per 1 M.R.S.A. 405 (6)(D) – Gerry asked that this be held until the end of the meeting.

10. Sidewalk Grants – Tabled

OTHER: None.

NEW BUSINESS:

1. Complaints on Discount and Tax "Year" – the manager reported receiving several complaints on the lack of a discount this year and also the change in the tax year. Several taxpayers are dissatisfied that the tax bill comes during heating season. Steve mentioned that he had someone ask about the discount. He reported he had explained that money has to be raised to grant a discount so the taxpayer is paying for it. Gerry stated that as for Town Meeting, this change was voted on by the people at the annual Town Meeting.

2. Fire Truck Disposal – An ad needs to be drafted for the sale of the truck. Dave Bolstridge reported that the ladders need to be removed. The battery will have to be hooked up as if left connected it causes a drain and runs the battery down. Dave said the 1000 gallon poly tank is worth \$3,000. He will get the information on the truck so Rita can prepare the ad. After much discussion, it was decided to state \$5,000 Or Best Offer.

3. Abatement on Value – The manager presented three abatements to the selectmen to sign. The first is for Don MacNaught on his building. The amount was reduced last year because the building was still under construction. This did not get changed in the computer so the bill went out at full value. The next two are for the Long & Pelletier property. This needed to be changed before the commitment was set, but the paperwork was delayed. The property is now divided into three parcels rather than two. These taxes need to be abated and new bills or supplemental bills issued. The selectmen signed the abatement forms.

4. Budget & Town Meeting – The manger stated that this needs to be moved to an earlier date. Having this so late in the calendar year has created some problems with filing paperwork with Maine Revenue Services. She stated she has always worked with actuals rather than projected cost. It will require having the audit done earlier in order to have the report for the annual report. Gerry recommended waiting until a full board is present to decide this matter

SELECTMENS CONCERNS: Steve asked if the sand and sale was holding up. The manager said it looked as though we would make it through. Darey Gagnon mentioned sanding the hills, curves, railroad crossings, and intersections.

Return to Old Business:

9. Fire Department Wages – **A motion was made by Steve Belanger to enter into Executive Session per 1 M.R.S.A. 405 (6)(D). Motion seconded by Gerry Cormier. Motion carries.** Time 8:10 P.M.

A motion was made to come out of Executive Session per 1 M.R.S.A. 405 (6)(D). Gerry Cormier seconded the motion. Motion carries. Time 9:00 P.M. Gerry Cormier stated that this issue has been temporarily resolved. This will be revisited at a later date.

The Treasurers' Warrants were reviewed and signed.

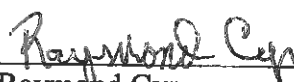
A motion was made by Steve Belanger to adjourn at 9:05 P.M. The motion was seconded by Gerry Cormier. Motion carries.

APPROVED:



Gerald Cormier, Chairman

Stephen Belanger



Raymond Cyr

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, February 20, 2008
7:00 P.M.**

Call to Order

Approve Minutes of February 6, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Public Works Update
 - A. Easements for Turnarounds - Draft
2. Responses to Questions on the TIF
3. Cottage Road RR Crossing Update
4. Fire Protection for Nashville Plantation
5. Repairs to Artesian Well
6. Affordable Housing Progress
7. Emergency Management Plan
8. Sidewalk Grants
9. Fire Truck Ad

OTHER:

NEW BUSINESS:

1. Commitment for Supplemental Tax Bills
2. Health Issues in Town Office
3. Quit Claim Deed
4. Senior Officials Workshop for All Hazard Preparedness ~ March 11, 2008
5. Manager Vacation

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
February 20, 2008
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Gerald Cormier, Chairman; Stephen Belanger and Ray Cyr, Selectmen; Rita Sinclair, Town Manager; Kathy Gagnon, Town Clerk.

A motion was made by Steve Belanger to accept the minutes of the February 6 2008 meeting as written. The motion was seconded by Gerry Cormier. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Public Works Update

A. Easements for Turnarounds – Draft ~ the manager presented a draft prepared by Attorney Richard Solman for the easements on the Stockford Road and the Hathaway Road. Attorney Solman has requested a better sketch of the turnaround to attach to the deed. The manager will photocopy the map to see if this would provide a better sketch. Selectmen Cormier and Belanger approve the draft of the easements.

Steve Belanger asked if Public Works was having any problems with icing. The manager responded that Cottage Road had been scraped down and West Road would be as soon as the temperatures came up a little.

The manger reported a water problem on West Road that Vaughn was able to take the backhoe and open the snow bank to let the water drain off the pavement. There have been complaints of individuals plowing snow across the road and not cleaning up afterwards.

2. Responses to Questions on the TIF – The manager reported that she had e-mailed Don Tardy to inquire if he has had an opportunity to prepare a letter. She has not heard

3. Cottage Road RR Crossing Update – Nothing new to report.

4. Fire Protection for Nashville Plantation – Nothing has been presented. The manager noted that she may prepare something and have Nashville's Town officials review and decide if it would be acceptable.

5. Repairs to Artesian Well – this will be completed as soon as weather allows.

6. Affordable Housing Progress – Nothing new to report.

7. Emergency Management Plan –The manager is working on this in her spare time and hopes to have it completed by the next meeting

8. Sidewalk Grants- The manager stated she is looking for additional information on available grants.

9. Fire Truck Ad – The manager presented an ad for the selectmen to review. It was read and agreed to have this placed in the local newspapers and also the Maine Townsman if time allows.

OTHER: Gerry read a letter from J.R. Lumber Inc. sent to the Board of Selectmen asking for abatement on the 2007/2008 personal property tax for the mill which burned in October of 2007. The mill had only been in operation for 3.5 months of the tax year. The manager will pull the necessary paperwork and have Mr. Camp point out the items that were lost in the fire.

NEW BUSINESS:

1. Commitment for Supplemental Tax Bills – the selectmen signed the commitment papers for the supplemental tax bills on the Long and Pelletier properties.

2. Health Issues in Town Office – Both Kathy and Rita have concerns over the odors that build up in the office. Rita reported that they both are having headaches and sore throats. Rita also has a metal taste in her mouth. Other individuals that have come into the office have complained about the smell also. Some have said that the odor comes from an overcharged battery. The assistant fire chief has looked into this and has had K & T come to check on the new truck. Nothing has been found, but the odor continues. It's worse some days than others. Steve suggested contacting the Towns insurance to see if the adjoining door can be removed or if that door needs to remain as an exit door. Rita will contact the electrician to ask how the hook up for the battery works. Gerry asked what the building has for ventilation. When told there was nothing in place, he suggested contacting different agencies to inquire about ventilation for the fire department and for the public works department.

3. Quit Claim Deed – A Quit Claim Deed was prepared for the selectmen to review and sign. This was for payment of back taxes by Kyle McKay, son of the deceased property owner, Charles McKay. A certified letter was sent to the daughter, who signed for the letter, but never responded to the letter. Rita reported that she had also spoke with Richard Flewelling, Attorney at Maine Municipal Association, who stated that this would be the proper procedure. The selectmen signed the Quit Claim Deed.

4. Senior Officials Workshop for All Hazard Preparedness, March 11, 2008 – **A motion was made by Steve Belanger, and seconded by Gerry Cormier, to allow the manager to attend the workshop. Motion carries.** If Kathy is away, then post the office closed, in advance, to attend the workshop. The manager will contact Selectman, Ray Cyr, to see if he is interested in attending.

5. Manager Vacation – Rita requested taking the following week off. It may not be a full week, but she would like a break before Kathy goes on vacation.

SELECTMENS CONCERNS:

Gerry asked how the sand/salt is holding out. The manger stated that we all set for the rest of the season.

Gerry asked about snow removal around the building for Can Am. Kathy reported that Jim Dumond is in charge of that. Volunteers are lined up. The Over 50's Group will be selling Chili and Beans to the public.

Rita reported that she had requested a price for radios for Public works. The cell phone doesn't work most of the time because of the low spots in the area. She has had to go out in her vehicle to track either Vaughn or Perry down.

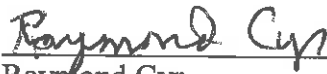
Gerry also asked about voice mail or answering machine for the office. Rita reported that this is still being looked into. It is available in other towns so we should be able to do the same here and save telephone tie ups.

A motion was made by Steve Belanger to adjourn at 8:40 P.M. Motion seconded by Gerry Cormier. Motion carries. (Time: 1 hr. 40 min.)

APPROVED:


Gerald Cormier, Chairman


Stephen Belanger


Raymond Cyr

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, March 5, 2008
7:00 P.M.**

Call to Order

Approve Minutes of February 20, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Public Works Update
 - A. Easements for Turnarounds
2. Responses to Questions on the TIF
3. Cottage Road RR Crossing Update
4. Fire Protection for Nashville Plantation
5. Repairs to Artesian Well
6. Affordable Housing Progress
7. Emergency Management Plan
8. Sidewalk Grants
9. Health Issues in Town Office

OTHER:

NEW BUSINESS:

1. Signatures for Maine Valuation Return
2. Radio system for Public Works Dept.
3. Stumpage Income
4. Budget Preparation and Town Meeting

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
Wednesday, March 5, 2008
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Gerald Cormier, Chairman; Stephen Belanger and Raymond Cyr, Selectmen; Rita Sinclair, Town Manager; Darcy Gagnon, Resident; Kathy Gagnon, Town Clerk.

The minutes were reviewed and it was noted that Ray Cyr was absent at that meeting. **A motion was made by Stephen Belanger to approve the minutes of the February 20, 2008 meeting. The motion was seconded by Raymond Cyr. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Public Works Update

A. Easements for Turnarounds – the manager reported that she had tried to draw the turnarounds on the maps but it isn't coming out right. She will try it on draft paper to see if it would be more to scale. Public Works is doing well with keeping up with the snow and the sand/salt is holding out. Steve asked if the Fire Truck has gone out to bid. Rita reported that she had sent it to The Star Herald and to the Maine Townsman. The deadline has been extended to April 15 so it would have time to circulate in the Maine Townsman.

2. Responses to Questions on the TIF – Nothing has been received from Maine Woods Co. The manager has talked to Don Tardy and he reported he has been tied up with the situation at the mill.

3. Cottage Road RR Crossing Update – The manager will be contacting Montreal, Maine, & Atlantic Railroad to let them know that we have not had a report from the engineering firm to know exactly what would be done at the crossing.

4. Fire Protection for Nashville Plantation – The manager has not received anything from either Ashland's or Portage's Fire Department in the way of an agreement. She will put something on paper for the Nashville assessors and Portage's selectmen to review to see if it would be acceptable.

5. Repairs to Artesian Well – This project is on hold until we start having better weather.

6. Affordable Housing Progress – Ray Cyr reported that there is a meeting scheduled for March 13 at 6:30 p.m. He stated he had received a copy of a letter from USDA to Rep. Collins regarding Portage Lake's ranking (511 out of 515), included in this is the lack of

substandard housing and the median income, for financial assistance with the Housing Project. Discussion followed on what might make a difference if it were reported to USDA such as the number of residents who have had to relocate due to the lack of elderly housing. Ray also reported that another Public Hearing needs to be scheduled by the end of March.

7. Emergency Management Plan- The manager reported that she is still working on this and needs the name of the public health nurse. Gerry recommended calling the Department of Human services for that information. She also needs to list a backup site for the plan in case something happened to the Town Hall.

8. Sidewalk Grants – The manager is still working on this. Gerry mentioned the upcoming Grant Writing Workshop that the manager should attend.

9. Health Issues in Town Office – The manager reported that she needs to apply for a permit through the Fire Marshall's Office to remove the door in the Town Office. She also reported that DEP does not have equipment sensitive enough to pick up what we are detecting in the town office. She still needs to contact a company to have a ventilating system for the fire department and public works garage.

OTHER: Gerry brought up radios for public works and a phone system that would allow voice mail or something that would not tie up the phone line. The manager has made contact and requested information to have an answering service or an answering machine, but has not received this yet.

The radios for public works would consist of a radio in the truck and one in the backhoe along with 2 portables that would reach at least a five mile radius.

Gerry stated there is one more item. This would be a packet or something that would help the selectmen to understand the TIF better. He read through the calculations the manager had given him but still finds it confusing.

Ray asked if we were doing anything about the Pine Tree Zone. The manager will contact Alain Ouellette to get the status of this project.

Ray asked about the situation with the fire department. Since this was an issue under executive session, it cannot be discussed at this time. The outcome at the last meeting was that it "was temporarily resolved and will be revisited at a later date."

NEW BUSINESS:

1. Signatures for Maine Valuation Return – The manager presented the Maine Valuation Return for the selectmen to review and sign so that she can send this in. She is still uncertain why she had to do a second MVR. The selectmen reviewed and signed the MVR.

2. Radio System for Public Works – Previously discussed.

3. Stumpage Income – The manager presented a copy of a check for stumpage and reported that we are getting no back up information to go along with the checks. She stated that we normally get the numbers for the tally slips, but did not with this payment.

4. Budget Preparation and Town Meeting – The manager reported that we need to move our Annual Town Meeting to an earlier date. She is asking for the Boards thoughts and views. WE would have to have a budget done before the end of June. We would be working with projected figures rather than actual. Gerry thinks we should be starting this in April in order to be ready. The manager stated that it would be difficult to get the Town Report completed in time for the Annual Meeting. The auditors report will not be completed by that date so it would not be available for the Town Report. Steve suggested that a notice be printed in the Town Report stating that the audit would be available at a later date.

SELECTMENS CONCERNS:

Steve Belanger asked how the CanAm dog sled race went. Kathy filled the Board in on what takes place at the municipal building during CanAm.

Ray Cyr asked about the fuel situation in town. The manager reported that there has been no fuel for sale in Portage Lake since the 1st of March. Ray feels this is bad PR for the Town and the snow sledders. Coffins is having difficulty with purchasing fuel. The manager will contact Daigle Oil about installing a gas tank with a meter so the Town would have fuel for emergency purposes for the fire department and public works department.

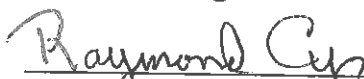
The Town Manager reported that the tax abatement funds are down to \$183. There would not be enough funds in that account to abate J & R Lumber for the loss of equipment at the mill. Steve asked what we could do since we have already stated that we would grant abatement for the taxes on the equipment lost in fire at the mill. Rita reported that she would contact the owner to let him know what the balance of his taxes would be after deducting the amount to be abated. When the year changes then the abatement will be completed and entered to clear the remaining tax.

A motion to adjourn was made by Ray Cyr at 8:15 P.M. The motion was seconded by Steve Belanger. Motion carries. (Time 1 hr. 15 min)

APPROVED:


Gerald Cormier, Chairman


Stephen Belanger


Raymond Cyr

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, March 19, 2008
7:00 P.M.**

Call to Order

Approve Minutes of March 5, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Public Works Update
 - A. Easements for Turnarounds
2. Responses to Questions on the TIF
3. Cottage Road RR Crossing Update
4. Fire Protection for Nashville Plantation
5. Repairs to Artesian Well
6. Affordable Housing Progress
7. Emergency Management Plan
8. Sidewalk Grants
9. Health Issues in Town Office
10. Radio System for Public Works

OTHER:

NEW BUSINESS:

1. Grant Writing Workshop, Augusta March 26, 08
2. Citizens Petition to Maintain Country Club Ave. October - May
3. Citizens Petition to Reinstate the 2% Discount
4. Mileage Reimbursement
5. Telephone System
6. MSAD # 32 Request for Donation
7. Manager Evaluation
8. TIF Course 101

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
March 19, 2008
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Gerald Cormier, Chairman; Raymond Cyr and Stephen Belanger, Selectmen; Rita Sinclair, Town Manager; Darcy Gagnon, Resident; Katherine Gagnon, Town Clerk

A motion was made by Ray Cyr to accept the minutes of the March 5, 2008 meeting as written. The motion was seconded by Steve Belanger. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

BISUNESS FROM FLOOR: None

OLD BUSINESS:

1. Public Works Update –

A. Easements for Turnarounds – The manager reported that the drafts and updated sketches of the turnarounds have been sent back to the attorney. If he accepts the sketches he will finalize the paperwork and send it back to us.

Gerry mentioned that there is water in front of Adam Soucy's that needs to be watched. Ray asked if there were any more problems with the snow accumulation on the corner of Cottage Road and Rt. 11. The manager reported that she had received several phone calls from DOT in Ashland and Presque Isle in response to the complaints they had received from a resident of Portage Lake. DOT said it's the Towns responsibility. The manager informed DOT that the problem had been taken care of by Portage's Public Works Department. The manager reported that some work has to be done to the backhoe. It will be on the next agenda.

2. Responses to Questions on the TIF – Nothing has been received from Don Tardie. Steve asked if the resident who had the questions has been back. ~~Rita reported that she occasionally calls to see if I have reviewed~~

3. Cottage Road RR Crossing Update – The manager reported that she hasn't heard from anyone regarding this project. BRSA is probably waiting for the snow to melt to be able to see what needs to be done.

4. Fire Protection for Nashville Plantation – The manager reported that she has had no input from either fire department and has not had time to write an agreement for Nashville to approve.

5. Repairs to Artesian Well – Ray Cyr stated they have the materials they need to do this but are waiting for better weather.

6. Affordable Housing Program – Ray Cyr reported that there is a Public Hearing scheduled for Thursday, March 27 at 7:00 P.M. There is a meeting of the Directors with Joella Theriault of NMDC at 6:00 P.M.

7. Emergency Management Plan – The manager reported that she is still working on this. She attended the Senior Officials Workshop and found it to be very informative. She would like to get everybody (fire department, public works, and the selectmen) together to find out what everyone's roll would be should there be a disaster, whether it would be a derailment or a flood. Gerry asked about a backup plan or facility that could be used in case something happened to the municipal building.

8. Sidewalk Grants – The manager reported that these aren't looking to good, but she will pursue.

9. Health Issues in Town Office – No odors have been noted lately. The manager stated she has contacted the Towns insurance through MMA and was directed to the State Fire Marshall's Office. The permits for removing the second door in the office need to come through them. She reported that she had spoken with Scott Daigle about an additional tank for gasoline for the municipality. He quoted a cost of \$2,500 to \$3,000 for a 300 or 500 gallon tank plus installation. This also needs to be permitted through the State Fire Marshall's Office. Steve asked if this would have to have a cement tub around it. Rita stated that it would. There hasn't been any gasoline at the store since the 1st of March. We need to be prepared for summer mowing.

10. Radio System for Public Works – The manager presented copies of a proposal she had received from Aroostook Communication. Gerry asked if it was the same company that does the phone systems. Rita responded that it was not, but she had contacted the company that does (North Woods Communications), three times and has yet to get a quote from them. We do have a line that we are not using that we can use. Rita reported that she is trying to find out if another line can be added to our phones. She has contacted Verizon and found that we can have a set up so that if the main line is busy that it would switch over to the other line. Verizon stated that voice mail is not available in this area. Gerry stated that he has voice mail but their telephone is through USA. Gerry stated that the priority is getting voice mail for the telephone system. We have to have the capability of communicating especially if there is a disaster. Ray stated we should have 2 more lines and voice mail. The amount for the radios would stretch the budget for public works. Ray stated that it is something we can put in the budget for next year. Darey reported that he has some radios that the Town could have checked out to see if they work. They may need a chip, but if they would have communication. Rita reported that the proposal would be to work off the fire departments channel. The selectmen agree to have Aroostook Technologies look at the radios to see if they work. If not, it can be included in the upcoming budget.

OTHER: The manager presented a letter from MSAD #32 stating that graduation would be at the end of May. Applications for scholarships will be sent to the town office. We

need to let Mr. McHatten know who will present the scholarships and how many tickets are needed for seating.

The second item is the Assessors Notice that needs signatures before the letters are sent out requesting list of estates for personal property.

The last item is for an application for the new "Business Equipment Tax Exemption" program from the state. The manager reported that the Town will not tax the new equipment, but the state will reimburse the Town for that piece of equipment according to the percentage of the original purchase price. Steve asked how the State was going to reimburse the town. Rita stated she was not sure how this works as she is still trying to understand it.

NEW BUSINESS:

1. Grant Writing Workshop in Augusta, March 26, '08 – The town manager reported that Kathy Gagnon would be on vacation that week. The selectmen agreed to close the office for that day.

2. Citizens Petition to Maintain Country Club Ave. from October to May – The manager presented a petition to the selectmen regarding maintaining Country Club Avenue from October to April. She made an error on the month in the agenda. The manager believes the petition is to have this as an article on the warrant at Town Meeting. Town Clerk, Kathy Gagnon has certified the signature on the petition. Discussion followed on the road not being a town way, although it is town property, and whose responsibility it is to maintain the road. Gerry reported that Gilbert Cyr, Marcel Theriault, and Unice have easements from PHCC to use the road. Steve asked how can the Town be petitioned to maintain that road if the town has nothing to do with it when the Country Club has granted the easements for that road. Steve believes that the town is not responsible for that road because of the lease with the country club. **A motion was made by Steve Belanger to accept the petition. Motion seconded by Ray Cyr. Motion carries.**

3. Citizens Petition to Re-instate the 2% Discount on Taxes – The manager presented another petition to re-instate the 2% discount on property taxes. The manager stated that an amount can be taken from surplus to grant the 2% discount instead of raising taxes. Discussion followed on where the surplus comes from, if people understand that we need to maintain a certain amount in the surplus account and whether it is from overlay or surplus, it is still coming from taxes. **A motion was made by Steve Belanger to accept the petition. Ray Cyr seconded the motion. Motion carries.**

4. Mileage Reimbursement Increase – Ray stated he had asked Rita to have this on the agenda. Rita reported that at present the mileage reimbursement is .30 per mile. This does not cover gas prices today. **Ray made a motion to increase mileage reimbursement to .40 per mile. Steve Belanger seconded the motion. Motion carries.**

5. Telephone System – Previously done.

6. MSAD #32 Request for Donation - This was a request for a donation to aid in purchasing jackets for the teams. The individual who asked to have this on the agenda is not present.

7. Manager Evaluation – The town manager presented 4 copies of different evaluation forms for the selectmen to review. They will decide which format they prefer to use by the next meeting.

8. TIF Course 101 – The town manager presented handouts to the selectmen with information on the TIF (Tax Increment Financing) Program. The course included how the original value was determined, the total value for taxation, the percentage of captured assessed value (the additional amount the town gets to keep), and how the reimbursement amount is calculated. The selectmen have a better understanding of the TIF calculations. The manager stated that she made an error in the calculation of the amount to be reimbursed to Maine Woods Co., LLC.

SELECTMENS CONCERNS:

Gerry – we need to start working on the budget. If we can have part of it at the next meeting, we can meet again on Wednesday, April 9th to review this. Once that is done we can meet with the budget committee to review the whole budget.

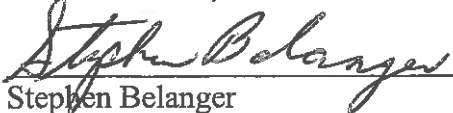
Darey Gagnon spoke to the Board about CanAM. He feels the Town gets nothing in return for all they do. We get nothing but harassment. Darey said we don't even get a thank you. The manager reported that a supper is served the Tuesday night after the race for all involved. Steve Belanger suggested writing a letter to CanAm committee stating that no recognition is give for all the volunteer work (cooking, serving, and ATVers to guide the mushers and dogs across Rt. 11) being done in Portage Lake.

Steve Belanger stated that he may have to resign as selectman if his new job takes him out of town, possibly starting in May.

A motion to adjourn was made by Ray Cyr at 8:45 P.M. Motion seconded by Steve Belanger. Motion carries. (Time 1 hr. 45 min)

APPROVED:


Gerald Cormier, Chairman


Stephen Belanger


Raymond Cyr

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, April 2, 2008
7:00 P.M.**

Call to Order

Approve Minutes of March 19, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Public Works Update
 - A. Easements for Turnarounds
2. Responses to Questions on the TIF
3. Cottage Road RR Crossing Update
4. Fire Protection for Nashville Plantation
5. Repairs to Artesian Well
6. Affordable Housing Progress
7. Emergency Management Plan
8. Sidewalk Grants
9. Health Issues in Town Office
10. Radio System for Public Works
11. Telephone System Update
12. Grant Writing Workshop Update
13. Legalities of Citizens Petitions

OTHER:

NEW BUSINESS:

1. Portage Hills Country Club Request for Abatement
2. Meeting with Randy Tarr, Assessing Agent
3. Request for Abatement
4. Changes to Excise Tax & Affect on Municipalities
5. Stumpage Checks
6. Manager Evaluation
7. April 16, 2008 ~ Assessors Meeting Prior to Board Meeting

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING**

April 2, 2008

7:00 P.M.

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Gerald Cormier, Chairman; Stephen Belanger and Raymond Cyr, Selectmen; Rita Sinclair, Town Manager; Darey Gagnon, Resident; Bill Nemer, President of the Portage Hills Country Club.

A motion was made by Ray Cyr to accept the minutes as written. Steve Belanger seconded the motion. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: The selectmen allowed Bill Nemer, President of the Portage Hills Country Club (PHCC), to present his request from **NEW BUSINESS**, item # 1. Bill stated that PHCC had missed the opportunity to request tax abatement on the land at the golf course. He asked the Board if it would be possible to request that abatement at this time. Gerry Cormier responded that the Abatement Account was mostly depleted for this year. Bill reported that the tax bill has already been paid for this year to prevent paying any interest. He asked if the Board allowed the abatement for this year if it would be possible to have it credited to next year. The Town Manager stated she would call MMA Legal Department to inquire if this would be possible. Bill also mentioned the fact that materials are donated for any construction they do, but the Town taxes them at full rate. If PHCC were to build a new club house they would be looking for help to reduce costs. He stated the golf course is an asset to the Town, but there are no breaks. Discussion followed on when abatements should be requested and what can the Town do to accommodate the club. The manager would like to have an agreement for the Town to be able to use the property for winter activities while the club house is closed.

Bill presented a letter to the Board asking for a waiver on the Public Hearing for the Country Club's Liquor License. **A motion was made by Steve Belanger to grant the waiver on the Public Hearing for the Liquor License. The motion was seconded by Ray Cyr. Motion carries.** The selectmen signed the application for the license renewal application.

OLD BUSINESS:

1. Public Works Update: The backhoe repair has been completed. There was a problem with the linkage and a seal needed to be replaced. Rita reported that public works would like to get the banks cut down in the ditch on West Road to keep the water from coming across the road. She has called MDOT to see if their grader was available, but it is in the repair shop. It won't be ready for a week or more. Vaughn is watching all areas of concern to be prepared for flooding or culverts that need to be thawed.

A. Easement for Turnarounds – The Easements have been prepared, but the manager noticed a discrepancy in the measurements on the width of the turnaround. The manager will contact the Towns attorney to have this changed.

2. Responses to Questions on the TIF – Nothing received to date.

3. Cottage Road RR Crossing Update – Nothing new to report.

4. Fire Protection for Nashville Plantation – The manager reported she has been working on an agreement, but it is not completed.

5. Repairs to Artesian Well – This project is on hold.

6. Affordable Housing Progress – Ray Cyr reported that the Public Hearing had to be rescheduled to April 10, 2008 as Joella Theriault was unable to attend.

7. Emergency Management Plan – The manager reported that this will be ready for the next meeting.

8. Sidewalk Grants – The manager reported that she has a scheduled teleconference for Friday morning with Dan Stewart of the Bureau of Lands and Parks to discuss what options may be available for grants for sidewalks.

9. Health Issues in Town Office – The problem seems to have solved itself. There have been no more incidents of the battery acid odor. The manager has contacted the State Fire Marshall's Office to get a permit to remove the door between the fire department and the town office. The manager also presented copies of ads for free assistance with grant applications for ventilation.

10 Radio System for Public Works – The manager reported that she had talked with Ken from Aroostook Communications and he is willing to look at the radios Darey brought in. Ken also mentioned a lease program for the proposal he had submitted for radios. This has not been received to date.

11. Telephone System Update – The manager reported that having the new line available makes for a busy day. If the office phone rings busy, the call rolls over to the other line. An answering machine needs to be installed on the new line. The manager presented an estimate from North woods Communications for Voice Processing System and labor for \$878.62. Rita feels and answering machine would be considerably cheaper. Discussion followed on how this system would work. Steve would like to have the manager contact Time Warner and USA to see if there isn't a better way to connect the different lines. Rita will contact Time Warner to inquire about available services. **A motion was made by Ray Cyr to purchase an answering machine for the office. Steve Belanger seconded the motion. Motion carries.**

12. Grant Writing Workshop Update – Manager, Rita Sinclair reported that she was very disappointed in the Effective Grant Writing Workshop she had attended in Augusta. The morning session wasn't bad but the afternoon session went nowhere. The morning session did give some pointers on "how to present your case". The afternoon session basically gave information on where to apply and what might qualify for a grant. She presented certificates from the last two trainings she had attended and reported that she had learned more from the Senior Officials Workshop on Hazardous Waste.

13. Legalities of Citizens Petitions – The manager reported that she had contacted Attorney, Richard Flewelling of Maine Municipal Association who stated that the petitions seem to be an expression of political sentiment rather than that requesting an article for Town Meeting Warrant. There are no legal requirements of the selectmen in this petition. The request is one from your constituents to use budgeted money, or appropriate money in the upcoming budget, to maintain this road. This would not be an illegal expenditure as it is town owned land under the road. The Board does not have to adopt the road. It is not a private road even though it is not a town way. Steve asked what it would cost to plow that road as the Public Works budget will have to be increased to plow that road and Townspeople will be asking why. The second petition falls under the same category. It is a request of the signers to the selectmen to reinstate the 2% discount. This will be looked at during the budget process. Gerry stated that these requests can be accepted by the selectmen by motion and vote. **A motion was made by Ray Cyr to maintain the Golf Course Road from October to April. Steve Belanger seconded the motion. Motion carries.**

Ray Cyr made a motion to reinstate the 2% discount effective next year. The motion was seconded by Steve Belanger. Motion carries.

OTHER: The manager presented a BETE application from Maine Woods, LLC for an assessor's signature. Discussion followed on this form being signed previously. Rita will contact Audrey to see if she had received the form.

The manager presented an idea to utilize the golf course during the winter months for sliding parties, skiing, and possibly other winter activities. In light of the attorneys input on the Town owning the land under the golf course, perhaps this would be an opportunity to create activities and remove the land assessment from the property card. This would require the cooperation of the PHCC and perhaps they would be agreeable to this.

Gerry suggested finding out where the new club house would be built first. He also mentioned that the snowmobile club at one time was considering using the club house for their meetings but this never happened. The manager believes that the town would be getting back some use of the land and PHCC wouldn't have to come to the Town every year to ask for abatement.

NEW BUSINESS:

1. Portage Hills Country Club Request for Abatement – Previously done.
2. Meeting with Randy Tarr, Assessing Agent – The manager presented notes provided by Ray Cyr from the meeting with Assessing Agent, Randy Tarr. She included a copy of the Town's Ratio Declaration. She reported that last year the state allowed the Town to

use 88% as the certified ratio as this was within 10% of the developed parcel ratio. This coming year the state has a developed parcel ratio of 73% for the Town but will allow us to declare a certified ratio of 80.3%. This is the amount that the Homestead, Veterans and Tree Growth exemptions will be adjusted by. Ray summarized his notes and reviewed the 2007 certified ratio. He reported that in one year it will drop to 63%. This again will affect the exemptions granted to resident taxpayers of Portage Lake. Gerry asked what would happen if the Town did not change the value of land. Ray stated we could lose any, or all, of the exemptions available to the taxpayer. Gerry contends that if we do another revaluation that the value would override any exemption the taxpayer would get. Ray believes that the exemptions don't have much to do with it. Randy has suggested that we increase all buildings that have a C+ rating by 1.5% and all land by 1.5%. This would be a temporary solution until Randy is available to do a complete revaluation of Portage Lake. He is tied up until 2010 if Madawaska doesn't do a revaluation and 2012 if they do. When asked if Randy was the only assessor that could do the revaluation, the manager responded that she has experienced the process with a town when they accepted the lowest bid. It took 2 years to correct the errors made in the revaluation. Ray stated the town would have to maintain a balance until a revaluation can be done. **A motion was made by Ray Cyr to raise the value of properties rated C+. Steve Belanger seconded the motion. Motion carries.**

3. Request for Abatement – The manager presented a request for abatement for three months of 2007 from a taxpayer. Her house was torn down July 1, 2007. By October 31, 2007 construction of the shell of a new home was completed. The manager stated April 1, 2007 is the legal date for taxation. The assessing agent will have to inspect and revalue the house and it will be reflected on the new tax bill. Gerry asked that the manager explain this to the property owner.

4. Changes to Excise Tax & Affect on Municipalities – The manager provided copies of changes that will be brought about by LD 2270 and how it would affect municipalities if it passes. The excise rate would drop to 3 mills in 8 years rather than 4 mills in 6 years.

5. Stumpage Checks – The manager reported that a stumpage check in the amount of \$2,186.15 with just the check. No information on the tally numbers, the species or the amount was with the check. After three requests the information was received. The next check to come in was for \$175.20 but the check bounced. The manager called Janet Donahue in the Canada Office. A copy of the check, the bank charge, and a notice of a \$25 insufficient fee charge was faxed to Ms. Donahue. She has called to say it is being looked into to see why this happened.

6. Manager Evaluation – The Selectmen decided on one out of the four evaluation forms she had previously presented to them to review. The manager will enter the correct organizations under C. Communications – 5.
Gerry asked about the employee evaluations. She responded they have been completed but not discussed with the employee.

7. April 16, 2008 ~ Assessors Meeting Prior to Board Meeting – Notice only.

SELECTMENS CONCERNS:


The manager presented the accounts under General Government for the selectmen to review before the budget workshop Wednesday, April 9 at 6:30 P.M. Steve will not be available during the week.

Gerry asked if the Planning Board has come up with a policy for Demolition and Burning of Buildings. This has not been addressed. He would like to have Bruce on the agenda to find out where this is going.

Gerry asked when nomination papers would be available for election. Rita responded that she believed they would be ready in June if Town meeting was going to be held in August. She will check with Kathy for a definite answer.

A motion to adjourn was made by Ray Cyr at 9:15 P.M. Steve Belanger seconded the motion. Motion carries. (Time 2 hrs. 15 min.)

APPROVED:


Gerald Cormier

Stephen Belanger


Raymond Cyr

**TOWN OF PORTAGE LAKE
ASSESSORS MEETING
Followed by
SELECTPERSONS MEETING
Wednesday, April 16, 2008
7:00 P.M.**

ASSESSORS MEETING

1. Questions from Taxpayers
2. Adjourn

SELECTMENS MEETING

Call to Order

Approve Minutes of April 2, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Public Works Update
 - A. Easements for Turnarounds
2. Responses to Questions on the TIF
3. Cottage Road RR Crossing Update
4. Fire Protection for Nashville Plantation
5. Repairs to Artesian Well
6. Affordable Housing Progress
7. Emergency Management Plan
8. Sidewalk Grants
9. Health Issues in Town Office
10. Radio System for Public Works
11. Telephone System Update
12. Portage Hills Country Club Request for Abatement
13. Stumpage Checks
14. Managers' Evaluation Form

OTHER:

NEW BUSINESS:

1. Fire Truck Bids
2. Planning Board Policy for Building Demolition & Burning ~ CEO, Bruce Hussey
3. Veterans Exemption Application
4. Request for Assistance From NMDC

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
ASSESSORS MEETING
and
SELECTMENS MEETING
April 16, 2008
7:00 P.M.**

The Assessors Meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Gerald Cormier, Raymond Cyr, Selectmen; Rita Sinclair, Town Manager; Bruce Hussey, Code Enforcement Officer; Darey Gagnon, Resident.

There is no one present regarding assessments of their property. Meeting adjourned. 7:05 P.M.

The Selectmen's Meeting is called to order by Chairman, Gerald Cormier at 7:05 P.M.

The minutes of the April 2, 2008 meeting are reviewed. **Ray Cyr made a motion to accept the minutes as written. The motion was seconded by Gerry Cormier. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

Chairman Cormier moved the agenda to item # 2 under **NEW BUSINESS:** Planning Board Policy fro Building Demolition & Burning - C.E.O. Bruce Hussey gave a copy of this Building Permit Report to the selectmen to review. He went on to inform the selectmen that the State of Maine is going to adopt new building codes and since the Town already has building codes, he believes the Towns codes will become obsolete. Bruce believes the reason for adopting the new codes is to get more contractors to get licensed. Ray asked if this would make more work for Bruce. Bruce said it would require more inspections throughout the building project. Ray asked if there would be a requirement for building plans if the new code is adopted. Bruce responded that it would and the cost for building permits should also increase.

Gerry stated that the selectmen had requested the Planning Board to draft an ordinance for burning. He stated if it were within a certain distance of the lake it would have to be cleaned up to prevent it from getting in the lake. Bruce responded that this is covered by our codes (see Land Use Ordinance). EPA has requirements for removal of hazardous materials before burning a building. On the recent burn the property owner obtained a fire permit. The town manager stated that it was obtained from the fire warden who is also the fire chief. He inspected the material that was to be burned. There were two truck loads (trailers) of debris hauled to the Old Town site. Discussion followed on other permits that had been issued. Bruce stated that he issues demolition permits, but not the burn permits. Gerry wants to see some form of control and responsibility over the burn permits. The manager reported that there is an individual in town who is willing to issue burn permits. There have been many complaints over the fire warden not returning phone calls or being available to issue permits. Discussion

followed on appoints the warden and how he is paid. Gerry asked that Mr. Cote be asked to attend the next Board meeting.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Public Works Update – The town manager reported that she is upset over what Dan Higgins has done in the Town Square. He put another culvert in on top or beside the existing culvert. It's a mess there and our Public Works Department shouldn't have to clean up Dan Higgins mess. Questions were asked on who owns the road and who is responsible for maintenance. Rita reported that the Town has a lease with the MMA Railroad for the Town Square. We maintain just beyond the culvert, but we plow the whole road for safety. She does not know if Dan has a lease or just uses the road for whatever he wants to. She will talk with Dan about the situation.
The manager presented a "To Do List" for Public works.
 - A. Easements for Turnarounds – Easements are done and need to be signed and notarized and sent back to the Towns attorney for recording.
2. Responses to Questions on the TIF – Nothing received to date.
3. Cottage RR Crossing Update – The manager has not received any information although she has a call in to BRSA.
4. Fire Protection for Nashville Plantation – An Agreement has been given to the Nashville Board to review.
5. Repairs to Artesian Well – Ray reported that as soon as the weather permits this will be done. Possibly in two weeks.
6. Affordable Housing Project – Ray Cyr reported that a Public Hearing was held and that there would be no money coming from Rural Development. However, a meeting will be held May 1st with Rick Churchill from Maine State Housing attending to make recommendations and answer any questions that individuals may have. It is very important that we have as many people attending as possible. Calls will be made to those residents who signed up for housing to make them aware of the meeting.
7. Emergency Management Plan – The manager has completed the changes. The Board needs to review them and sign the approval form at the next meeting.
8. Sidewalk Grants – The manager reported that she had found an old file with sidewalk information that could apply to this grant application. The manager has talked with Dan Stewart and a grant application is in the process.
9. Health Issues in Town Office – This has not been a problem lately. The project is on hold. Ventilation is still being looked into.

10. Radio System for Public Works – Aroostook Communications is willing to look at the radios that were donated by Darey Gagnon. The manager was told that chips are obsolete as everything is now digital.

11. Telephone System Update – The manager reported that the line coming into the office can be installed into our phone system. Calls can come into the main office and be transferred to other offices. Time Warner has been contacted to no avail. FairPoint has also been contacted. Our rates have been changed from .13 per minute to .06 and possibly better for our line charges. They do not offer voice mail. Gerry suggested that the manager contact Alan Belanger who works for Time Warner to get information.

12. Portage Hills Country Club Request for Abatement – A check can be issued since they have already paid the taxes. The abatement would be coming out of the taxes already paid. The town manager reported that she had contacted MMA Legal Department regarding this and this was their advice. Rita will contact them with this information. The total is \$579.25

13. Stumpage Checks – There has been no response from Irving on the last check issued. She has called and left a message as well as e-mailing them with the amount due the Town.

14. Managers' Evaluation Form – The manager updated the evaluation form and has mailed the forms to the selectmen for them to complete. She has also mailed one to Steve along with budget information.

OTHER: Budget meeting set for April 30 at 6:30 P.M. The manager has found an error for heating fuel that was entered into the wrong account. Once this journal entry is made it will put us in dire straits for the Town Hall Account. A special town Meeting will be necessary to cover this overdraft.

NEW BUSINESS:

1. Fire Truck Bids – One bid was received. Gerry opened the bid and passed it to Ray Cyr to review. The bid is that of Perry Charette, owner of Nashville Valley Farm, and is for \$500. **A motion was made by Gerry Cormier to not accept the bid. Motion seconded by Ray Cyr. Motion carries.** The manager will notify Perry Charette of the decision.

2. Planning Board Policy for Building Demolition & Burning - Previously done.

3. Veterans Exemption Application – The selectmen reviewed the application and all requirements are met. Gerry signed the application.

4. Request for Assistance from NMDC – A request from NMDC for assistance with finances for the Scenic ByWays Project was received. The manager read the request she received. There have been cutbacks on the state level so the funding has not been met.

They are requesting \$275 from Portage Lake. The deadline has passed. Rita will call to see what the status is. Gerry asked about the Byway. She stated that the ByWay includes Portage Lake and promotes tourism. Discussion followed on what NMDC has done for development.

SELECTMENS CONCERNS:

Ray asked for clarity on item 13 The Legalities of the Citizens' Petition specifically the sentence that, "It is not a private road even though it is not a Town Way." The manager reported that although the Town has not accepted the road as a Town Way, it does own the land under the road and easements have been granted to others for use of the road.

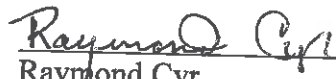
Ray would like to have the Seaplane Base on the agenda. We need to find out what our options are. Discussion followed on the terminology in the lease and the advice of the Towns attorney. Gerry reported that this has come before the Board several times in the past and has not been a very pleasant situation.

Ray Cyr made a motion to adjourn at 8:30 P.M. Gerry Cormier seconded the motion. Motion carries. (Time 1hr. 30 min.)

APPROVED:


Gerald Cormier, Chairman

Stephen Belanger


Raymond Cyr

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, May 7, 2008
7:00 P.M.**

Call to Order

Approve Minutes of April 16, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Public Works Update
 - A. Budget Cuts
 - B. Flood Damage
 - C. Transfer Station
 - D. Easements for Turnarounds – Signatures needed.
2. Responses to Questions on the TIF
3. Cottage Road RR Crossing Update
4. Fire Protection for Nashville Plantation
5. Repairs to Artesian Well
6. Affordable Housing Progress
7. Emergency Management Plan
8. Sidewalk Grants
9. Managers' Evaluation

OTHER:

NEW BUSINESS:

1. Flood Damages
2. Transfer Station
3. Special Town Meeting Warrant
4. Shortened Period for Nomination Papers
5. Scholarship Applications
6. Seaplane Base Building

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
May 7, 2008
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Gerald Cormier, Chairman; Raymond Cyr, Selectman; Rita Sinclair, Town Manager; Perry Charette, Nashville Resident; Daniel Higgins, Judy Moreau, Laura & Alcide Bouchard, Brian Coty, Kathy Gagnon, Shelly & Dave Bolstridge, John & Lucinda Jacobs, Clayton Demerchant, Residents.

The minutes of the April 16, 2008 meeting were reviewed. **A motion was made by Ray Cyr to accept the minutes as written. Gerry Cormier seconded the motion. Motion carries.**

The selectmen reviewed and approved the Treasurers Warrants.

BUSINESS FROM FLOOR:

Perry Charette offered \$500 cash plus a mobile and a portable radio in exchange for the fire truck. He stated the radios were worth \$600 and that they are all programmed and ready for use. Gerry Cormier asked Perry to put this in writing and submit it to the Board for a decision.

The Bouchards want to prove to the Town that the Board of Appeals chairman has made many mistakes. Gerry and Ray commented that the Board of Selectmen was not able to override the Appeals Board decisions. Gerry stated he wasn't sure what the procedure is and would like to speak with the Code Enforcement Officer first. Judy Moreau asked if the Zoning Board of Appeals was appointed by the selectmen. She stated that if the Bouchards tore the old garage down, they could rebuild within a year. Ray stated that the Board could listen to the Bouchards but could not change their ruling. Gerry granted Laura Bouchard permission to speak. Laura presented a time line for the building permit issued for the new garage. Dan Higgins stated that he could possibly answer Laura's questions. Gerry stated that they were only listening to Mrs. Bouchard at this time and not there to make any decisions. Mrs. Bouchard went through the time line stating that there was never mention of tearing down the old garage. Judy Moreau and Dan Higgins started talking to the Board. Gerry directed them to stop talking or be removed from the meeting room. Laura continued to try to point out the errors of the chairman and asked the selectmen to change the chairman as they feel that he is biased. The town manager pointed out that the selectmen appoint the Appeals Board members, but the members of that board select their chairman, secretary, etc. Gerry informed the Bouchards that the only recourse they have is to take this matter to court. Laura Bouchard stated they did not want to incur that expense and feel this could be taken care of through the Town. Judy Moreau reported that the Bouchards old garage is a historical building; it isn't obstructing anything, and according to the Zoning Ordinance should not be torn down. Discussion followed on the time line for the removing the old building and the fine that will be imposed if it is not removed. Mr. Bouchard stated he was tired of

being harassed. The old garage isn't hurting anyone and he needs the storage. Others offered information and Gerry stated that there was not enough time to hear everyone as there is official town business that needs to be taken care of.

Judy Moreau asked if the Town was going to do anything to assist the townspeople who are in need of assistance with heating fuel next winter. Other Towns are taking donations from people who want to help those who can't afford the fuel. Gerry stated that the Town has a general assistance program. Judy responded there are people in need who would not qualify for assistance. Gerry asked Judy to get more information to present to the selectmen.

Judy Moreau's next request was for firewood for the residents of the town. The woods companies are not allowing anyone to get fire wood. Something needs to be done about this. Gerry stated that there are people who sell fire wood. Judy did not want that. She wants to be able to get the cull wood to take home and split for firewood.

Daniel Higgins presented pictures to the selectmen on the recent demolition he had done on Sutherland Street. He wanted to prove to the Board that he has complied with the selectmen's request for demolition and the burning of clean wood from the remains of the building.

Mr. Higgins next issue was the work he had done on Station Road. He presented a bill for the replacement of the culvert on Station Road and additional expense that he had incurred. He had asked to have the culvert thawed. He stated he waited two more weeks and nothing was done. He then hired Thompsons to come thaw the culvert which cost \$150. The culvert was not frozen, but crushed. He paid Mark Rafford \$70 to haul the culvert to Portage and paid \$259.35 for the culvert. Dan has the invoices. He included the use of his excavator and time of 1 hour for a total of \$120. He used two bales of hay at \$4 each. He wants to know if there are any comments from the selectmen as he would like to hear them now. Ray Cyr asked if Dan was requested to replace the culvert. Dan said the road was impassible and he had waited long enough for the Town and was tired of working in water. He decided to fix the problem. He reported he also filled the potholes on the Towns side and rock raked the road. Gerry asked about the culvert and when Vaughn was contacted to thaw the culvert. Rita stated that the equipment needed to be prepared and the trailer was under several feet of snow. Remarks followed on the process Dan took before he decided to fix the culvert. Dan did not contact the Board of Selectmen, but here's the bill. Gerry stated that Dan had not followed proper protocol. Dan's solution was to remove the culvert within two days. After discussion the Board agreed to pay \$350 of the \$587.35 bill Dan had submitted. Gerry stated that in the future if Dan did not get the response he desired from the town manager, he should come to the Board of Selectmen. **A motion was made by Ray Cyr to reimburse Mr. Higgins \$350. Gerry Cormier seconded the motion. Motion carries.**

Dave Bolstridge stated that he heard the board had a question on the Fire Wardens position. He spoke with Lance at Forestry today and they prefer that things remain the way they are. It is a State appointed position. They do not want an agent; they want the fire chief to fill the position. Gerry stated they would like someone that would inspect the pile of debris before it is burned. Dave stated that the fire permits are seasonal and the individual is supposed to call before they start a fire. Brian Cote stated that a solution would be to eliminate burning completely.

OLD BUSINESS:

1. Public Works Update

- A. Budget Cuts – ~~the town manager asked to.~~
- B. Flood Damage – the manager reported there had been a wash out on West Road that closed the road. The needed repairs were completed before noon.
- C. Transfer Station – the transfer station will be open Saturday from 9 A.M. to 2 P.M.
- D. Easements for Turnarounds – Signatures needed.

2. Responses to Questions on the TIF – No responses have been received.

3. Cottage Road RR Crossing Update – The manager reported that she had left a message to inquire of the progress being made, if any.

4. Fire Protection for Nashville Plantation – The agreement has been given to the Chair of the Board of Assessors for approval by Nashville's Board.

5. Repairs to Artesian Well – this should be completed by the end of next week.

6. Affordable Housing Progress – Ray Cyr reported that they had met with Maine State Housing Authority and the committees next step is to file the 501 C 3 Form for a nonprofit.

7. Emergency Management Plan – Ray has some comments that the manager will review. This item is put on hold until it can be reviewed.

8. Sidewalk Grants – This item is temporarily on hold.

9. Managers' Evaluation – This item is temporarily on hold for a future meeting.

OTHER: The manager reported that she had contacted the Greenville town manager to inquire if their department would be interested in the truck. He stated they have filed another grant application and are receiving donations towards a new truck. The other community has to develop a department and get training before they are ready to acquire a fire truck. Gerry Cormier stated he is not ready to sell the truck for that amount. He would rather give it to another town that is in need. Brian Cote reported that if the Town uses the old fire truck they will have to add anti freeze before storing in the fall.

NEW BUSINESS:

1. Flood Damages – Town wide damages were reported by the manager. She has had requests from ACEMA and FEMA for information on primary homes with flood damages. FEMA was

2. Transfer Station – Previously done under Old Business.

3. Special Town Meeting Warrant – The manager presented the warrant for the Special Town Meeting to be approved and signed by the Board of Selectmen. She had to make some changes to the amount for the Town Hall Account and an additional amount for the Street Light Account. She also looked at Public Works Account and noted that the fuel account was \$3, 030 more than that of last years. This is attributed to the additional time for plowing and the increased cost of fuel. The selectmen reviewed and signed the warrant.

4. Shortened Period for Nomination Papers – The manager reported that there is a shortening process for nomination papers to fill the remaining term of a selectman. We would have to have a Special Board Meeting in order for the selectmen to sign the necessary paperwork to meet the time line for this. A Special Board Meeting will be held Wednesday, May 14, 2008 to accomplish this.

5. Scholarship Applications – The Scholarship Applications were presented to the selectmen to review. There were 5 but the manager sent one back as the student is a resident of Sheridan. There is another one that she is not sure of and will contact Mr. McHatten to get more information. The amount of the scholarship will be divided between the applicants.

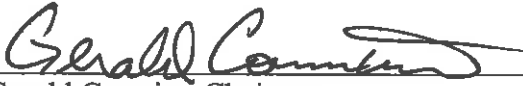
6. Seaplane Base Building – The manager is not sure that anyone has been in to see what damage has been done. Ray Cyr would like this to be on the agenda for the next regular board meeting.

SELECTMENS CONCERNS:

Gerry asked when the Christmas tree lights would be taken down. Kathy Gagnon reported that Barb Pitcairn had decided to leave them there. Gerry stated the lights need to come down as part of the clean up. Also, area businesses need to be notified that there will be no more plowing or dumping of snow in the Town Square.

A motion was made by Ray Cyr to adjourn at 9:15 P.M. Gerry Cormier seconded the motion. Motion carries. (Time 2 hrs. 15 min.)

APPROVED:


Gerald Cormier, Chairman

Stephen Belanger, Selectman


Raymond Cyr, Selectman

**TOWN OF PORTAGE LAKE
SPECIAL SELECTPERSONS MEETING
Wednesday, May 14, 2008
7:00 P.M.**

Call to Order

BUSINESS FROM FLOOR:

NEW BUSINESS:

1. Resignation of Board Member
2. Provision for Nomination Papers

SELECTMENS CONCERNS:

ADJOURN:

**TOWN OF PORTAGE LAKE
SPECIAL SELECTMENS MEETING
May 14, 2008
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Chairman, Gerald Cormier; Selectman, Raymond Cyr; Town Manager, Rita Sinclair; Residents, Judy Moreau, Laura & Alcide Bouchard, Kathy Gagnon, Clayton Demerchant, and Darey Gagnon.

BUSINESS FROM FLOOR: Chairman Cormier recognized Judy Moreau. She expressed concerns over the Town Pit being used as a garbage dump. She reported that there is a sign, cardboard boxes, old culverts and the remains of a fire. She also reported that between mile 2 and 3 there has been hardwood cut. The wood has been yarded out with a skidder. Town Manager, Rita Sinclair will look into this.

NEW BUSINESS:

1. Resignation of Board Member – Chairman Cormier opened, read and passed Stephen Belanger's resignation to Selectman Cyr to review. Kathy Gagnon asked if the Board had considered changing their meetings so that Steve could attend the meetings. Chairman Cormier stated that had been discussed at a previous meeting. **Ray Cyr made a motion to accept Steve Belanger's resignation. Gerry Cormier seconded the motion. Motion carries.**

2. Provisions for Nomination Papers – **Ray Cyr made a motion to shorten the provisions for nomination papers to be available at the Town Office tomorrow Thursday, May 15, 2008 and to be filed no later than Tuesday, May 27, 2008 by 4:30 P.M. The motion was seconded by Gerry Cormier.** Kathy Gagnon stated that the time should be 8:30 A.M. because of the length of time before the election. **Ray Cyr revised the motion to change the time to 8:30 A.M. Gerry Cormier seconded the motion with the revised time. Motion carries.**

SELECTMENS CONCERNS:

The manager reported that BRSA would be in Town Friday to look at the project on Cottage Road.

The manager reported that she has been asked if the Town would do a town wide clean up for flood debris. Gerry said the concern would be contamination. Rita said had heard that FEMA would pay for the cost of a dumpster. Rita will contact Fema to see if this is an option for the Town.

Gerry asked if the demolition for Deans was done as required. The manager reported that she noticed that the shingles and siding were being removed on Friday. Judy asked if Portage Construction had a fire permit for the burning he did of the debris in his pit. The manager stated she did not have this information as it would be the Fire Warden's responsibility. Gerry would like the CEO to look into this.

Darey Gagnon asked if the Town could have the Transfer Station open an extra day for the excess debris. Gerry agreed that this may be a good idea and that if the town manager sees a need she can proceed. This opening will be posted so people will know.

The manager reported that due to medical problems the company that sweeps our streets will not be able to do so this year. The manager reported that she has called three companies for quotes on sweeping. The only one available is McGillan from Ft. Fairfield and they charge an hourly rate. Gerry asked the manager to contact Ashland Public Works Department to inquire about using or hiring their street sweeper.

A motion to adjourn was made by Ray Cyr at 8:10 P.M. The motion was seconded by Gerry Cormier. Motion carries. (Time 1 hr.15 min.)

APPROVED:



Gerald Cormier, Chairman

Stephen Belanger, Selectman



Raymond Cyr, Selectman

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, May 21, 2008
7:00 P.M.**

Call to Order

Approve Minutes of May 7 & 14, 2008 Meetings.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Information on Duties of Fire Warden
2. Public Works Update
 - A. Transfer Station
 - B. Easements for Turnarounds – Signatures needed.
 - C. Claims for Flood Damages
3. Responses to Questions on the TIF
4. Cottage Road RR Crossing Update
5. Fire Protection for Nashville Plantation
6. Repairs to Artesian Well -Completed
7. Affordable Housing Progress
8. Emergency Management Plan Review
9. Sidewalk Grants
10. Selectmen's Review of The Bouchard's Request
11. Fire Truck Decision
12. Managers' Evaluation

OTHER:

NEW BUSINESS:

1. Scholarship Applications
2. Seaplane Base Building
3. Road Sweeping
4. Cemetery Committee – MaryAnn Caron
5. Centennial Cookbook – Lou Sandy Boutot

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
May 21, 2008**

The meeting was called to order at 7:09 P.M. by Chairman, Gerald Cormier.

Present: Gerald Cormier, Chairman; Raymond Cyr, Selectman; Rita Sinclair, Town Manager; Residents: Kathy Gagnon, Darey Gagnon, MaryAnn Caron, Theresa Cyr, Judy Moreau, Alcide and Laura Bouchard, Bob and Shelley Barnard, Lou Sandy Boutot, Clayton Demerchant, and Brian Cote.

A motion was made by Ray Cyr to approve the minutes of the May 7 & 14 meetings as written. Gerry Cormier seconded the motion. Motion carries.

The Treasurers Warrants were reviewed and approved by the selectmen.

BUSINESS FROM FLOOR: Bob & Shelly Barnard reported they had a campfire in their yard and were ordered by the fire chief to put it out. Is there an ordinance against campfires? Why can some people can have campfires and others can not? Shelly stated she has concerns over the actions of the fire chief. Chairman Cormier stated that the Board of Selectmen will review this and discuss it with the fire chief unless the chief was acting in the capacity of the fire warden. Then he would be under the supervision of the state. He also commented that the fire hazard was high over the weekend and possibly that is why they were directed to put out their fire. Bob reported that he had taken debris to the dump and had a fire pit to burn sticks and to cook marshmallows. Discussion followed on when a permit is required. Concerns were expressed over the fire department responding to a fire. Judy Moreau stated that a volunteer fire department does not have to respond to a fire. The Town Manager responded that the fire department is a municipal department and the firemen are volunteers.

OLD BUSINESS:

1. Information on Duties of Fire Warden – The manager reported that she had asked a ranger to attend the meeting to respond to questions that have been asked repeatedly. She was notified this afternoon that a ranger would not be available for this meeting, but would be for the June 3rd meeting.

2. Public Works Update –

A. Transfer Station – the manager reported that the roll off bin has been delivered and the transfer station will be open one morning during the week.

B. Easements for Turnarounds – Signatures are still needed on the easements.

C. Claims for Flood Damages – FEMA will be setting up for the next two days to assist residents with their paperwork. Small Business Association (SBA) will also be present to accommodate those who need assistance with filling out forms.

The manager added the condition of the backhoe and what can be done. She reported that Steve Belanger had contacted Dana Cameron (mechanic for major backhoe repairs) to see if it would be feasible to invest in repairs to the backhoe. Dana's response was that it would not be practicable because the machine is worn out.

3. Responses to Questions on TIF – Nothing received to date.

4. Cottage Road RR Crossing Update – The manager reported that Tim Roix had met with her, Ray Cyr, and Vaughn Devoe at the crossing. He will have a report for the selectmen at the June 4 meeting. Discussion followed on what the options are for fixing the road at the crossing. The town manager has a new contact and will discuss what options are available. Questions from the public present were responded to by the selectmen. Gerry stated that as soon as the Town has more definite information, it will be shared with the townspeople.

5. Fire Protection for Nashville Plantation – Waiting for the agreement to be returned.

6. Repairs to Artesian Well – Ray Cyr reported that the repairs are completed thanks to the excellent work of Darey Gagnon and Vaughn Devoe.

7. Affordable Housing Progress – Ray Cyr reported that progress is continuing. He has delivered a Sale/Purchase Contract, contingent on financing, to the Hartman's for \$3,500 per acre. The contract is good for three years. Rick Churchill of Maine State Housing Authority attended one of our meetings. He informed us of some grants and loans that are available and he recommended contacting Coastal Enterprise to set a meeting. We will also apply for a CDBG when the time comes. The housing committee is continuing with the application for a 501 C 3. They need to estimate costs for the various projects in construction. The Town's attorney will be involved with this part of the plan.

8. Emergency Management Plan – The town manager reported that the Plan is complete and requires the selectmen's signatures. The selectmen signed the approval of the plan.

9. Sidewalk Grants – Nothing to report at this time.

10. Selectmen's Review of the Bouchards Request – Chairman Cormier stated that the Board of selectmen could not intervene on the Appeals Board's decision. They are an entity by itself an individual committee. Laura Bouchard asked if the selectmen couldn't advise the Appeals Board. Again, Gerry stated that it is not up to the selectmen. He went on to remind the Bouchards of the appeal for the cement patio that came before Board during the time he served as chairman on that board. Because of the decision made at that time, there was a chance the Town would lose its right to oversee the shore land zoning. He wrote a two page letter to the State Planning Office to justify the reasons for this decision. He reported that he had reviewed the information received from the Bouchards from the permit application for the garage, the minutes of the meetings and the copies of letters sent to CEO, Bruce Hussey one of which he read a statement from. Gerry reminded that he was at the Appeals Board meeting at Alcides request and stated

he heard him offer to tear down the old garage. He stated that he believes the selectmen need to be supportive of the board's decisions. Ray Cyr agreed with this and added that he was on the Appeals Board when the garage permit came about. He stated he did all he could to help get this through after the Appeals Board denied the request for variance. He, too, stated that he had heard Alcide make the statement that he would tear down the old garage. That is when the Board of Appeals reconsidered their decision and granted the variance. Alcide stated that he would have torn down the old garage if he had been able to build his garage where he wanted to. Discussion followed on what transpired with the building permit. Chairman Cormier stated that the Bouchards have an option of taking this matter to court.

11. Fire Truck Decision – The manager asked what the selectmen would like to do with the old truck. She reported that public works was going to use it to wash down the sidewalks but when they started to fill the tank the water was spraying everywhere. It appears that a line froze over the winter and cracked. Brian Cote had looked at this and reported that K&T could fix this for about \$250. Ray thought the last offer the Town had was to be reconsidered. The manager asked if the Board wanted her to place an ad in a local magazine. Gerry asked if there was anyway the Town could make use of the truck. The manager will discuss this with Vaughn for his input.

12. Managers Evaluation – Schedule for next meeting.

OTHER: Chairman Cormier reported on the RSU meeting that was held last week. This is for the consolidation of SAD 1 and SAD 32. SAD 1 can stand alone as they have the student population. SAD 32 would not fit into this category and does not qualify for the so called "donut hole." The two districts are already sharing services, i.e. superintendent, instructors, and lawyer, which is what is being required. However, they still need to go through the process of consolidation. If SAD 32 goes with SAD 1 there will be 98% representation for SAD 1 and only 2% for SAD 32. That takes away local control. The other reason for not going with this is SAD 1 would not want to take on the expense of a new school. There are pro's and con's for both. The main concern is the penalties as no one knows what the price tag would be for penalties. Commissioner Susan Gendron may waive the penalties. This will still have to go to a vote of the people in each district. Gerry stated that he will give updates as time goes on. The Chair is Lucy Richards and Co-chair is Sheila Lyons. Judy Moreau asked if our students would have to go to Presque Isle. Gerry stated that was a misconception.

NEW BUSINESS:

1. Scholarship Applications – The manager reported that Portage has four applicants. We do not need to have someone hand out the scholarships this year as the school has decided to have one person do all the scholarships.

2. Seaplane Base Building – The manager reported that CEO, Bruce Hussey went to inspect the seaplane base. We would like to know where the septic system is. Judy Moreau stated she knows exactly where the septic system is. Ray Cyr would like to

know when the next contract is due. At that time we need to have a new contract for the lease. This should be drawn up by the Town's attorney.

3. Road Sweeping – Manager, Rita Sinclair reported that McGillins will start sweeping in the morning. She stated she had contacted Ashland to rent or borrow their sweeper. Their policy is not to let their sweeper out of Ashland. She has also contacted others who do sweeping but with no results. Gerry asked if Public Works had cleaned the sidewalks and what was going to happen with the dirt on the side of Main Street. The manager responded that she would have the sweeper take care of it.

4. Cemetery Committee ~ MaryAnn Caron presented copies of the mapping Dan Bridgham had done on the new portion of the cemetery for the selectmen to review. Kathy Gagnon joined her in this presentation. She pointed out the area she and Kathy had discussed for memorial benches and trees. It was pointed out that the roads would be one way into and out of the cemetery. There will also be rules and regulations for the cemetery that will be posted.

5. Centennial Cookbook ~ Lou Sandy Boutot reported that the cookbook will cost \$7.00 per copy. The Town appropriated \$1,500 for the cookbook. The committee has decided to order 400 books and needs to send in half of the cost with the order. Lou stated that with the sales of the books and the "in Memory" and "in Honor" ads will pay for the balance due on the books and anything above that would be turned back to the Town.

ADDENDUMS: Gerry opened a letter directed to the Board of Selectmen from Barbara Pitcairn. The town manager will make copies for the selectmen and the Planning Board. Gerry would like to hear from Bruce (CEO) on the decision of the Planning Board.

The manager presented a copy of a check received for stumpage with no documentation to show what the stumpage was for.

She presented a request from NMDC for the elected officials representing the Town of Portage Lake. Gerry and Ray will be reps. for the Town.

SELECTMEN'S CONCERNS:

Ray asked about ditching on Station Road. The town Manager said nothing would be done until after Memorial Day.

Gerry asked where the manager is with the budget and if she would prepare a spread sheet for the Budget Committee to review.

A motion was made at 9:00 P.M. by Ray Cyr to adjourn the meeting. The motion was seconded by Gerry Cormier. Motion carries. (Time 2 hrs.)

APPROVED:


Gerald Cormier, Chairman


Raymond Cyr, Selectman

**TOWN OF PORTAGE LAKE
EMERGENCY SELECTMENS MEETING**

June 3, 2008

7:00 P.M.

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Gerald Cormier, Chairman; Raymond Cyr, Selectman; Rita Sinclair, Town Manager; Kathy Gagnon, town Clerk.

ELECTION WARRANTS

1. MSAD #32 – the selectmen reviewed and signed the MSAD #32 Warrant.
2. SELECTMANS VACANCY- the selectmen signed the Election Warrant.

A motion was made at 7:10 P.M. by Raymond Cyr to adjourn. The motion was seconded by Gerald Cormier. Motion carries. (Time 10 min.)

APPROVED:



Gerald Cormier, Chairman



Raymond Cyr, Selectman

**TOWN OF PORTAGE LAKE
EMERGENCY SELECTMENS MEETING**

June 3, 2007

7:00 P.M.

Call to Order

ELECTION WARRANTS

1. MSAD #32

2. SELECTMANS VACANCY

Adjournment

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, June 4, 2008
7:00 P.M.**

Call to Order

Approve Minutes of May 21 & June 3, 2008 Meetings.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Information on Duties of Fire Warden
2. Public Works Update
 - A. Transfer Station
 - B. Easements for Turnarounds – Signatures needed.
 - C. Hathaway & Fox Hill Roads
3. Responses to Questions on the TIF
4. Cottage Road RR Crossing Update
5. Fire Protection for Nashville Plantation
6. Affordable Housing Progress
7. Sidewalk Grants
8. Seaplane Base Building
9. Road sweeping
10. Telephone Update
11. Managers' Evaluation

OTHER:

NEW BUSINESS:

1. CEO Update on Permit Applications
2. Trees in Town Square & Beach
3. Road Management Workshop
4. E-mail and Letter received by Town Manager

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
JUNE 4, 2008
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Chairman, Gerald Cormier, Selectman, Raymond Cyr; Town Manager, Rita Sinclair; CEO Bruce Hussey; Forest Ranger, Justin Carney; Residents: Bonnie Condon, Kathy Gagnon, Shelley & Dave Bolstridge, Mary Ann Caron, Darey Gagnon, Alcide & Laura Bouchard, Judy Moreau; Tim Doak of BRSA.

The minutes of the May 21, 2008 and June 2, 2008 meetings were reviewed. **A motion was made by Ray Cyr to approve the minutes if the May 21 meeting with a correction. Motion seconded by Gerry Cormier. Motion carries. A motion was made by Ray Cyr to accept the minutes of the June 2, 2008 Emergency Meeting as written. The motion was seconded by Gerry Cormier. Motion carries.**

BUSINESS FROM FLOOR: Dave Bolstridge, Fire Chief for Portage Lake, asked about a gas tank for town equipment. There is no place to gas up the fire trucks unless we drive to Ashland. Chairman Cormier reported that this is in the process. The town manager is making arrangements to have this completed.

OLD BUSINESS:

1. Information on Duties of a Fire Warden – Forest Ranger, Justin Carney presented information on what the Forest Ranger Service responsibility and the towns' responsibility include. The calculation for the cost to the town for a forest fire would be the state valuation of Portage Lake multiplied by .0025. The result would be the towns' cost and anything over that would be state assistance. Hopefully the town has a reserve account in case something happens. The reason the Forest Ranger Service does not issue burn permits for towns is the lack of local knowledge or control. Dave Bolstridge has that knowledge and is better suited to issue the permits. We have heard complaints from citizens that may not be able to reach the fire warden at times. Our recommendation for that is to have deputies. The warden can have as many deputies as possible. Caribou has one warden and probably fifteen deputies. We (Forest Ranger Service) do not hire and fire town wardens. That's up to the selectmen to decide who they want for a town warden and how many deputies are needed. There needs to be good communication in the department to do this so the warden or fire chief knows where the men and trucks are. If people can't get a permit they may decide to burn anyway. Then we have to issue summons for burning without a permit. We have also had concerns over St. Peters' Pit. He has a permit through DEP for refuse but he is still required to get a permit. Ray Cyr asked if there was a limit to what could be burned. Ranger Carney responded that there is. He can burn building debris and have the ash tested after a burn. There is a ban on burn barrels and garbage is not allowed. Permit exemptions are allowed on a frozen body of water. Recreational fires for cooking are also exempt. Small fires are not a problem. It's the burning of debris and large branches that causes a problem. Ranger

Carney gave Dave Bolstridge credit for looking out for these permits and checking on the fires. Chairman Cormier stated that maybe Dave needs a deputy and asked him if he had looked into this. Dave responded that he has, and the men he trusts don't want anything to do with it, and the ones who are willing to do it will burn without a permit himself, so how can he trust him. Ranger Carney mentioned that he gets his permit from the Ashland Town Office. He suggested that Portage could do the same. Dave Boldsdridge stated he didn't have a problem if the Town Manger wanted to do this. He needs someone that would tell him who has a permit out. Questions about campfires were asked by those present. Ranger Carney stated that a campfire can be on the ground or in a fireplace and there should be a 24 inch ring of bare ground and another 25 feet of grass around that. If not, you are taking a chance that a fire will get a way from you. Shelley Bolstridge stated that she sometimes issues permits but only to people she knows otherwise she has them wait until Dave gets home to check on what is to be burned. Ranger Carney stated that Dave's authority come through the Ranger Service and we want people to do safe burns. Chairman Cormier stated that we will try to work out a deputy with Dave. He thanked Ranger Carney for coming in and for providing this information.

4. Chairman Cormier moved to item #4 to allow Tim Doak form B.R. Smith Associates to present information on the Cottage Road RR Crossing Update. Mr. Doak reported that the Topographical Survey has been completed along with some limited soil investigations, and there have been some initial discussions with the railroad. He reported that they also located the spring in the roadway. He believes that they have a better understanding of existing conditions of the site and a good handle on what some of the constraints would be in coming up with a solution. He reported that the railroad tracks are where they are. There is not a lot of possibility to realign the tracks. The right of way with the roadway is 66 feet and the road and ditch consumes that entire width now. It makes very difficult without additional land acquisition to move that roadway to one side or the other. The single biggest problem is the grade of the road at the tracks. There is one private driveway near the crossing that would not be able to withstand the change in the grade and would recommend moving the driveway. We would need to get the homeowner on track with this before we can get a package out to bid. He presented an existing condition plan for review showing the crossing and the affect changing the grade of the road would have on the Bouchards' driveway. He would like to address moving the driveway at a meeting with the selectmen, public works director, and property owner. Chairman Cormier reported that there is a safety issue with the school bus, long bed trailers, and other low sitting vehicles. He then set a meeting date of June 11, 2008 at 7:00 P.M.

Chairman Cormier moved to item #1 under **NEW BUSINESS** to allow CEO, Bruce Hussey to give the CEO Update on Permit Applications. Bruce presented a copy of the permits that have been issued to the selectmen and town manager. He reported on the Planning Boards' approval of a permit application for Frank Halletts' foundation, but now realized that this would exceed the allowable 30% increase. The approval was in error and it should be appealed. Bruce has not yet issued the permit. The selectmen believe the CEO has the right to do this.

Bruce reported that he has been to the seaplane base three times and still can not find the septic system. Bruce and Darey will check this out in the morning. Dave Bolstridge asked this is the same piece of property that the town has leased out, and if the town would have to pay for a septic system. The response was there was no money to do that. Bruce reported the Bouchard's old garage was still standing. It was not removed by May 31st as decided by the Appeals Board. **A motion was made by Ray Cyr to proceed with court action. Gerry Cormier seconded the motion. Motion carries.** The St. Peter Pit has been checked out and there was no debris from the motel present. They did burn all but what was removed and they are a licensed transfer station.

OLD BUSINESS:

1. Information on Duties of Fire Warden – Previously done.

2. Public works Update:

A. Transfer Station – The town manager reported that the new hours are Wednesdays 7 a.m. to 1 p.m. and Saturdays 9 a.m. to 2 p.m. Darey Gagnon asked that the hours be changed from morning to afternoon so that those who work would be able to take advantage of the hours. Wednesday's hours will now be 2 to 7 p.m. Chairman Cormier stated that he thinks the transfer station needs to be expanded to accept tires and glass. Town Manager, Rita Sinclair stated that the Town should have obtained a glass crusher when grants were available. She feels the attendant would not be able to collect the fees for tires, make change and keep track of the tires that have come in. Darey Gagnon added that they are too busy to be able to do something like that. Maybe the Town could hire someone to take care of cash and write out receipts. The manager reported that the transfer station is not licensed for this. This would have to be updated. Kathy Gagnon mentioned that there is paperwork in the office for tires.

B. Easement for Turnarounds – Chairman Cormier returned his copy of the Turnaround Easement he and his wife had signed.

C. Hathaway & Fox Hill Roads – The town manager reported that in 2004 the Town paid just under \$40,000 to double chip seal the Hathaway and chip seal Fox Hill Road. The Hathaway Road has pot holes in the chip seal and rocks coming up through the chip seal. Fox Hill Road is in the same situation. Although there is pavement under the chip seal on Fox Hill Road, it is still breaking up. She went on to report that she has not found anything in the files to make the contractors responsible for repairs to the roads when they unload equipment and tear up the pavement in the process. Chairman Cormier asked the town manager to check with other towns to see what they have in place. The manager also reported that she wonders why the town spends money to sweep the roads when those same contractors strew their materials from their job site the length of the road. They have made a horrible mess right after the roads have been swept. The manager will look into what other towns have in place.

3. Responses to Questions on the TIF – Nothing received.

4. Cottage Road RR Crossing Update – Previously done.

5. Fire Protection for Nashville – Waiting return of agreement.

6. Affordable Housing – Ray Cyr reported that they had received the final copy of the Feasibility Study. He and Darey have met with Jon Egan from Coastal Enterprise. He is willing to assist the Housing Committee with completion of the 501 C 3 tax exempt application. He will check with Coastal Enterprises lawyers to see if they can file through them as it takes 8 to 12 months for the IRS to approve a 501 C 3 application. This is needed before they can apply for the pre development loan.

7. Sidewalk Grants – In process.

8. Seaplane Base Building – Previously done.

9. Road Sweeping – The manager reported that this has been completed and this included the downtown section of Main Street.

10. Telephone Update – The manager reported that the roll over line has been added to the office phone. There will be an additional cost to have voice mail as a chip would have to be installed. The selectmen recommend going with voice mail rather than an answering machine.

11. Managers Evaluation – Tabled until next meeting.

OTHER: Nothing at this time.

NEW BUSINESS:

1. CEO Update on Permit Applications – Previously done.

2. Trees in Town Square & Beach – The manager reported that the cedar trees in the Town Square are in bad shape. Those at the beach are just as bad. What ever we replace them with has to be limited in height per the railroads request. The manager suggested a hedge type of bush for the Town Square. She will contact Arthur Routhier for his recommendations.

3. Road Management Workshop – the manager reported that this workshop was rescheduled for June 17, 2008. The manager reported that she has made plans to attend and suggested that whoever is elected as new selectperson might be interested in attending.

4. E-mail and Letter Received by Town Manager – The manager presented a printout of an e-mail she received regarding a rock that was placed in the cemetery as a headstone. She also had a letter from another family member who expressed her feelings over comments that were made over the same headstone. The manager feels that this was a situation that was blown out of proportion. She reported that she had responded to the e-

mail she received thanking the person for her information. However she does not feel that the letter warrants a response.

SELECTMENS CONCERNS:

Ray Cyr mentioned that the Portage Lake ATV Club would like to have the old fire truck. **A motion was made by Gerry Cormier to give the ATV Club the old fire truck. Ray Cyr seconded the motion. Motion carries.**

Gerry Cormier mentioned information on the Civil War and wondered if these people were residents of the town. Perhaps they were field workers.

Ray Cyr asked if the ditch had ever been cleaned where Danny replaced the culvert. The manager reported that it had not as Public works was waiting for MDOT to replace the culvert next to the crossing. Then they will shoot grade to make sure the water flows as it should.

Discussion followed on volunteer services with a monetary value placed on the work that they do and use the credit towards unpaid taxes. This would require more record keeping, but we can look into it more.

The manager asked for a date that the selectmen would be available to meet on the budget and then to set a meeting with the budget committee. Gerry suggested meeting at 6:30 prior to the selectmen's meeting on June 18th. Then a budget meeting can be scheduled for the following week.

A motion to adjourn was made by Ray Cyr. The motion was seconded by Gerry Cormier. Motion carries. (Time 2 hours)

APPROVED:


Gerald Cormier, Chairman


Raymond Cyr, Selectman



**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, June 18, 2008
7:00 P.M.**

Call to Order

Approve Minutes of June 4, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Road Management Workshop
2. Public Works Update
 - A. Transfer Station
 - B. Hathaway & Fox Hill Roads
 - C. Trees in Town Square & Beach
 - C. FEMA Update
3. Responses to Questions on the TIF
4. Cottage Road RR Crossing
5. Fire Protection for Nashville Plantation
6. Affordable Housing Progress
7. Sidewalk Grants
8. Seaplane Base Building
9. Telephone Update
10. Managers' Evaluation

OTHER:

NEW BUSINESS:

1. Request to Amend Land Use Ordinance
2. Irving Woodlands Notice on Stumpage
3. Cemetery Headstone Liability
4. Town Grader
5. Set Budget Comm Meeting

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING**

June 18, 2008

7:00 P.M.

Chairman, Gerald Cormier, called the meeting to order at 7:00 P.M.

Present: Gerald Cormier, Chairman; Raymond Cyr and Darey Gagnon, Selectmen; Rita Sinclair, Town Manager; Kathy Gagnon, and Wilza Robertson, Residents.

A motion was made by Ray Cyr to accept the minutes of the June 4, 2008 meeting with a change to the sentence on burn barrels. Darey Gagnon seconded the motion. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: Wilza Robertson requested permission to purchase a piece of plexi glass to cover two shelves in the book room. A piano hinge would be used so it could be opened and a lock placed at the bottom. Books dating back to the 1920's from the Buffalo School House have been found and the Centennial Book Committee would like to make sure these are preserved. Anyone wanting to look at them could do so but only in the municipal building. Two books donated to the "Citizens of Portage Lake by the Holmes Family." They originally belonged to a gentleman by the name of Pat Holmes who was a veteran of WWI and a sharp shooter. These books should be under some control. Wilza has a 1916 receipt from a local store and an 1896 presidential ballot that she will not part with until there is a safe place for it. Wilza stated the cost of the materials would be about \$75 and the carpentry work would be donated. Chairman Cormier mentioned the bookcases or display cases that some libraries use for materials that they do not allow access to unless some one unlocks the case. Cost for cabinets were discussed and Chairman Cormier feels that Wilza's idea is good and would be a temporary fix, but believes a cabinet would hold more. With the Centennial coming up there may be more donations coming in. Darey Gagnon stated that there is an individual who has a replica of the Town that would be donated if there was a safe place for it.

OLD BUSINESS:

1. Road Management Workshop – Darey reported that the workshop presented good information. They showed how to do a road maintenance sheet and set up records of what repairs need to be made. A cost estimate was done on constructing a half mile of road which proved to be close to half a million dollars. The manager added that she and Darey had mentioned chip seal to Phil Curtis, workshop presenter from Maine Local Roads, and his response was to get rid of it rather than spending money to keep it patched. Darey reported that ditching was stressed to keep water off and away from the roads. He added that if the roads are not maintained it will cost more in the long run to repair. The selectmen discussed hiring someone to write grants for the Town and taking a percentage of the grant funds for payment. **A motion was made by Raymond Cyr to**

advertise for someone to write grants for the Town. The motion was seconded by Darey Gagnon. Motion carries.

2. Public Works Update: The manager handed out copies of Vaughn's list of Public works issues, some are listed below.

A. Transfer Station – The transfer station dock needs to be upgraded. The blocks are not staying in place. The manager presented copies of what Vaughn sketched of the blocks. Darey recommended turning the blocks around so the ends are out. They second row would fit in between the first two blocks so they would be staggered. He feels the ramp could be down sized, both in length and width. The timbers on the back side are rotted. If these were replaced with railroad ties it would last longer.

B. Hathaway Road – The manager reported that the chip seal is breaking up in the road and on the edge. Vaughn would like to know what the Board's wishes are.

C. Trees in Town Square – The manager reported Arthur Routhier had recommended planting Blue Spruce in place of the Cedars. Spreading Yewes grow quickly and could be shaped to keep them from getting too high. Darey suggested cutting off the Cedars at the beach and letting them grow back. The manager expressed concerns for drift control during the winter months. Darey feels the Cedars will grow quickly.

Vaughn's list: The loading dock's 12 x 12's are rotting and need to be replaced. Darey suggested contacting Sarah Brooks to see if she would let us have the telephone poles that are in her field to replace the 12 x 12's.

The old dock in the back yard needs to go before we start getting our winter sand and salt. The person who wanted it has no way of removing it. We can't dispose of it at the transfer station because of the nails in it. Darey suggested cutting it up and getting a burn permit to burn it. Gerry stated we should put this on hold for now.

Cold Patch needs to be purchased for patching. Should this just be for pot holes or should the sunken edges and cracked pavement need to be done. The selectmen agree that it should be for pot holes and plan on the broken edges as major repairs.

Ditching needs to be continued by Harold Cyr's. The manager recommends waiting and doing the roads and ditches together unless we run into trouble spots.

The road by the boat landing needs to be redone. This will require fabric and drainage pipe. It has been a while since this has been done and heaves and breaks every year.

The Hathaway Road chip seal is thin and breaking up. Darey recommended grading the road and mixing the chip seal in and have a crown to the road and be done.

The beach parking area has stumps and ruts. Vaughn would like to clean this up and haul some material in to make the lot better. Darey suggested repairing it for now and when the beach closes bring in some ledge and let it settle of the winter.

Branches that are overhanging the roads need to be trimmed to allow the sun to dry out the roads and help melt the sun in the winter.

Steel is selling for \$150 a ton. The old tow along grader at the transfer station is has trees growing up in it. The selectmen agree that this should be sold. The manager will contact some dealers to see if they would be interested.

D. FEMA Update – the manager reported that she had signed the final paperwork and it appears that we will get around \$3,500 to repair the washout on West Road.

3. Responses to Questions on TIF – **A motion was made by Ray Cyr to drop this issue. Motion seconded by Darey Gagnon. Motion carries.**

4. Cottage Road RR Crossing – The manager reported that there was nothing new to report other than BRSA had sent a bill for what has been done thus far.

5. Fire Protection for Nashville Plantation – The manager will contact Chris Murphy to see why the agreement hasn't been returned.

6. Affordable Housing Progress – Ray Cyr reported that he and Darey had met with John Egan of Coastal Enterprises, Inc. (CEI), of Wiscasset to discuss the Portage Lake Housing Project. They discussed the budget and gave Jen Curran information to deliver to Attorney Rick Solman. The 501 C 3 (Exempt form) is being worked on. Ray stated he had received a contract from John Egan for consultant work. With this contract, John will see if we can file (501 C 3) through his company so we can apply for the \$60,000 pre development grant. He will also help us apply for the CDBG. Ray feels the housing committee should sign the contract.

7. Sidewalk Grants – the manger has not been able to work on this lately, but will continue to try.

8. Seaplane Base Building – Ray Cyr wants to know if Bruce has looked at the seaplane base and wants to know about the septic system. The manager reported that he has not been able to find it. Ray thinks the next step would be to condemn the building. Darey stated the puncheons are leaning. He also reported that there is a sea plane base organization that flies all over and thought it would be nice if they could come to Portage Lake. He asked we could find out if we could get the Army Corps of Engineers to rebuild our base dock. We need to keep up that landing. Chairman Cormier asked the manager what happened to change that dock. Rita stated that the Everett's had approached the selectmen and it was decided that the old dock was in disrepair and that a new dock was needed. That was when the aluminum dock was purchased. Chairman Cormier stated there has been much concern from residents about the seaplane base.

9. Telephone Update – The request has been submitted for voice mail and a chip installed so that the phone will beep when another call comes in.

10. Manager's Evaluation – Tabled until the agenda has been completed.

OTHER: Chairman Cormier asked for an update on the Appeals Board meeting. The manager reported that she did not attend the meeting, but in talking with the CEO she learned that the building permit was approved. However the abutting property owner did not receive timely notification. It has been recommended that timely notice be given and notice of the meeting be published in advance. Discussion followed on the attorney having a conflict of interest with the clients involved. Ray asked if there was anything else that was done wrong. Rita responded there was none. She believes there was no written decision from the Planning Board before the Appeals Board meeting was

scheduled, but that did not nullify the Appeals Board Decision. The manager did not know if the building permit was issued and thought the process would have to be repeated from the beginning.

The selectmen signed the bill of sale to transfer of the old fire truck to the ATV Club.

Wilza asked if the loss of electricity would be brought up. The manager thanked Wilza for reminding her of what had happened. She also reported that the ballot clerks had done an excellent job of counting ballots by flashlight. The storm of Tuesday, June 10 had caused us to lose power. The poles would be closing in another half hour. The emergency lights were strong enough for voters to continue voting. This would be another situation when a generator would be useful. Chairman Cormier stated that this is something we should get cost information for a propane generator.

NEW BUSINESS:

1. Request to Amend the Land Use Ordinance – The manager reported that the individual requesting this was not present. Chairman Cormier reported that the State of Maine was going to be requiring new land use ordinances and it would be the same throughout the towns in the state.

2. Irving Woodlands Notice on Stumpage – the manager presented a printout of an e-mail she had received from Irving Woodlands in response to her request for the additional charges for the insufficient check. That e-mail stated the town was in arrears for \$929.65 and stated that she could contact Corey Daigle for more information, which she did. She now has online access to the stumpage amount on the internet site. She also had a copy of her response stating the town had no way of checking the prices used for payment as we were not getting the proper information with the stumpage checks and that it is Irving's error, not the towns, and has nothing to do with the charges for the insufficient check. Discussion followed on the lack of information accompanying the stumpage checks. A face to face meeting will be requested before the next Stumpage Agreement is signed.

3. Cemetery Headstone Liability – The manager reported that a headstone in the cemetery had been damaged and the owner believes that the mower deck caused this damage. Perry reported that the stone was flipped over when he went to the cemetery. There are no dents or marks on the mower deck. Vaughn has measured and believes the damage is too high on the stone to be done by the mower. Darey mentioned that he had looked at this and wonders how well the stone was placed on the base or what it would take to knock it over. Jim Ouellette called to say the Freeman has been there and righted the stone. He said there is extensive damage to the front of the stone.

4. Town Grader – Discussed under Public Works Update.

5. Set Budget Committee Meeting Date – The selectmen agree to set the meeting date for Thursday, June 26, 2008 at 7:00 P.M.


SELECTMENS CONCERNS:

Ray Cyr reported that all elected officers need to be trained before January 2009. This can be done on the MMA web site. Ray asked for a copy of the Personnel Policy. Ray stated that an appointed official can be removed for cause.

Due to the lateness of the evening and the need to review the budget **Chairman Cormier made a motion to put the mangers evaluation on hold. Ray Cyr seconded the motion. Motion carries**

A motion was made by Darey Gagnon to adjourn at 8:55 P.M. The motion was seconded by Ray Cyr. Motion carries. (Time 2 hrs.)

APPROVED:



Gerald Cormier



Raymond Cyr



Darey Gagnon

2007 - 2008 SELECTMENS ATTENDANCE RECORD

DATE	Gerald Cormier	Steve Belanger	Raymond Cyr	MEETING	HOURS
12-19-07	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular	7-8:15
1-3-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular	7-9:05
1-16-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular	7-9:10
1-17-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7-8:00
2-6-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7-9:00
2-20-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7-8:40
3-5-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7-8:15
3-19-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7-8:45
4-2-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7-9:15
4-9-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	6:30-8:15
4-16-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7-8:30
4-30-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7-8:30
5-7-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7-8:15
5-14-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7-8:10
5-31-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7:00-9
6-3-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7:00-7:15
6-4-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7:00-9:00
6-11-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7:00-9
6-18-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	6:00-9
6-26-08	Gerald Cormier	Steve Belanger	Raymond Cyr	Regular Meeting	7:00-9

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, July 16, 2008
7:00 P.M.**

Call to Order

Approve Minutes of June 18, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Cemetery Headstone
2. Public Works Update
 - A. Transfer Station-Dock Repair
 - B. Road Repairs
3. Cottage Road RR Crossing
4. Fire Protection for Nashville Plantation
5. Affordable Housing Progress
6. Seaplane Base Building & Dock
7. Town Grader
8. Irving Woodlands Stumpage Notice
9. Beach Vandalism
10. Managers' Evaluation

PROJECTS

- A. Sidewalk Grants
- B. West Road Project
- C. Municipal Bond Bank

OTHER:

NEW BUSINESS:

1. Petition to Amend Land Use Ordinance – Angie Burton
2. CEO Update
3. Notice and Suite Filed on Town
4. Planning Board Resignations
5. Roadside Mowing
6. Tree Trimming and Removal

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
TOWN SELECTMENS MEETING
JULY 16, 2008
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Gerald Cormier, Chairman; Raymond Cyr and Darey Gagnon, Selectmen; Rita Sinclair, Town Manager; Bruce Hussey, Code Enforcement Officer; Brian Cote, Angie Burton, Wilza Robertson, Gail Gagnon, Kathy Gagnon, Ray Wakefield, Residents; Sara Brooks, Norma Manter and Don Holmes, Property Owners.

A motion was made by Ray Cyr to accept the minutes of the June 18, 2008 meeting as written. The motion was seconded by Darey Gagnon. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: Brian Cote asked if anyone has contacted the legislature to have a joint resolution to honor the Town of Portage on its Centennial anniversary on March 24, 2009. The manager doesn't know of anyone who has mentioned this before. Sarah Brooks knows who to contact. She has contacted John Martin before with a brief write up that the legislature puts in to a joint resolution. Chairman Cormier asked the town manger to follow up on this.

Don Holmes stated he and his sister, Norma Manter, own property on Overlook Drive in Portage Lake. Norma Manter stated she had received a letter from CEO, Bruce Hussey, regarding the deck that they were building to replace the deck that had collapsed by the heavy snowfall this winter. They had difficulty getting a carpenter to do the work before July. The carpenter attempted to get a permit and was told he had to wait until July 10. They (the owners) contacted Mr. Hussey to ask why they had to wait so long and why they needed a permit from the Planning Board to replace a deck that had been destroyed. Mr. Hussey stated they would have to wait until August. At that point Ms. Manter contacted their lawyer. When Mr. came back to issue a "Stop Work Order", he told the carpenter to tear the deck down. Mr. Hussey returned again and saw that some changes had been made. The only thing done was to put up two by fours where the railing was supposed to be to prevent the grandchildren from falling off the deck which is 13 feet above the ground. Mr. Holmes wants to know if the Code Compliance Officer has the right to tell the carpenter to tear the deck down. Chairman Cormier stated that Bruce on the agenda and at that time we will discuss the matter.

OLD BUSINESS:

1. Cemetery Headstone – The town manger reported that the headstone that was damaged at the cemetery does not show proof that it was done by the mower as the mower has no damage or scratches to prove or disprove what happened. It may have been vandalism. The purchaser of the stone has a \$500 deductible from her insurance and the manager believes the town should pay the deductible. Ray asked if this was usual practice for the town. The manager stated that this situation has never presented itself before. **Ray Cyr**

made a motion for the town to pay the deductible. Darey Gagnon seconded the motion. Motion carries.

2. Public works Update

A. Transfer Station ~ Dock Repair – The manager reported that Public works is in the process of narrowing down and shortening the dock. She stated that 12 more square blocks are needed to shore up the ends. The round ones are cheaper but we would need 24 to finish the project. Darey asked which were cheaper. He suggests going with the least expensive way to finish the repairs.

B. Road Repairs – the manager reported that she is in the process of getting some figures for major repairs on West Road so that she will have something to submit to the Maine Bond Bank in the spring. There are some parts of West Road that will need to be completely rebuilt, while others can be reclaimed and paved. Ray asked about Station Road. The manager reported that the railroad has agreed to ditch behind the cedar trees and from there public works will be able to shoot grades and complete that ditching project. The manager reported there is a water problem on Cottage Road. It appears that instead of the water flowing down the ditch to the culvert it is going under the road bed and coming to the surface on the Hedrick's property. She stated that we would need DEP to look at the situation to see if we can open the area between the existing culvert and the lake to help the flow of water away from the road. Bruce reported that Erick Hitchcock of DEP would be in Portage in the morning. The manager asked Bruce to let Erick know she would like to discuss this matter with him.

3. Cottage Road RR Crossing – The manager reported that she had talked with Mike Ouellette and there would be new planking installed at the crossing in the near future. There is nothing new to report on the road project itself.

4. Fire Protection for Nashville – The manager reported that this agreement has been signed by the Nashville Board of Assessors. All that's required now is the fire chief's signature.

5. Affordable Housing Progress – Ray Cyr reported that the Housing Committee is in the process of hiring Coastal Enterprises as a consultant to put a financial package together. Once the contract is signed, CEI will apply for a \$60,000 pre development loan to Maine State Housing. Ray stated he had met with Dick Ireland at the Northern Maine Development annual meeting. Dick wanted a copy of the Feasibility Study for Portage to take to Augusta with him. He in turn discussed this with the Director of Housing and the Director of Multi Housing in Augusta and called Ray to let him know they will be here on the 29th of July to meet with the Housing committee. Ray reported that he has also asked John Elgin to attend the meeting. Ray will be meeting with Attorney Rick Solman to finalize the application for the 501C3 application.

Ray also reported on the progress of the pavilion. He would like to see a letter of appreciation sent to Loring Job Corps. for the cement work that was done. He stated that the poles are set and he put up the electrical box. Darey has organized volunteers for Saturday and they will start the building process.

6. Seaplane base Building & Dock – Darey asked if the selectmen had a chance to review the information on the seaplane organization. He stated that a dock would have to be built that would accommodate these planes. Chairman Cormier asked if it would be possible to build that dock as the old dock has been removed for some time. CEO, Bruce Hussey stated that he can issue a permit for a temporary dock, but the Planning Board has to review the application for a permanent dock. Discussion followed on finding out if we could get a permit to build a new dock and if the state would be able to assist with this. the building will be brought up under the CEO Update.

7. Town Grader – The manager reported the grader is still there. Chairman Cormier stated there is another individual in Ashland who is interested in the grader for scrap.

8. Irving Woodlands Stumpage Notice – The manager reported that she finally received the money for the insufficient fees along with a history of what has been cut. Darey asked who keep track of these figures. The manager stated she has tried to keep up with it, but finds it difficult when she is not receiving the tally sheets. Chairman Cormier asked the manager to invite Wayne Gagnon to the next selectmen's meeting to discuss his interest in being a "watchdog" for the Town in the cutting of our forests.

9. Beach Vandalism- The manager reported that the door that was nailed shut on the outhouse has been torn off. She stated she has had several telephone calls on the condition of the outhouse. She has sprayed them with disinfectant and had Public Works take the Indian pumps to spray them down. There wasn't enough pressure to do a good job. The fire department will take a truck there on Friday to hose them down. Darey mentioned that when there is vandalism, it should be taken care of right away. The manager stated the last time the doors were ripped off the Board said to do away with the outhouse. Discussion followed on what direction to take with this. Chairman Cormier asked about the portable toilets that we had there a while back. **Ray Cyr made a motion to get port-a-potties for the beach. Darey Gagnon seconded the motion. Motion carries.**

10. Managers' Evaluation – Chairman Cormier put off the manager's evaluation until later in the meeting.

NEW BUSINESS:

1. Petition to Amend Land Use Ordinance – Angie Burton presented a petition to amend the Portage Lake Land Use Ordinance regarding the set back for her building. She has more than the required signatures. Chairman Cormier believes this petition has to go to the Planning Board. Angie stated that according to the ordinance the CEO, Bruce Hussey, could have issued her a building permit as she was building within a year of demolition. She stated she has a valid building permit and feels that the ordinance is being interpreted differently by everyone who reads it. Bruce stated he has discussed this situation with Maine Municipal Association's legal department. The attorney he spoke with didn't see why there was a problem with Angie going ahead and building. Ray Cyr asked if a court date had been set yet. He asked if our attorney was aware of this. The

manager reported that the Town does not have an attorney on retainer. We have always used Rick Solman. The manager stated she contacted Attorney, David Dunlavey to assist the Town with this situation as he is well informed in municipal government. Discussion followed on what can be done at this time. Ray Cyr stated that Angie has a building permit and she should go ahead and build. Darey Gagnon agreed. Chairman Cormier recused himself from comment as he is a related party in this matter. However, he asked why this was not discussed at the Planning Board meeting initially. Angie still feels that the ordinance should be amended on the setback. Discussion followed on the procedure for amending the ordinance.

2. CEO Update – Bruce Hussey reported that Irving garage has applied for a septic system to be installed in back of the garage. This is would be on joint property so an easement is required. Irving does not want to do a survey. Chairman Cormier mentioned the town was in a similar situation a few years ago and Irving and P & C did not want to grant an easement. They would prefer that the Town purchase the property. **A motion was made by Ray Cyr and seconded by Darey Gagnon to not grant an easement to Irving for a septic system, but would consider selling the towns share of ownership for the parcel needed for the septic system. All voted in favor. Motion carries.**

A motion was made by Chairman Cormier to go into executive session under 1 M.R.S.A. 405 (6) (H). The motion was seconded by Ray Cyr. Motion carries. Time 8:10 P.M. **A motion was made by Chairman Cormier to come out of Executive Session under 1 M.R.S.A. 405 (6) (H). The motion was seconded by Ray Cyr. Motion carries.** Time 8:45 P.M. Chairman Cormier stated the issue had been resolved and there was no further issue on that account.

A motion was by Chairman Cormier to go into Executive Session under 1 M.R.S.A. 405 (6) (H). The motion was seconded by Ray Cyr. Motion carries. Time 8:49 P.M. **A motion was made by Chairman Cormier to come out of Executive Session under 1 M.R.S.A. 405 (6) (H). The motion was seconded by Darey Gagnon. Motion carries.** Time 9:00 P.M. Chairman Cormier stated the issue had been resolved to satisfaction to those present.

3. Notice and Suite Filed on the Town – The town manager presented copies of the suite filed on the town Planning Board and Board of Appeals for the Selectmen to review at their discretion. The manager also presented a copy of Dave Dunlaveys' Notice of Appearance.

4. Planning Board Resignations – the manager presented two resignations from the Planning Board to the selectmen. The town manager expressed her opinion on the resignations. She stated that Maggie Pierce has done a tremendous job of getting the Planning Board on track. The situations that have transpired of late were while Maggie was on leave of absence due to the birth of a baby. Due to difficulties that transpired during the birth of the baby, Dave Pierce also took a leave of absence. Had Maggie been in attendance of those meetings I do not believe that any of this would have ever happened. After the selectmen's review of the resignations **a motion was made by Chairman Cormier to accept the resignations presented to the selectmen. Ray Cyr seconded the motion. Motion carries.**

5. Roadside Mowing – the manager presented a proposal from Ken's Mowing service for roadside mowing has increased due to the increase in fuel. This includes the roadsides, the cemetery field, and the old dump site. The total project is \$1,194. The manger stated she had also asked for a quote on cutting the back slope of the ditch. The estimate for this is between \$744 and \$992. **Ray Cyr made a motion to hire Ken's Mowing Service to do the mowing. Darey Gagnon seconded the motion. Motion carries.**

6. Tree Trimming and Removal – the manager stated that the trimming and removal includes all the roads and any trees that are overshadowing the roads so the sun doesn't get to them. Thompson's Tree Service proposal is for \$3,500. Chairman Cormier expressed concern on some of the trees that are landmarks of the town. The manager state that we do not want to strip the side of the tree but need to remove those that interfere with plowing and allowing the sun to dry the road base. Darey asked if the good wood could be left for the landowner or anyone who burns wood for heat. **A motion was made by Ray Cyr to accept Thompson's proposal. Darey Gagnon seconded the motion. Motion carries.**

The manager presented a quote from Daigle Oil Company for a 500 or 1,000 gallon gas tank for the Town equipment use. **Ray Cyr made a motion to get the 500 gallon gas tank from Daigle Oil Company. Darey Gagnon seconded the motion. Motion carries.**

10. Managers Evaluation - Tabled until the next meeting.

SELECTMENS CONCERNS:

After some discussion a meeting is scheduled for July 30, 2008 in order to do the manager's evaluation and to review the articles for town meeting.

The manager reported that it may not be possible for the auditors report to be in the town report as he will not be available until August 5.


It was also decided to close the transfer station on Wednesday afternoon/evening.

A motion was made by Ray Cyr to adjourn at 9:20 P.M. The motion was seconded by Darey Gagnon. Motion carries. (Time 2 hrs 20 min.)


APPROVED:



Gerald Cormier, Chairman



Raymond Cyr, Selectman



Darey Gagnon, Selectman

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, July 30, 2008
7:00 P.M.**

Call to Order

Approve Minutes of July 16, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Cemetery Headstone
2. Public Works Update
 - A. Transfer Station-Dock Repair
 - B. Road Repairs
 - C. Outhouse Repair
 - D. For Bridge Rebuilt & Replaced
3. Cottage Road RR Crossing
4. Affordable Housing Progress
5. Seaplane Base Building & Dock
6. Roadside Mowing
- **7. Managers' Evaluation – Executive session per 1 M.R.S.A. 405(6)(A) Personnel Matters

PROJECTS

- A. Sidewalk Grants
- B. West Road Project
- C. Municipal Bond Bank
- D. Tree Trimming & Removal

OTHER:

NEW BUSINESS:

1. Special Entertainment Permit ~ Deans Motel
2. Portage Lakers Snowmobile Club Request
3. Bear Bait Permit Requests
4. Planning Board Appointment
5. Review Information from Legal Counsel – Executive session per 1 M.R.S.A. 405(6)(E) Consultations with Legal Counsel
6. Review Articles for Town Meeting Warrant

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SPECIAL SELECTMENS MEETING**

July 30, 2008

7:00 P.M.

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Gerald Cormier, Chairman; Raymond Cyr and Darey Gagnon, Selectmen; Rita Sinclair, Town Manager; Grace Nason, Judy Moreau, and Laura Bouchard, Residents.

A motion was made by Ray Cyr to accept the minutes of the July 16, 2008 meeting as written. The motion was seconded by Darey Gagnon. Motion carries.

The Treasurers' Warrants will be reviewed at a later time.

BUSINESS FROM FLOOR: Grace Nason presented a request to the Board of Selectmen for an article in the annual Town Meeting Warrant asking the voters for \$500 to assist the Portage Lake Tourism Committee in getting the web site updated. **A motion was made by Ray Cyr to approve an article in the Town Meeting Warrant for the Tourism Committees' request of \$500 to assist in upgrading the Towns' web site. Darey Gagnon seconded the motion. Motion carries.**

OLD BUSINESS:

1. Cemetery Headstone – Issue previously resolved.

2. Public Works Update

A. Transfer Station-Dock Repair – The town manager reported that this project is near completion. Instead of using the blocks for the back of the dock they are going to use the telephone poles left from the pavilion.

B. Road Repairs – The town manager reported that Public Works is using a "Cat" backhoe that is on loan to remove and replace the culvert on west Road where the culvert washed out. This saved us from having to hire an excavator to replace this culvert.

C. Outhouse Repair – the town manager reported that the door on the outhouse at the beach has been repaired and the outhouse has been cleaned. She was unable to get portable toilets from either of the two local companies she called due to the fairs and events scheduled in other communities.

D. Foot Bridge Rebuilt & Replaced – the manager reported that the bridge between the beach and the playground had washed out during the May flood. Due to the poor condition of the bridge, the public works department rebuilt the bridge and has located back in its original location.

3. Cottage Road Railroad Crossing – Nothing to report at this time.

4. Affordable Housing Progress – Ray Cyr reported that the units have been reduced from 12 to 6 in order to justify the cost. This way we will have facts to support the request for an additional 6 units in the future.

5. Seaplane Base Building & Dock – Nothing to report at this time.

6. Roadside Mowing – This will be done this coming weekend.

7. Managers' Evaluation ~ Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter – Chairman Cormier moved this item to the end of the agenda.

A motion was made by Ray Cyr to go into Executive session per 1 M.R.S.A. 405 (6)(A)

OTHER: The Town Manager presented paperwork for the selectmen to review to select a designee for the Town to purchase state or federal surplus property. After reviewing, Chairman Cormier stated that this required to Town Mangers' signature.

NEW BUSINESS:

1. Special Entertainment Permit ~ Deans Motel – the selectmen reviewed and signed the Special Entertainment Permit for Deans Motel.

2. Portage Lakers Snowmobile Club Request – The manger presented a letter of request to the selectmen from the Portage Lakers Snowmobile Club (PLSC) requesting \$2,500 from the voters to assist with trail maintenance. **A motion was made by Ray Cyr to approve an article from the PLSC requesting \$2,500 for assistance in trail maintenance. Darey Gagnon seconded the motion. Motion carries.**

3. Bear Bait Permit Requests – the manager presented two requests for permits for bear bait sites. Brian Traverse has a site on Oak Point and Steve Hopkins has sites on joint owned land and is requesting a new one on the "School Lot". **Ray Cyr made a motion to accept the requests for bear bait permits. Darey Gagnon seconded the motion. Motion carries.**

4. Planning Board Appointment – The manager reported that Brian Condon is interested in serving on the Planning Board. **A motion was made by ray Cyr to appoint Brian Condon to the Planning Board. The motion was seconded by Darey Gagnon. Motion carries.**

6. Review Articles for Town Meeting Warrant – The town manager provided copies of the Articles for the Town Meeting Warrant for the selectmen to review and finalize at the next meeting. She reported there has been a request for financial assistance with publishing the Centennial Book, but no amount has been set. Chairman Cormier put this on hold until a definite amount is requested.

7. Town Managers Evaluation – A motion was made by Ray Cyr to go into Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter. Darey Gagnon seconded the motion. Motion carries. Time 7:40 P.M. A motion was made by Ray Cyr to come out of Executive Session per 1 M.R.S.A. 405 (6)(A). The motion was seconded by Darey Gagnon. Motion carries. Time 8:30 P.M. Chairman Cormier stated that the Town Managers' evaluation has been completed.

5. Review Information from Legal Counsel ~ Executive session per 1 M.R.S.A. 405 (6)(E): Consultations with Legal Counsel – A motion was made by Ray Cyr to go into Executive Session per 1 M.R.S.A. 405 (A)(E) Consultations with Legal Counsel. Time 8:32 P.M. A motion was made by Ray Cyr to come out of Executive Session per 1 M.R.S.A. 405 (6)(E). The motion was seconded by Darey Gagnon. Motion carries. Time 8:55 P.M. Chairman Cormier stated that the issue concerning attorney consultation has been resolved.

A motion was made at 9:00 P.M. by Ray Cyr to adjourn. The motion was seconded by Darey Gagnon. Motion carries. (Time 2 hours)

SELECTMENS CONCERNS: None

APPROVED:


Gerald Cormier, Chairman


Raymond Cyr, Selectman


Darey Gagnon, Selectman

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, August 6, 2008
7:00 P.M.**

Call to Order

Approve Minutes of July 30, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Articles for Town Meeting Warrant
2. Public Works Update
 - A. Road Repairs
 - B. Cottage Road Culvert
 - C. Hayward Street Repairs
3. Affordable Housing Progress
4. Seaplane Base Building & Dock
5. Roadside Mowing
6. Set Articles for Town Meeting Warrant

PROJECTS

- A. Sidewalk Grants
- B. West Road Project
- C. Municipal Bond Bank
- D. Tree Trimming & Removal
- E. Cottage Road RR Crossing

OTHER:

NEW BUSINESS:

1. Backhoe Information
2. Town Forester
3. Winter Sand Bid Requests
4. Board of Appeals Volunteer
5. Urban – Rural Initiative Program (URIP) Certification
6. Cooperative Bid Salt Prices

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING**

**August 6, 2008
7:00 P.M.**

The meeting was called to order by chairman, Gerald Cormier.

Present: Gerald Cormier, Chairman; Ray Cyr and Darey Gagnon, Selectmen; Rita Sinclair, Town Manager; Vaughn Devoe, Public Works Director; Pat Raymond, Herb McPherson, Wayne Gagnon, Wilza Robertson, Linda & Roland Caron, Kathy Gagnon; Residents.

The minutes of the July 30, 2008 meeting were reviewed by the selectmen. Ray Cyr commented on the statement on elderly housing (# 4) was to reduce the number of units not to justify the cost but so Rural Development to consider the project for funding. Chairman Cormier stated that item #5 under **NEW BUSINESS** Review Information from Legal Counsel, "the issue was not resolved" but "the selectmen were informed as to counsels' advice." **A motion was made by Ray Cyr to accept the minutes with changes. The motion was seconded by Darey Gagnon. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: Wayne Gagnon asked if it would be possible to have the sign regarding Jake brakes moved down the hill closer to town as he thinks it would be more effective in that area. Darey Gagnon mentioned that the sign is missing on the other hill. The town manager will check on new signs.

Chairman Cormier stated that anyone who is on the agenda may present first so they could leave early if they wanted to.

OLD BUSINESS:

2. Public Works Update – Public works Director, Vaughn Devoe presented a chart to the selectmen to show what needs to be done on (C.) Hayward Street. He shot grades on the road and showed where road needs to be raised to fix the problem. Vaughn proposed to raise the shoulder of the road to give a slight crown and create more of a ditch. He explained that by raising the road he would not have to dig as deep for the ditch. An average ditch is 2 feet but in this case we only have 3 inches for a ditch and that creates the problem. The options are to fix one lane or both lanes. If only one lane is fixed there may be more problems due to the different materials and the effect of the frost. Because the ditch is so shallow the water flows across the road and into the Carons' basement. Chairman Cormier asked the Carons' for their input. They want it to be fixed and feel that Vaughn is capable of doing this. Vaughn reported that the area of repair is 140 feet long and 20 feet wide. Chairman Cormier asked for an estimate for the next meeting.

B. Cottage Road Culvert – Vaughn reported that DEP has approved cleaning out the brush and debris at the cross culvert before the Wheeler property. It is relatively flat and holds the water back. The cross culvert by Hendricks was buried until last year when Vaughn ditched that portion of the road. When water builds up high enough to run into the old culvert it leaches onto the Hendricks' property creating a problem. Vaughn stated the culvert serves no purpose. Selectmen Cyr and Gagnon recommend taking out the old culvert and fixing the area on the lakeside. Herb McPherson stated that culvert was discontinued when he worked for the Town. Vaughn reported that a bulldozer or an excavator with a ditching bucket would be needed for that project. Chairman Cormier suggested doing the cross culvert first. He asked for a cost estimate for the project.

Vaughn was asked to check out the water hole by the tracks on Hathaway Road.

NEW BUSINESS:

1. Backhoe Information – Vaughn Devoe reported that he had tried out a Cat backhoe with the extend-a-hoe and was impressed with the way the machine operates. It has an 18 foot reach compared to the 12 foot reach of the current backhoe. Most of our contract services are because our backhoe doesn't have the reach. The new machine is more powerful and uses less fuel. It has pilot controls, and the hydraulics are quicker. It has a higher lifting capacity, more power, shock absorbers so the machine doesn't bounce, travels faster, it has capability of attachments, and it comes with a thumb which allows you to pick up logs, stumps etc. Ray Cyr asked for the price of this backhoe. Vaughn reported that the price is \$93,400 but they will allow \$15,000 for a trade in. This brings it down to \$78,400 including the thumb. John Deere has a price of \$98,000 for a straight machine with no capabilities for attachments. Vaughn stated that attachments can be rented rather than purchased. Vaughn reported that fuel consumption is less as it has more power. He reported that he has not tried out any other machines. Chairman Cormier asked Vaughn to contact John Deere to try out their machine.

2. Town Forester Proposal – Wayne Gagnon asked if Laura Audibert is the Towns Forester and paid by the Town or paid by Irving. Pat Raymond reported that when the Town went into the Land Management Agreement with Irving Laura was to stay on as the Towns' consultant. This agreement stands until 2010. Laura is responsible for creating the Land Management Plan for joint owned land and Town owned land. The Plan is conservative. The pre-commercial thinning and blow-downs were all overseen by Laura Audibert. Wayne asked if any of the selectman has been out with her. Pat responded that he has checked out the sites that are being cut. The snow depth prevented doing more winter cuts and Laura has had some medical problems over the winter but has returned to work. Ray asked when the Forest Group is meeting. Pat reported that last December was the last meeting. He has been waiting for Laura to get back on track and will be calling a meeting soon. Chairman Cormier asked if there were any questions. Wayne Gagnon stated that Laura Audibert oversees 100% Town owned land and is paid by Irving. He asked if the Town is okay with this? Pat responded that this is part of the agreement for land management. She is our insider and knows where to go if there is an issue. The word is that there will be no pre-commercial thinning this year. Wayne stated he has concerns about Laura being paid by Irving on town owned ground down the road.

Are they over cutting? Pat responded not at all. The Forest Group will continue to meet and bring information to the selectmen. Wayne asked about the paperwork on what has been cut and if trip tickets are received weekly? If you had these you could keep on top of it. Pat stated there is no stealing wood today as everything has to be documented from the trip ticket to the salesman.

3. Affordable Housing Progress – Ray Cyr reported the he was waiting to hear from the consultant.

4. Seaplane Base Building & Dock – No septic system can be found. Ray Cyr feels the building should be condemned. Darey feels that the lease has been broken as it is not being used as a seaplane base. The Board directs the town manager to not accept the check when it comes in December.

5. Roadside Mowing – The manager reported that this has been completed. She has areas of concern and has discussed it with the contractor.

6. Set Articles for Town Meeting – The selectmen reviewed the articles for warrant. Changes were made and the articles were accepted.

OTHER: Chairman Cormier brought up the camp at the end of the Hathaway Road that was floated in on a raft. He would like a letter sent to Pat Raymond of the decision made. Wood for Townspeople – where is Maine Woods in this thing. Wood is being hauled out of Town. Why can't the Townspeople get wood? Wayne suggested the Town provide an area where the wood can get cut and contract a cutter to cut and haul the wood to an area where Townspeople can purchase the wood at so much per cord. Discussion followed on where wood could be cut. Chairman Cormier asked the town manager to discuss this with Pat to get his thoughts.

NEW BUSINESS:

1. Backhoe Information – Previously done.

2. Town Forester – Previously done.

3. Winter Sand Bid Requests – The manger reported that bid requests are going to be mailed out this week.

4. Board of Appeals Volunteer – The manager reported that Gary Chance has volunteered to serve on the Board of Appeals. **A motion was made by Ray Cyr to appoint Gary Chance to the Board of Appeals. The motion was seconded by Darey Gagnon. Motion carries.**

5. Urban-Rural Initiative Program (URIP) Certification – The manager presented the completed certification form to the selectmen for their signatures. This ensures that the Town will receive the allotted amount for state aid roads.

6. Cooperative Bid Salt Prices – The manager reported that NMDC had announced that Harcross Chemicals' bid for road salt was accepted. The price per ton is \$76.92 and a fuel surcharge will be added for delivery. The highest bid received was \$132.59 per ton delivered.

SELECTMENS CONCERNS:

Ray Cyr asked if it was legal to give town employees time off in lieu of overtime. Ray doesn't believe this is legal. The town manager will contact MMA about this.

Chairman Cormier presented a letter he received from Judy Moreau requesting information on the "arrearages to Irving". The Board agrees that this should not be responded to.

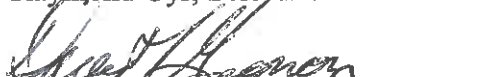
Chairman Cormier asked why letters were being sent to the abutters of the Blair - St. Peter property regarding horses. The manager reported that the Blair's are in violation of the ordinance regarding the village area. They are appealing the CEO's decision to the Appeals Board.

A motion was made at 9:15 P.M. by Ray Cyr to adjourn. Darey Gagnon seconded the motion. Motion carries. (Time 2 hrs. 15 min.)

APPROVED:


Gerald Cormier, Chairman


Raymond Cyr, Selectman


Darey Gagnon, Selectman

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, August 20, 2008
7:00 P.M.**

Call to Order

Approve Minutes of August 6, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Town Reports
2. Public Works Update
 - A. Road Repairs
 - B. Cottage Road Culvert Cost Estimate
 - C. Hayward Street Repairs Cost Estimate
3. Affordable Housing Progress
4. Seaplane Base Building & Dock
5. Set Date for Public Hearing (Amend Setback in Ordinance)

PROJECTS

- A. Sidewalk Grants
- * B. West Road Project – Est.
- C. Municipal Bond Bank
- D. Tree Trimming & Removal
- E. Cottage Road RR Crossing
- F. Backhoe Information

OTHER:

NEW BUSINESS:

1. Financial Report to Date
2. Legalities of Comp. Time vs. Overtime
3. Costs to Use 100% Salt vs. Salt & Sand Mix
4. Mileage Reimbursement
5. Overhead Door Estimate for Door Repair

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
August 20, 2008
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Gerald Cormier.

Present: Chairman, Gerald Cormier; Selectmen, Ray Cyr and Darey Gagnon; Town Manager, Rita Sinclair; Others, Wilza Robertson, Peter St. Peter; Brad St. Peter, Norman and Donna St. Peter.

The minutes of the August 6, 2008 meeting were reviewed. **A motion was made by Ray Cyr to accept the minutes as written. The motion was seconded by Darey Gagnon. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: Donna St. Peter presented a notice from Katherine St. Peter Blair in regards to the Appeals Board Meeting and her view of what transpired.

OLD BUSINESS:

1. Town Reports – the town manager reported that the reports were in but the auditors report was not included as it has not been completed. Once completed copies will be made available to the selectmen and the public.

2. Public works Update

A. Road Repair – The town manager reported that estimated cost for reclamation of West Road is \$632, 000. This does not include the cost for reconstruction of the road base where the road base has deteriorated. Rita will be contacting Maine Municipal Bond Bank to get details on a bond for this work.

B. Cottage Road Culvert Cost Estimate – Portage Construction submitted a proposal for the work to be done on the Cottage Road from the cross culvert to the lake. Once the work is done on the lakeside, Vaughn Devoe, PW Foreman, will remove the cross culvert and replace it and see what needs to be done with the berm that holds the water in the swamp. **A motion was made by Ray Cyr to accept Portage Constructions' proposal of \$6,875 to re-establish the drainage ditch from Cottage Road to the lake. The motion is seconded by Darey Gagnon. Motion carries.**

C. Hayward Street Repairs – the manager presented costs for the proposed work on Hayward Street by Roland Caron's property. Chairman Cormier expressed his concerns that the project was being taken too far. He would like to see a good ditching project maybe 200 to 300 feet above this area and let it set for a year before doing any more work. Discussion followed on where the ditching should start and the way the road repair needs to be done. Ray

3. Affordable Housing Progress – Ray Cyr reported that he had received an update this week from CEI. Ray expressed concerns over having CEI apply for a loan for \$60,000 to

continue with the Housing Project. Discussion followed on the Housing Corporation being a separate corporation from the town and what, if any, consequences there might be. The manager will contact MMA Legal Dept. to ask those questions.

4. Seaplane Base Building & Dock – the manager has nothing to report. Chairman Cormier asked whose responsibility it is to have the dock maintained. The manager responded it is the Everett's responsibility. It has been reported that the dock is under water. Discussion followed on what steps to take next as far as the lease is concerned. Chairman Cormier is concerned about the dock because it is Town property. The board agrees that Public Works should remove the dock to prevent any further damage.

5. Set Date for Public Hearing (Amend Setback in Ordinance) – The town manager presented the Notice of Public Hearing for the signatures of the selectmen. Discussion followed on when to post the Public Hearing. Chairman Cormier suggested that the Board wait and finish discussing this item in executive session as this is advice from legal counsel. Chairman Cormier calls for an Executive Session at the end of the meeting.

OTHER: Wilza Robertson asked if the showcase for the memorabilia that has been collected for the Town has been purchased. Manager, Rita Sinclair, thanked Wilza for bringing this to her attention. She reported that Coffins' Store has a showcase for sale for \$100 and they will include a very old file box that is part of the store's history. **A motion is made by Ray Cyr to purchase the showcase. Darey Gagnon seconded the motion. Motion carries.**

Chairman Cormier asked for an update on the projects listed on the agenda. See Item #2, A, under **OLD BUSINESS**.

NEW BUSINESS:

1. Financial Report to Date – The manager presented financial reports for the selectmen to review. They will review the reports and discuss them at the next meeting.

2. Legalities of Comp. Time vs. Overtime – the manager reported that she had contacted MMA Legal Department in regards to the legalities of Comp. time verses Overtime pay. In order for Comp. Time to be legal the Town has to have a written policy in effect.

3. Costs to Use 100% Salt vs. Salt & Sand Mix – the selectmen discussed the effect of using all salt on Town roads and believe it best to continue to use the mix of sand & salt.

4. Mileage Reimbursement – Town Manager, Rita Sinclair reported that several towns in the county had responded to an e-mail request for mileage reimbursement with most towns paying .485 to .50 per mile. **Ray Cyr made a motion to increase the mileage reimbursement for Portage Lake .45 per mile. Darey Gagnon seconded the motion. Two voted in favor and one abstained. Motion carries.**

5. Overhead Door Estimate for Door Repair - The town manager presented a quote from Overhead door to replace the bottom panels and seals on the bay doors on the fire

department. A motion was made by Ray Cyr to accept Overhead Doors proposal of \$1,233 to repair the doors. Motion seconded by Darey Gagnon. Motion carries.

Return to item #5 under OLD BUSINESS - A motion was made by Darey Gagnon to go into Executive session per 1 M.R.S.A. 405 (6)(E) consultation with legal counsel. Ray Cyr seconded the motion. Motion carries. Time 8:20 P.M. A motion was made by Darey Gagnon to come out of Executive session. Ray Cyr seconded the motion. Motion carries. Time 8:40 P.M.

The selectmen agree on the process that the Appeals Board will revisit the decision on Angie Burtons appeal. The meeting will be posted 14 days in advance with the abutter being notified 10 days before the meeting. Also agree the issue with the ordinance be resolved simultaneously with a Public Hearing and a Special town Meeting to amend the ordinance.


SELECTMENS CONCERNS:

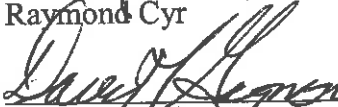
Chairman Cormier expressed concerns on the Blair's concerns of the Appeals Board meeting. After reviewing the information submitted to the Appeals Board the selectmen request the manager to send a letter to the Blair's stating they were give the proper forms to fill out but neglected to fill those forms out completely. The Board of Selectmen believes that proper protocol was followed, and it supports the Appeals Boards decision.

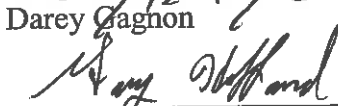
Chairman Cormier recommends the town manager purchase a new recorder that doesn't require the audio tapes.

A motion to adjourn was made by Ray Cyr at 9:10 P.M. The motion was seconded by Darey Gagnon. Motion carries. (Time 2 hrs. 10 min)

APPROVED:


Raymond Cyr


Darey Gagnon


Gary Halford

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, September 3, 2008
7:00 P.M.**

Call to Order

Nominations for Chairman

Approve Minutes of August 20, 2008 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Financial Reports
2. Public Works Update
 - A. Road Repairs
 - B. Cottage Road Culvert
 - C. Hayward Street Update
 - D. Tree Trimming
 - E. Backhoe Information
3. Affordable Housing Progress
4. Seaplane Base Building & Dock
5. Policy for Comp. (Flex) Time

PROJECTS

- A. Sidewalk Grants
- B. West Road Project
- C. Municipal Bond Bank
- E. Cottage Road RR Crossing

OTHER:

NEW BUSINESS:

1. County Tax Assessment
2. Motor Vehicle Agent Workshop – Sept. 10, '08
3. Town Square
4. Time Warner Telephone System
5. Manager's 3 Day Absence
6. Clarification on Spending

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
September 3, 2008
7:00 P.M.**

The meeting was called to order by Town Manager, Rita Sinclair.

Present: Rita Sinclair, Town Manager; Ray Cyr, Darey Gagnon, Gary Hafford, Selectmen; Vaughn Devoe, Public works Director; Kathy Gagnon, Judy Moreau, Laura Bouchard, Brian cote, Residents; Don Labrie and _____ CAT Representative; Brady Fitzpatrick and Dana Cameron, John Deere Representatives.

Town Manager, Rita Sinclair called for nominations for chairman of the Board of Selectmen. Darey Gagnon nominated Ray Cyr. Gary Hafford seconded the nomination. Ray Cyr accepted the nomination.

Chairman Cyr proceeded with the review of the minutes of the August 20, 2008 meeting. **Darey Gagnon made a motion to accept the minutes as written. Gary Hafford seconded the motion. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Financial Reports – the Town Manger will update the financial reports for the selectmen to review at the September 17, 2008 selectmen's meeting.

2. Public works Update – Chairman Cyr asked if there were any objections to moving to Backhoe Information so we are not keeping these people waiting unnecessarily.

E. **Backhoe Information** – Vaughn Devoe, Public Works Director, reported on our 1988 backhoe with almost 10,000 hours on it. The machine looks good for its 20 years because the body has been refurbished a few years ago. He reported on trying out two backhoes with extend-a-hoes out of the 4 he had inquired about. Volvo and Case dealerships never returned his calls. Vaughn introduced salesman Brady Fitzpatrick for John Deere and Don Labrie for CAT the two companies that allowed Vaughn to try out their machines. Don Labrie presented the selectmen with a catalogue that included specs on the machine. Brady Fitzpatrick also presented the selectmen with a catalogue and specs on the backhoe and differences between the CAT and the John Deere. Darey Gagnon asked several questions of each salesman on both backhoes. No decisions to purchase were made at this time.

A. **Road Repairs** – West Road (by the boat landing) has been rebuilt, but only on one side of the road.

B. **Cottage Road Culvert** - the manager reported on the progress made on the ditching project by Portage Construction Co. on Cottage Road and the

replacement culverts have been ordered. The culvert size will be changing from a 18 inch to a 24 inch culvert. The manger explained that if the culvert is too large the water will rush through like a stream possibly causing more damage.

C. Hayward Street Update – the manager reported that one side of the street has been completed. Tomorrow they will start the other side.

D. Tree Trimming - the manger reported that Thompson's Tree Service this will be starting this project before the end of the month.

3. Affordable Housing Update – Chairman Cyr reported that he had received an update from CEIS (consultant) that Rural Development will help with this project if we can get more backing. The Pre-Development Loan with Maine State Housing will be decided by the end of the week.

4. Seaplane Base Building & Dock – the manager reported that the dock has been pulled. She spoke with Mike Corella of Lakeside Performance and he stated the dock has been damaged. Darey Gagnon asked if Bruce has sent a letter to the lessee. The manager stated that he has not. She will speak to Bruce about this. Discussion followed on where the septic system is

5. Policy for Comp. (Flex) Time – Chairman Cyr had asked if the Comp. time is legal. The manager reported that Comp. or Flex time is legal for hourly employees if there is a written policy. Salary employees do not have this option.

OTHER: The town manager presented a Quit Claim Deed for taxes paid. The Board reviewed and signed the deed.

The manager reported that the Town had received a check for 2008 Homestead Exemption and dividends from MMA for Workers Compensation and Unemployment Insurances. She presented a Quit Claim Deed for the selectmen to review and sign.

Kathy Gagnon, Town Clerk, explained that the ballots were already printed when Dan Higgins withdrew his name. She also reported that she has an elections conference (mandatory) on the 18 and 19 of this month and would be going to Connecticut from there. She will be out of the office until Thursday the 25.

NEW BUSINESS:

1. County Tax Assessment – the manager presented the County Assessment for the selectmen to review and sign.

2. Motor Vehicle Agent Workshop ~ September 10, '08 – the manager reported that Kathy would be attending this class in Presque Isle and runs from 9 am to 1 pm.

3. Town Square – The manager reported that there have been several positive comments about the Town Square just the way it is. She asked the Board of Selectmen for their input on what to plant, if anything, at the Town Square. Darey Gagnon suggested planting rose bushes.

4. Time Warner Telephone System –the manager has left messages and is still waiting for a return call.

5. Manager's 3 day Absence – the manager has requested 3 days off in order to move.

6. Clarification on Spending – The manger has questions on some of the spending from the fire department. Purchases are approved by the fire chief and never brought to the managers' attention until the bill is received. The Board agrees that Purchase Orders should be brought to the Town Manager before purchase is made.

SELECTMENS CONCERNS:

Chairman Cyr – would like to have public concerns at the end of the meeting in the future. Anyone who wants to be on the agenda will have to contact the town manager in advance. Ray also asked that a Special Selectmen's Meeting be scheduled for Thursday September 11 at 8:00 a.m. to list and prioritize goals and set dates for completion. He would like to work on developing policies for the Town. He also wants to change the agenda so that public comments will be heard at the end of the meetings.

BUSINESS FROM FLOOR: Judy Moreau welcomed Gary Hafford as Selectman and congratulated Ray Cyr on being elected Chairman of the Board of Selectmen. Judy asked about the meeting where a discussion was held on a Town Forester. The manager stated Pat Raymond had explained that Laura Audibert looks after the Towns interest as part of the Land Management Plan with Irving. Judy asked about hiring Wayne Gagnon as the Towns forester. It was explained that this was not necessary until 2012 when our Management Plan expires. Judy also asked if the Board of Selectmen would be responding to letters received. She had written a letter to Gerry Cormier about the arrearage with Irving and never got a response. Laura Bouchard stated that she had never gotten a response to letters she had written to the previous chairman. Chairman Cyr stated that he would not respond to letters but that he would answer questions at the selectmen's meetings.

A motion was made at 8:30 p.m. by Darey Gagnon to adjourn. Gary Hafford seconded the motion. Motion carries. (Time: 1 hr. 30 min.)

APPROVED:


Raymond Cyr, Chairman


Darey Gagnon, Selectman


Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE
SPECIAL SELECTMENS MEETING
AGENDA
September 11, 2008
8:00 AM**

Call to Order

Approve Minutes of September 3, 2008 Meeting

NEW BUSINESS:

1. Appoint Planning Board Member
2. Town Manager Work Load
3. Road Commissioner Reassignment
4. Short Term Planning
5. Long Term Planning
6. Set Date for Special Town Meeting

OTHER:

Disposal of Old Road Grader & Sweeper

Set Agenda for Next Meeting

**TOWN OF PORTAGE LAKE
SPECIAL SELECTMENS MEETING
September 11, 2008
8:00 A.M.**

The Meeting was called to order by Chairman, Raymond Cyr.

Present: Chairman, Ray Cyr; Selectmen Darey Gagnon, Gary Hafford; Town Manager Rita Sinclair; Residents, Barbara Pitcairn, Beatrice & Leo Cormier, Judy Moreau, Laura Bouchard, Mary Ann Caron, Angie Boutot, Wilza Robertson, Grace Nason; Code Enforcement Officer, Bruce Hussey.

Approve Minutes of Sept. 3, 2008 Meeting - The manager reported that due to her 3 day absence she had not completed the minutes. The minutes are tabled until the September 17, 2008 meeting.

NEW BUSINESS

1. Appoint Planning Board Member – **Darey Gagnon made a motion to appoint Audrey Rafford to the Planning Board. Gary Hafford seconded the motion. Motion carries.** Barb Pitcairn asked what experience Audrey Rafford has. The town Manager responded that none of the members have experience when they are first appointed to a Board.
2. Town Manager Work Load – Chairman Cyr stated that he has been attending the selectmen's meetings for two years and finds the town manager is overloaded with work. He would like to reassign the Road Commissioner duties to Darey Gagnon. Leo Cormier stated that he did not believe that a selectman can be road commissioner. Barb Pitcairn stated that if the town manger is overloaded with work perhaps she should decide which town she wants to work for. The manager responded that she works nights in Winterville and does not do Winterville's work when she is working for Portage Lake. The manager reported that the selectmen can act as a board.
3. Road Commissioner Reassignment – see above.
4. Short Term Planning - Chairman Cyr stated he wanted to do some planning and handed out lists for short term and long term projects. He has listed items that he feels needs to be completed as soon as possible.

The municipal offices are first on the list. He wants to see things filed and stored and the office more user friendly and functional.

The next would be to develop a list of things that need to be done before the first of the year and dates for completing these projects. A financial plan needs to be developed for repairing our town roads. He believes if a road needs to be fixed it needs to be done right.

The water system needs to be corrected in this building. Discussion followed on what has been done and what needs to be done to attain drinkable water in the municipal building.

Pine Tree Zone – Chairman Cyr feels this has fallen through the cracks and would like to see this activated again. He explained that this allows businesses to get a tax advantage through the state and encourages them to come into the towns where this is available. Chairman Cyr would like to have another meeting with Alain Ouellette on this matter.

Backhoe – Chairman Cyr stated it is time to do something about our backhoe. Different plans have been presented to us for purchasing or leasing. We need to resolve this issue this year.

Update Fire Department By-laws – Chairman Cyr stated that although their By-laws were updated, they have never been approved by the selectmen.

Telephone Service for the Town – Town Manager, Rita Sinclair reported that she has called Time Warner and had to leave a message for business services. She has not received a return call yet.

5. Long Term Planning – Chairman Cyr presented a list of items that need to be done next year or beyond.

Cottage Road Railroad Crossing – It's time to get our legislatures involved. Manager, Rita Sinclair reported that she had followed through on Governor Baldacci's suggestion but that never went anywhere. Chairman Cyr stated that he wants to meet with someone to get something started since the railroad is not cooperating. Grace Nason asked about the money set aside for this project. Manager Sinclair stated that we still have the money set aside but the project was dropped without notification to the Town. Judy Moreau suggested contacting the county commissioners and the town manager can contact the state if she feels this is a safety issue. Discussion followed on what future plans are.

Develop plan to replace town equipment – Chairman Cyr recommended a guideline for replacing all municipal equipment as it reaches its life expectancy and start setting money so we aren't hit with a large bill.

Develop a policy for maintenance and repair of town equipment.

Drainage around building – Chairman Cyr stated this has been talked about long enough. Something needs to be done to eliminate the water so people who come to town hall functions don't have to wade through the water.

Property revaluation – Adjustments have had to be made this year. Town Manager, Rita Sinclair reported that comparisons of values to sales have changed drastically since we had our last revaluation. Randy Tarr our assessing agent is tied up until 2012. Chairman Cyr stated we could possibly get someone else. The town manager reported that this has happened in other communities and has created problems that the towns' assessor had to fix. Discussion followed on property values and how often revaluations need to be done. Chairman Cyr recommended scheduling Randy Tarr for a revaluation in 2012.

Emergency Generator for town Office – Chairman Cyr encourages getting prices for a generator for the municipal building. Bea Cormier agrees because it is difficult to count ballots by flashlight.

The kitchen needs to be updated. The sink needs to be replaced along with solving the water problem.

Dock at end of Hathaway Road – Not a priority, but needs to be investigated.

Policies need to be written – Chairman Cyr recommends using a standard format. A policy for the CEO needs to be drawn up so that there is a standard for code and ordinance violations with fines being approved by the board of selectmen. Bruce Hussey, CEO agreed to draft a policy for the selectmen to review. Other policies would include purchasing, meetings including public hearings, elected and appointed officials behavior, and contractors doing work in town.

Leo Cormier asked what the selectmen took an oath for. He believes that the oath is to uphold the Town ordinances. He doesn't see that, not with the selectmen or the town manager. Chairman Cyr asked that the audience be patient as he would address this before the end of the meeting.

Chairman Cyr asked where we stand with the Seaplane base. Bruce Hussey, CEO, responded that he could not find a septic system or that there is a failing system. The CEO will write a letter giving 30 days notice to the lessee to vacate building on the basis that the building is not being used for the intended purpose. Discussion followed on the location of the septic system and the possible contamination of the artesian well.

Chairman Cyr asked the CEO about a request by Gary Chance for a permit to build a chicken coop. Bruce reported that the problem is that it has to be in the back of the building as no accessory buildings are allowed in front of the house per the towns' ordinance.

Leo Cormier expressed concerns over speeding through town. Barb Pitcairn feels we should get Ashland Police Department to cover Portage Lake for traffic control. The manager will contact Ashland PD to ^{see} ~~see~~ if this is something that could be made available to Portage Lake. Discussion followed on coverage for Portage Lake through the sheriffs department of the state police.

Chairman Cyr stated many issues have been brought before the selectmen at board meetings but they have been dropped. "We need to demonstrate better leadership by getting things done in a systematic and controlled fashion. We have to be more selective in appointing committee members. Some people have an axe to grind. If we know this is true, we should not appoint these people to committees. People appointed to committees should be self motivated and be willing to educate themselves by learning their committee duties and responsibilities. Our responsibility should be to provide them that information to them so they can better themselves. That's why I would like to have a booklet or information to provide them what they need to be prepared for their meetings. As it is now, they are not required to prepare for the meeting. The agenda should be given to them several days before the hearing or their meeting. They need to know what the topic is. I can't deny the fact that we have had a few errors recently, but by not following our codes and ordinances consistently and imposing our own bias's being unfamiliar with the ordinances that we are supposed to be enforcing and by showing unprofessional and disrespectful behavior during meetings does not help our cause. With your help I would like to restore the publics respect and confidence in our ability to run the Town." At this point there was applause for Chairman Cyr's speech.

Darey Gagnon suggested each person willing to serve on a committee or board should come before the selectmen stating why they wish to serve. Bruce Hussey requested a box for the selectmen so he would be able to put information for the selectmen in it so they would know what he is doing. Bea Cormier said they should have a locked box so that no one can remove controversial material. Leo Cormier stated that it should all go through the Town M. It should be her job to see that the selectmen receive that information.

6. Set Date for Special Town Meeting – Barbara Pitcairn handed copies of litigation with Town to the selectmen in case they haven't received it. Proposal of setting a date for Special Town Meeting will make this litigation go away. "But what you are not realizing, and by the way, it is recorded on Angie's deed as well, is that you are still in violation of improper procedure of codes and ordinances. So as soon as you have that Town meeting and vote to pass this ordinance you will have another lawsuit on your hands because you didn't follow proper procedure." Town Manger, Rita Sinclair stated that we are aware of that. Barb Pitcairn proceeded with "proper procedure". She went over all information on a copy of page 93 to change an amendment. She read aloud what was pertained to the procedure for the Planning and then referred to page 82 on how the Planning Board is to conduct a Public Hearing. The Town Manger tried to point out that this was a citizen's petition referred to them by the chairman of the board of selectmen. Barb continued with the procedure on how the Planning Board is to conduct a Public Hearing. She continued with her position on how this matter should have been handled until Chairman Cyr stated the selectmen were following the attorney's advice to moving forward with the citizens' petition. At that time Barb Pitcairn left the meeting room. Discussion followed on what transpires if this amendment passes. Bea Cormier expressed concerns over the Catholic Church being sold and someone turning it into a restaurant. CEO, Bruce Hussey stated that anything with a Change of Use would require Planning Board to review the impact on the area. Bruce added that Portage Lakes local ordinance is the same as other communities and work needs to be done on creating a business district.

OTHER:

Disposing of Old Road Grader and Sweeper- Chairman Cyr reported on the history of the old road grader. Peter St. Peter's grandfather was the original owner of the grader. Portage Construction has agreed to trade material for the grader and sweeper. **A motion was made by Darey Gagnon to give the grader and sweeper to Portage Construction in exchange for materials. Gary Hafford seconded the motion. Motion carries.**

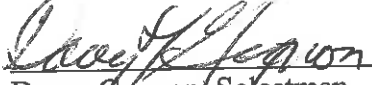
Chairman Cyrr asked other selectmen if they objected to meeting at 6:30 pm instead of 7:00 pm in the future. No objections were expressed. Public Concerns will be addressed at the end of the meetings. There will be no items on the agenda that does not have reason for discussion. There will be a chart for Public Works that will list the job, the person responsible, the start date, and the completion date.

Darey Gagnon suggested finding a dump body for the old truck as it would save time when two trucks are needed to complete a project.

A motion was made at 10:30 am by Darey Gagnon to adjourn. The motion was seconded by Gary Hafford. Motion carries.

APPROVED:


Raymond Cyr, Chairman


Darey Gagnon, Selectman


Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, September 17, 2008
7:00 P.M.**

Call to Order

Attendance

Approve Minutes of September 3 & 11, 2008 Meetings.

Approve Treasurers Warrants

OLD BUSINESS:

1. Financial Reports
2. Public Works Update
3. Affordable Housing Progress
4. Seaplane Base Update
5. Time Warner

OTHER:

NEW BUSINESS:

1. Winter Sand Bids
2. Annual appointments
3. Appoint Planning Board Member
4. Dump Body for P.W. Truck
5. Short Term Projects
6. Harvest Supper
7. Attorney Fees

PUBLIC COMMENTS:

SELECTMENS CONCERNS:

**PORTAGE LAKE
SELECTMENS MEETING
September 17, 2008**

The meeting was called to order at 7:00 p.m. by Chairman, Raymond Cyr.

Present: Chairman, Raymond Cyr; Selectmen, Darey Gagnon and Gary Hafford; Rita Sinclair, Town Manager; Residents, Brian Cote, Angie Boutot, Peter St. Peter, Ken Fones; Non Resident: Brad St. Peter.

The selectmen reviewed the September 3, 2008 minutes. Chairman Cyr made a comment on an unfinished sentence under item 2. **Darey Gagnon made a motion to accept the September 3, 2008 minutes with correction. Motion seconded by Gary Hafford. Motion carries.** The September 11, 2008 minutes were reviewed and **a motion was made by Darey Gagnon to accept the September 11, 2008 minutes as written. Motion seconded by Gary Hafford. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

OLD BUSINESS:

1. Financial Reports – The manager presented updated Financial Reports for the selectmen to review. The journal is out of balance by \$346.66 which I had corrected, but it continues to show up on the Balance sheet. Chairman Cyr asked the manager to continue to pursue this to correct it.

2. Public Works Update – The manager stated that she has to update the list removing projects completed. The Cottage Road is finished. She has tried contacting Mark Rafford to hire his compactor for the Hayward Street project. Tim Ring of Lane Construction has measured and will submit an estimate for paving. Our concern with the larger open places would be catching the plow blade on catch on the pavement and peel it up. The cross culverts wouldn't be a problem. Ray Cyr asked the manager to revise the form short and long term projects.

3. Affordable Housing Progress – Chairman Cyr reported that he had received an update from Consultant, John Egan stating that the loan office at Maine State Housing will likely be approved the pre-development loan application for Portage. However, until a feasible funding source is found only \$10,000 of the \$60,000 will be distributed. Chairman Cyr stated that with this approval it will open the doors to other funding.

4. Seaplane Base Update – The town manager reported that CEO, Bruce Hussey sent a letter to the lessee at the address in the original lease. She has directed him to resend it to the current address.

5. Time Warner – The manager reported that Time Warner does have internet and telephone available but their voice mail is their weakest link and doesn't do much more than an answering machine. It will cost about \$200 per month. She stated she looked at

Fairpoint to see what they offer, however they do require a two year contract. The selectmen advise her to contact both companies to inquire about contracts.

OTHER: Nothing at this time.

NEW BUSINESS:

1. Winter Sand Bids – One bid was received for Winter Sand. It was that of Portage Construction for \$11,200 for 800 yards delivered. **A motion was made by Darey Gagnon to accept the bid of Portage Construction for Winter Sand. Gary Hafford seconded the motion. Motion carries.**
2. Annual Appointments – Tabled until next meeting. Ray asked for terms for the Planning Board and the Appeals Board.
3. Appointment of Planning Board Member – **A motion was made by Darey Gagnon to appoint Gerry Cormier to the Planning Board. Gary Hafford seconded the motion. Motion carries.** Discussion followed on the terms of the Planning Board members.
4. Dump Body for PW Truck- Darey Gagnon reported that Peter St. Peter donated a dump body to the Town. He and Vaughn looked at it today and feel that it can be restored and put on the old truck at a cost of \$500 to \$700. Darey thanked Peter for the donation.
5. Short Term Projects – Ray asked that this be discussed on Friday at the Board of Road Commissioners Meeting.
6. Harvest Supper –The town manager reported that the Harvest Supper is on Saturday the 20th. The Tourism Committee puts this on. Tickets are available at the town office and Deans and everyone is welcome to attend.
7. Attorney Fees – The manager presented a statement from Attorney, David Dunlavey for services rendered through August 31, 2008 regarding Barbara Pitcairn vs. The Inhabitants of the Town of Portage Lake, et al. Chairman Cyr asked if we would be able to be reimbursed for this. Rita stated she will contact the attorney for his input on this.

PUBLIC COMMENTS:

Ken Fones, resident of 67 West Road stated he has a complaint on his neighbor with his so called junk yard/graveyard. Ken reported that Marcel Theriault had started taking the vehicles out and cleaning up, but lately he is adding more to them. He is also sand blasting which is very noisy. Ken stated that he is in violation of several ordinances and I would like to see him shut down. Chairman Cyr stated that our Code Enforcement Officer will be in tomorrow. Selectman, Darey Gagnon reported that he had complained about this with the previous CEO, who had contacted DEP to get this cleaned up. Ken asked if a license was needed to operate a business like this. No one present had information on this. The manager will see that CEO, Bruce Hussey will pursue this matter. Discussion followed on stockpiling tires and how to get rid of them.

Chairman Cyr read a certified letter sent to the Board of Road Commissioners requesting the minutes of the first meeting under the Freedom of Access Law. Chairman Cyr asked the manager to have her notes from that meeting ready for Friday's meeting.

Angie Burton asked about having the culvert at the end of her driveway fixed. It has become quite a speed bump. This will be discussed at Fridays' Board of Road Commissioners (BRC) meeting.

SELECTMENS CONCERNS:

Darey Gagnon reported he had contacted Daigle Oil co. about getting diesel fuel from their tank on the Fish Lake Road. We can get a key for this to use in an emergency situation. The Town would be billed on the 15th and 30th of the month. The manger would have to call Scott at the Ft. Kent office to make these arraignments. Darey believes it would be cleaner fuel that what we get now.

Office help training – Darey asked if it would be feasible to get 2 or three people trained in the office so the office would remain open at noon time. The manager stated that if they were not trained in motor vehicle they would not be able to assist customers. Darey stated that even if they were not trained they could tell the individual to come backing half an hour.

Rugs in the building need cleaning – the rugs need to be professionally cleaned and make it known whoever soils the rugs would be responsible to get them cleaned. Fire Chief to attend meeting – Darey would like to have the fire chief attend a meeting to discuss the chain of command.

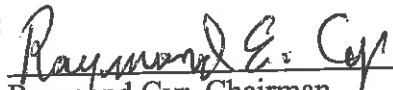
Taxes on Railroad property - The manager will contact the RR about the lease and inquire about taking over the road.

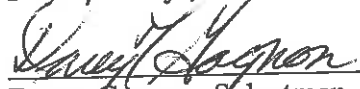
Playground equipment for Senior Park/Pavilion – Darey would like to see all the new equipment placed at the pavilion because of the traffic on School Street and the emergency vehicles. The manager stated that we would have to contact those individuals who donated money to purchase new equipment to expand the playground at the municipal building. Chairman Cyr stated it is something we need to think about and it would be nice to have something down there.

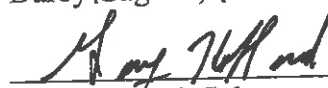
Chairman Cyr reminded the selectmen that future meetings will be at 6:30 p.m. .

Darey Gagnon made a motion to adjourn at 8 p.m. Motion seconded by Gary Hafford. Motion carries. (Time 1 hr.)

APPROVED:


Raymond Cyr, Chairman


Darey Gagnon, Selectman


Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, October 1, 2008
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of September 17, 2008 Meeting.

Approve Treasurers Warrants

OLD BUSINESS:

1. Pine Tree Zone – Alain Ouellette of NMDC
2. Seaplane Base – Donald Everett, Lessee
3. Public Works Update
4. Tourism - Grace Nason
5. Over 50's – Wilza Robertson

OTHER:

NEW BUSINESS:

1. Annual Appointments
2. Wage Increases for Employees
3. Holding Tank Application
4. Short Term Projects
5. Long Term Projects
6. Maine Bond Bank
7. Set Mil Rate and Commit Taxes for Fiscal Year

PUBLIC COMMENTS:

SELECTMENS CONCERNS:

TOWN OF PORTAGE LAKE
SELECTMENS MEETING
October 1, 2008
6:30 P.M.

The meeting was called to order at 6:30 p.m. by Chairman, Raymond Cyr.

Present: Chairman, Raymond Cyr; Selectmen, Darey Gagnon and Gary Hafford; Town Manager, Rita Sinclair; Alain Ouellette of NMDC; Residents, Beatrice Cormier, Grace Nason, Angie Burton, Brian Cote, Gerald Cormier, Kathy Gagnon; Non Residents, Donald and Sharon Everett.

The minutes were reviewed by the selectmen. **A motion was made by Darey Gagnon to accept the minutes of the September 17, 2008 meeting as written. Gary Hafford seconded the motion. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

OLD BUSINESS:

1. Pine Tree Zone – Alain Ouellette of NMDC presented information on the Pine Tree Development Zone (PTZ). He explained how the PTZ came about and how the State of Maine is making it possible for businesses to come to Maine and receive incentives for developing business in Maine. He also presented a flow chart to show how the PTZ works in a municipality. In order for a Town to enter into the PTZ it would have to hold a public hearing (posted and published in the newspaper 10 days before). Once this is done and an affirmative vote is received the Town would submit documentation that would be presented to the NMDC Council that serves as a PTZ Steering Committee. Then they would allocate the amount of acreage that the Town chooses to have. Once the Steering Committee submits their notice to DECD, DECD gives their approval and the Town of Portage is entered into the Pine Tree Zone. Alain went on to address the five benefits that businesses would receive from the PTZ. (See attached flow chart.) Alain warned that this is not a resolution for companies that are having a hard time. He advised the selectmen to designate acreage in the industrial area first. Then if land opens up elsewhere in town, a land swap can take place. It does not have to be a contiguous parcel. A resolution needs to be signed by the Board of Selectmen and submitted before the Town will be accepted in the PTZ. Alain then explained what a company must do in order to qualify for the PTZ. He mentioned that there is a company interested in a location between Masardis and Portage that contains 30 to 40 acres and is relatively flat. It needs to be available for long term purchase or sale agreement. It must have rail access and three phase power. They are looking for primarily tree length either soft or hard woods with a volume of 200 to 400 thousand tons per year. If the Town has anything that meets the criteria, please let us know so we can include it in our package to them.

2. Seaplane Base – Donald Everett, Seaplane base lessee was asked by Chairman Cyr if he had received the notice to vacate. Don stated he did and wanted to know why he had received a letter from the Towns Code Enforcement Officer as he has not violated any

codes. He stated that nothing has changed. He is doing everything he has done for the past nine years and nothing was ever said before. Why now? The manager explained that there was no septic found. Don Everett stated there is one there but they don't use it. The building is used in the same manner as it was nine years ago. He went on to say that he wasn't about to leave after spending the amount of money that he has spent. He added that he hasn't hooked water up for the past five or six years. Discussion followed on what has been done there over the past nine years. Selectman Hafford asked why Don Everett wanted the property which Don returned to ask why the Town wants it. Chairman Cyr asked if the renewal is next year. Don Everett responded the actual renewal is December 2010. He doesn't see how we can come to a mutual agreement. The manager reported that the town had purchased a new aluminum dock which won't hold a plane. Don Everett reported he had spent his own money to repair the old dock until it was so bad it couldn't be repaired. Chairman Cyr thanked the Everetts for coming.

3. Public Works Update – The town manager reported that the Town had received the bill for the paving. The estimate was for 135 tons but only 128 tons were needed for a total of \$19,213.50. The work that needed to be done before the paving was estimated at \$1,700 and although there were additional cross culverts that needed to be prepared, there was no increase in the fee.

Information was given to the selectmen for costs to repair the backhoe which totals \$9,716.23. Chairman Cyr will add this to his information summary to present the townspeople.

Chairman Cyr stated he has an issue on Station Road. The manager stated she also has an issue. She presented information from Public Works Director, Vaughn Devoe, on what needs to be done. The manager recommends waiting until we hear from the MM&A on the ownership of the road. Chairman Cyr mentioned the culvert on that entrance to Dan Higgins property. Town Manager, Rita Sinclair stated the fire truck has another way to get in and out of that yard. She refuses to spend money on a road that the Town has no control over. The selectmen agreed that money should not be spent on a road that doesn't belong to us. Discussion followed on what happened to the road last winter. Chairman Cyr reported that Dan Higgins was anxious to get the road graded and to fix that culvert.

4. Tourism – Grace Nason spoke for both the Tourism Committee and the Over 50's Group as Wilza was unable to attend the meeting. Grace presented a check of \$150 to the Board of Selectmen as a donation to upgrade the kitchen. She stated the Over 50's Group had also voted to make a donation and presented a check in the amount of \$150 towards replacing the kitchen sink. The selectmen and town manager thanked Grace for the generosity of the Tourism Committee and the Over 50's Group. Grace also asked Darey and Gary if they would be willing to serve at the pancake breakfast on November 22, 2008. They responded in the affirmative.

5. Over 50's ~ Wilza Robertson – See above.

OTHER: The town manager presented a Holding Tank Application that requires the selectmen's signatures. Chairman Cyr asked about a manual for Road Commissioners.

The manger sated she would see what she could find. She asked Chairman Cyr if he would be the voting delegate fro the Town of Portage Lake since he is attending the MMA Convention. Chairman Cyr agreed to be the delegate. The necessary paperwork was filled out and signed by the selectmen.

The manager announced the Aroostook Municipal Association Meeting on Thursday, October 16, 2008 at the Houlton Civic Center. All three selectmen decided to attend the meeting.

The manager reported she had received an e-mail from the office of the Governor in regards to the cost of heating fuel.

Chairman Cyr asked if it would be possible to change Bruce's schedule. Manager, Rita Sinclair, stated she would talk about this with Bruce.

The manager reported that St. John Aroostook, RC & D will host a conference at UMPI regarding Increasing Energy Diversity and Independence. This will be held Oct. 21, 2008 at the University of Maine at Presque Isle. Discussion followed on the pros and cons of wind power energy.

Chairman Cyr recognized Gerry Cormier who asked if he had been appointed to the Planning Board. Chairman Cyr responded the he had. Gerry then asked when the next meeting would be held. He also stated that he had received a check from the Town but it did not include the increase in pay for the selectmen which he believed to be retroactive to July 1st. Town Manager, Rita Sinclair apologized for the oversight and stated another check would be issued.

NEW BUSINESS:

1. Annual Appointments – The manager presented a list of appointees for the selectmen to make. Chairman Cyr was looking for the term of appointment for Planning Board, Board of appeals and Selectmen. The manager reported that this has not been completed.

2. Wage Increases for Employees – Chairman Cyr stated that he though this had been done. The Town manager stated she had never been allowed to give raises in the past. The previous Board of Selectmen didn't allow raises nor cost of living increases, stated the manager. Chairman Cyr stated he thought this had already been done since the people had already voted on it. Sharon Everett stated that this was the same situation that took place when she was manager for Portage Lake. Chairman Cyr wants this to be automatic once voted on by the Townspeople.

3. Holding Tank Application – Previously done.

4. Short Term Projects – Chairman Cyr started he doesn't want anyone to lose interest in this. He provided a list of Short and Long Term Projects and wants to prioritize them tonight. Once prioritized, the manager can type them up for the next meeting. He would like to see a completion date added to this. Each item was reviewed and given a number.

1. Clean Offices - no completion date set as other duties take priority.
2. Telephone Services – remains a priority.

3. Pine Tree Zone – Contact businesses to invite them to a 6:30 meeting on Tuesday, October 14, 08.
4. Backhoe Information – Repair costs.
5. Fire Department By-laws – Copies for selectmen for approval.
6. Quarterly Newsletter – Selectmen and Town Manager/ look for volunteers.

Develop Policy Format for the following policies:

- Purchasing Policy
- Behavioral Policy – Guideline for Officials behavior during meetings.
- Policies for Governing Meetings
- Policy Governing Public Hearings – Stand alone
- Personnel Policy
- Policy Governing Contractors doing work in Portage Lake.
- Standard Policy for Code & Ordinance Violations

5. Long Term Projects – Chairman Cyr stated that these projects would be slated for completion by 2010.

Correct Water Problem

Backhoe Purchase – How to finance, list repairs & cost for existing backhoe.

Upgrade Kitchen – Selectmen's project for this winter.

Insulate Water Pipes – Selectmen will review this on Friday

Correct Drainage Behind Building

Purchase Emergency Generator – Price/Possible Grant - Homeland Security

Build Storage Building on Sand Shed

Dock at End of Hathaway Road – Bottom of list.

Bulletin Board to Post Meetings

Update Office Computers – Next year's budget

Grants – Advertise for Grant Writer

Town Water & Sewer System

Cottage RR Crossing

Roads: West, Cottage, Hayward, Sutherland, Hathaway, Fox Hill

Develop Schedule to Replace Town Equipment

Dump Body for Old International

Update Inventory List

6. Maine Bond Bank – The town manger has asked questions of other municipalities and has been told that there is an expense involved with this process. She will continue to get information for the selectmen to review.

7. Set Mil Rate and Commit Taxes for Fiscal Year – Tabled. This needs to be added to the Articles for a Special Town Meeting Warrant as this needs to go back to the voters.

PUBLIC COMMENTS: Bea Cormier made comments about the last Town Meeting and not being able to express her opinion at the meeting. People were not allowed proper time for discussion. The moderator wasn't strong enough to control the crowd or run the meeting.

Brian Cote stated that protocol was followed. There was a motion on the floor and a 2nd, but he agrees that there wasn't time allowed for discussion.

Kathy Gagnon stated it was very difficult to get a moderator that knows proper procedure. She had called 4 before finding one willing to be moderator.

SELECTMENS CONCERNS:

Chairman Cyr reminded all officials present to make sure they take the Right to Know Training before Nov. 1st. His other concerns were Insurance for volunteers, contractors, and for the playground.

Jen Curran had e-mailed the manager and Chairman Cyr about using the town's diesel fuel for the groomer. This will be discussed at the next selectmen's meeting.

A motion was made by Darey Gagnon to adjourn the meeting at 8:45 p.m. The motion was seconded by Gary Hafford. Motion carries. (Time 2 hrs. 15 min.)

APPROVED:


Raymond Cyr, Chairman


Darey Gagnon, Selectman


Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE
BOARD OF SELECTMEN
EMERGENCY MEETING
OCTOBER 9, 2008
6:30 P.M.**

Call to order by Darey Gagnon, Acting Chairman.

Attendance

NEW BUSINESS:

1. Review Proposal by Katahdin Trust for Loan.
2. Review Articles for October 17, 2008 Special Town Meeting Warrant.
3. Sign Warrant for Special Town Meeting.

**TOWN OF PORTAGE LAKE
EMERGENCY SELECTMENS MEETING
Thursday, October 9, 2008
6:30 P.M.**

Acting Chairman Darey Gagnon called the meeting to order at 6:30 p.m.

Present: Darey Gagnon and Gary Hafford, Selectmen; Rita Sinclair, Town Manager; Bruce Hussey, CEO; Judy Moreau, Barb Pitcairn, Bea Cormier, Clayton Demerchant, Wilza Robertson. Selectman, Ray Cyr is absent.

NEW BUSINESS:

1. Review Proposals by Katahdin Trust for Loan – The manager presented the selectmen with proposals from Katahdin Trust, Androscoggin Bank, and Caterpillar. After review and discussion **Darey Gagnon made a motion to accept the proposal of Katahdin Trust at 4.4% fixed interest rate for a term of seven (7) years. Gary Hafford seconded the motion. Motion carries.**

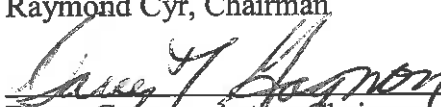
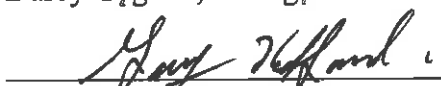
2. Review Articles for October 17, 2008 Special town Meeting – The selectmen reviewed five Articles (Copy enclosed) for the Special Town Meeting Warrant. The manager read the articles. Questions were asked by residents in the audience. The Town Manager responded to each question as best she could without having documentation present to confirm her answers.

3. Sign Warrant for Special Town Meeting - The selectmen signed the Warrant for the Special town Meeting.

OTHER: The manager reported that Alain Ouellette had called to ask if the Town had found a parcel of land for the prospective business he had mentioned. The selectmen will consider this for the next regular meeting.

A motion was made by Gary Hafford to adjourn at 7:00 p.m. The motion was seconded by Darey Gagnon. Motion carries.

APPROVED:

Absent
Raymond Cyr, Chairman

Darey Gagnon, Acting Chairman

Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, October 15, 2008
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of October 1, 2008 Meeting.

Approve Treasurers Warrants

OLD BUSINESS:

1. Annual Appointments
2. Maine Bond Bank
3. Public Works Update
4. Short Term Projects
5. Long Term Projects
6. Reminder AMA Meeting in Houlton

OTHER:

NEW BUSINESS:

1. Response to St. Peter-Blair Allegations
2. Snowmobile Club Request for Fuel
3. Pine Tree Zone Meeting with Business
4. Manager's Request for Monday Off

PUBLIC COMMENTS:

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
October 15, 2008
6:30 P.M.**

The meeting was called to order at 6:30 p.m. by Chairman, Raymond Cyr.

Present: Raymond Cyr, Chairman, Darey Gagnon and Gary Hafford, Selectmen; Rita Sinclair, Town Manager; Kathy Gagnon, Town Clerk.

The Minutes of the October 1, 2008 meeting were reviewed. **Darey Gagnon made a motion to accept the minutes as written. The motion was seconded by Gary Hafford. Motion carries.**

OLD BUSINESS:

1. Annual Appointments – **A motion was made by Darey Gagnon to appoint Rita M. Sinclair Town Manager, Tax Collector, Treasurer, General Assistance Administrator, and Road Commissioner. Gary Hafford seconded the motion. Motion carries.**

A motion was made by Darey Gagnon to appoint Katherine Gagnon as Town Clerk, Registrar of Voters, Election Warden. The motion was seconded by Gary Hafford. Motion carries.

A motion was made by Darey Gagnon to appoint Bruce Hussey as Code Enforcement Officer, Building Inspector, Licensed Plumbing Inspector, and Health Officer. Gary Hafford seconded the motion. Motion carries.

A motion was made by Darey Gagnon to appoint Joseph Chouinard as Animal Control Officer. Gary Hafford seconded the motion. Motion carries.

A motion was made by Darey Gagnon to appoint Dave Bolstridge as Fire Chief and Town Fire Warden. Gary Hafford seconded the motion. Motion carries. After discussion this motion was amended to state that Dave Bolstridge be appointed as Fire Chief until January of 2009 and the departments annual meeting. Gary Hafford seconded the motion. Motion carries

2. Maine Bond Bank – The town manager presented the selectmen with information on the Maine Bond Bank for money to assist with major road repairs. The manager will contact Rural Development to inquire about assistance for this project. The manager asked what extent the selectmen wished to pursue in paving the roads, all of them or just West and Cottage. Darey Gagnon added Fox Hill road and feels that the Hathaway Road should be graded and let it be a dirt road. The manager will get estimates from paving companies before contacting Rural Development or the Maine Bond Bank.

3. Public works Update – The manager reported that the culvert on Fox Hill is done, and the culvert under the railroad tracks was done today. The RR crossing on Cottage Road was also repaired today. The planking on the north side of the crossing was replaced. The Hathaway Road crossing has not been extended, but will be done next week. The manager reported that she will continue to try to make contact with someone at the

railroad to get results. The playground equipment has been set up and we are still trying to get mulch.

4. Short Term Projects – The manager reported that the first project was to fix the outside light. This was thought to be done today but Selectman Hafford reported that it was not working. The manager will contact Gerry McGlinn to let him know the light is not working.

A meeting is set for next Wednesday for 3:30 p.m. with businesses in Portage Lake for Pine Tree Zone (PTZ) information. Discussion followed on what area could be designated for the PTZ and if it could be joint owned land.

Property Revaluation: the manager will call Randy Tarr to get set a date.

The newsletter needs to be started. Mary Ann is willing to work on this. The manager will call her to get this started.

Freedom of Access Training and Certification needs to be done for all elected officials. Suggestions were made to get everyone together and review the information and do certifications.

Gary Hafford reported that Richard Levesque wants to get rid of the anchor he found in the lake. The manager reported that she would like to have that come to the Town as part of its history.

5. Long Term Projects – Standards for Codes and Ordinance violations need to be set. Ray is preparing handouts with information on the backhoe. The selectmen discussed setting a date to work on insulating the water pipes and working on the kitchen. Drainage needs to be done behind the municipal building.

6. Reminder of the AMA Meeting in Houlton – The manager reminded the selectmen that they should meet at the municipal building by 10 a.m. to leave for the meeting in Houlton.

OTHER: Copies of the fire department by-laws were given to the selectmen to review and approve. Discussion followed on by-laws for the different committees within the town including the selectmen. The town manager has found nothing that governs the Board of Selectmen, but she has printed off samples for the selectmen to review. A copy of the Personnel Policy was distributed to the selectmen. They will note any changes to bring to the November 5, 2008 meeting. Questions were asked about the purchasing policy of the fire department. The selectmen would like to see this incorporated into their by-laws.

NEW BUSINESS:

1. Response to St. Peter-Blair Allegations – the manager presented a copy of the Complaint for Review of Governmental Action filed on behalf of Katherine St. Peter Blair. The selectmen suggest discussing this with Bruce Hussey, CEO, to see what the next step will be.

2. Snowmobile Club Request – the manager presented a request from the snowmobile club to get fuel from the public works fuel tank. Darey Gagnon recommends that we

wait until we can install a lock type system. Chairman Cyr recommended the club use the system at Daigle Oil Co.'s tank this year and next year we will have a larger tank with a lock type system. The manager will notify the snowmobile club of the long term plan for fuel.

The cost of electricity for the groomer building was brought up. The club pays \$100 per year now, but they have added a propane heater to the building which increases the usage. It was mentioned that the door is also electric. **A motion was made by Darey Gagnon to increase the electrical fee to \$200 per year or install a meter to account for the electricity used. Gary Hafford seconded the motion. Motion carries.**

3. Pine Tree Zone Meeting with Businesses – Date set for Wednesday the 22nd at 3:30 p.m. to meet with business representatives in the community.

4. Manager's Request for Monday off – The selectmen approved the manager taking Monday off.

PUBLIC COMMENTS: No public present.

SELECTMENS CONCERNS:

Chairman Cyr updated those present of the Maine Municipal Associations Convention. He attended sessions on the Right to Know Laws and how e-mails are part of this, Budget Shortfalls, Investments (CD's have higher interest rates and insurance amounts have been increased to \$250,000), and New Projects which involves hiring a consultant for an energy audit. Discussion followed on using the thermal imaging camera to see if that shows where there is a heat loss. The manager mentioned the cold air that comes in around the front office window. The selectmen feel that this window should be replaced.

Chairman Cyr gave an update on housing. He reported that CDBG will have \$250,000 the 1st of the year. A letter of intent will be prepared and there will be a conference call with Joella Theriault, John Egan and Ray to discuss the next phase. There is a 20% matching fund (\$50,000) and Rural Development would furnish the rest of the money.

A motion was made by Darey Gagnon to adjourn at 8:30 p.m. Gary Hafford seconded the motion. Motion carries.

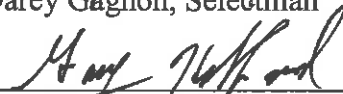
APPROVED:



Raymond Cyr, Chairman



Darey Gagnon, Selectman



Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
October 22, 2008
6:30 P.M.**

The meeting was called to order at 6:30 p.m. by Chairman Raymond Cyr.

Present: Raymond Cyr, Chairman; Darey Gagnon and Gary Hafford, Selectmen; Rita Sinclair, Town Manager.


The only item to discuss is the calculations for the tax commitment, setting the mil rate and signing the commitment papers.

The selectmen reviewed three rates for tax calculations. **A motion was made by Darey Gagnon to set the mil rate at \$14.60 per thousand for the 2009 fiscal year. Gary Hafford seconded the motion. Motion carries.**

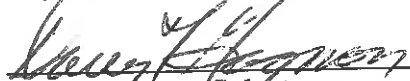
The commitment papers were reviewed and signed by the selectmen.

Darey Gagnon made a motion to adjourn at 7:30 p.m. Gary Hafford seconded the motion. Motion carries

APPROVED:



Raymond Cyr, Chairman



Darey Gagnon, Selectman



Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, November 5, 2008
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of October 9, 15, and 22, 2008 Meetings.

Approve Treasurers Warrants

OLD BUSINESS:

1. Public Works Update
 - A. Tree Trimming
2. Short Term Projects
3. Long Term Projects
4. Housing Update

OTHER:

NEW BUSINESS:

1. Maine Valuation Return (Signatures Required)
2. 801 Forms to Review
3. Abatements on Valuation
4. Results of Water Tests at Campground
5. Transfer Station Closing Date
6. Audit Report

PUBLIC COMMENTS:

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
November 5, 2008
6:30 P.M.**

The meeting was called to order at 6:30 p.m. by Chairman, Raymond Cyr.
Present: Chairman, Raymond Cyr; Selectmen, Darey Gagnon and Gary Hafford; Town Manager, Rita Sinclair; Residents, Judy Moreau, Leo Cormier, Barbara Pitcairn, Brian Cote, Angie Burton, Jen Curran, Kathy Gagnon, Raymond Chasse and Bob Flint.

A motion was made by Darey Gagnon to approve the minutes of the October 9, 15, and 22, Meetings as written. Gary Hafford seconded the motion. Motion carries.

The Treasurers Warrants were reviewed and approved by the selectmen.

OLD BUSINESS:

1. Public Works Update –

A. Tree Trimming – The town manager reported that the tree trimming has been done for the quoted amount. Thompsons offered to go back and remove the branches on the trees by Moreau's, but irreparable trimming was done. Darey Gagnon suggested cutting back to the tree. Judy Moreau stated that the trees are Red Oaks and a protected species. If they are cut back to the tree it will finish killing the tree. Brian Cote added that trimming trees will not kill the tree. The manager's recommendation is to leave the trees alone and see what they look like in the spring.

2. Short Term Projects – The manager mentioned Freedom of Access Training – Ray reminded the Town manager to call the school board members from Portage Lake for this training and certification.

3. Long Term Projects – the manager briefly reviewed the list of long term projects. These will be discussed further at the Board of Road Commissioners Meeting.

4. Housing Update – Chairman Cyr reported that the Housing Committee consultant from Coastal Enterprises has contracted to do a market study and have it completed in January. Then a public hearing and a special town meeting need to be held in order to apply for the \$250,000 grant. The date for this will be January 6, 2009. This will allow enough time for the committee to submit a letter of intent by January 23 and the grant, if approved, by March 3, 2009. This is a 20% matching grant. NMDC and our consultant feel it is important for us to pursue this as we have gained support from other agencies. We still need Rural Development to support us.

OTHER: Nothing at this time.

NEW BUSINESS:

1. Maine Valuation Return (Signatures Required) – This 12 page report is not completed. As soon as the manager completes it, she will contact the selectmen for their signatures.

2. 801 Forms to Review – The manager presented four 801 Forms for the selectmen to review from local businesses. The 801 Forms are applications by individual business owners so that they may be reimbursed by the state for taxes paid. The selectmen reviewed the forms and Chairman Cyr signed the forms.

3. Abatements on Valuation – The manager presented two requests for abatements. One was for a miscalculation on property value for Tracy and Lisa Simpson. The increase was figured on the physical value rather than the value after the reduction for obsolescence. The other is for the value of a homestead exemption that wasn't granted to an individual who has lived here for the past 3 years. After review of the two requests, the selectmen signed the abatement forms.

4. Results of Water Tests at Campground – Two tests were run; one on each side of the road. Test results were more for information to proceed

5. Transfer Station Closing – The Transfer Station will be closing for the season at 2 p.m. on Saturday, November 15.

6. Audit Report – The manager presented copies of the auditors report for anyone who wants one. The purchase of the new fire truck was confusing as the payment came out of different accounts. Ray asked about a statement in the Management Letter. The manager stated she would review this, but she believes it relates to the journal entries that need to be signed off. The other would be the bank statements and those are done by an independent individual. Barb Pitcairn questioned the referral to an ambulance in the auditors report. The manager asked Brian Cote to explain this piece of equipment. Brian stated that it is a vehicle that was donated to the Town by Forestry used for their gear and eight Scott air packs. Barb Pitcairn asked why the schedule of valuation property valuation and assessment was not in the audit. She asked if they would be getting this. The town manager said she will ask the auditor about this.

PUBLIC COMMENTS: Raymond Chasse asked if taxes would be going up again next year and Bob Flint wanted to know why they had increased so much. Manager, Rita Sinclair, stated that the value of the properties in Portage Lake had decreased significantly from what the state has us valued at. Properties are selling at twice as much, and more, than what the town has them valued at. We are at 73% and falling to 63%. The assessing agent recommended the increase to bring the values back in line with the states value. The increases were 1.5 for land off the lake, 1.3 for land on the lake, and buildings that are C grade (an assessing term) or better would be increased by 1.5. Discussion followed on the revaluation done in 1999/2000 and the current value. Jen Curran added that the increase also brought the Homestead and Veterans Exemptions up to full value. Some stated that they would rather not have the homestead exemption and pay taxes on the regular amount. Chairman Cyr asked if that were possible. Barb Pitcairn responded that we can choose not to participate. She stated that it was part state and part town and only 20% of those who live in Portage Lake are eligible for the exemption. We could save on our value by not taking the homestead exemption. Chairman Cyr asked if it helped anyone. Barb Pitcairn stated that it helps the

municipalities who have nearly 100% taking the homestead exemption. She stated that people have to realize it's also valuation verses budget and our mil rate did go down but our budget went up. The manager presented a fact sheet showing the past three years budget and the mil rate. Leo Cormier raved about the overlay being 24,000 and stated that there was no need of it. The manager stated that we need to be prepared for the cost for school and penalties for not joining the CSU. We should be able to draw from the undesignated funds to cover those increases and not see an increase in taxes next year. If some unforeseen circumstance happens, we need 3/12 of our operating budget to run this town. More discussion followed on appropriations, the TIF amount, administration fees for the TIF, and increases in budget. Leo Cormier stated he thinks the selectmen need to be dealing with the auditor and not the town manager because she manipulates things quite a bit. The manger stated that this is an insult and the conversation needs to end. Barb Pitcairn added that there are 20 errors in the town report that the auditor bases his reports on. The manager stated that the auditor does not base his report on the Town report; he uses the computer printouts. Leo Cormier stated, "We need a change." He stated the selectmen were not to blame for the mistakes in the town report. The errors are those of the town manager.

SELECTMENS CONCERNS:

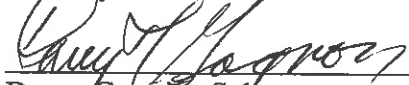
Chairman Cyr reported that (1) he had spoken with MAA Attorney Mike Stoltz and that the selectmen can work on building repairs together. They can not discuss Town business and they can also socialize together. (2) Reminded the manager about the Right to Know Training. (3) He would like a bulletin board for posting all committee members so everyone knows who they are, selectmen's meeting minutes, public works schedule and short and long term projects. (4) Pine Tree Zone – talk with joint landowners to set up a public hearing prior to the November 19 selectmen's meeting. (5) For the record...the ditch on Sutherland Street is flowing and the mowing is not the towns' responsibility. (6) Fire Dept. By-Laws have been reviewed and revised. (7) Discussion with Forestry on the "ambulance" and it does not need to be in a building and a review of the Fire Departments By-Laws. Chairman Cyr went through the list of recommendations. (8) A list of all committee members and their terms need to be updated. (9) A newsletter target date is the week before Christmas. (10) Federal Empowerment Zone ...is there a web site for this? (11) Seaplane Base Building ...there are discrepancies in repairs.

A motion was made at 8:20 p.m. by Darey Gagnon to adjourn. The motion was seconded by Gary Hafford. Motion carries. (Time 1 hr. 40 min.)

APPROVED:



Raymond Cyr, Chairman



Darey Gagnon, Selectman

Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, November 19, 2008
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of November 5, 2008 Meeting.

Approve Treasurers Warrants

OLD BUSINESS:

1. Fire Department By-Laws ~ Dave Bolstridge
2. Maine ~~Valuation Return~~ *State Valuation*
3. Update on Town Report for 2007/2008
4. Capital Improvement Projects
5. Fuel Tank for Portage Lakers Snowmobile Club
6. Capital Improvement Projects

OTHER:

NEW BUSINESS:

1. Adopt General Assistance Ordinance Appendices
2. Revaluation in 2013
3. Fiscal vs. Calendar Year (Budget)
4. Homestead Exemptions ~ Benefit or Liability
5. Auditor's Recommendation/Town Audit
6. Maine Valuation Return ~ Signatures

PUBLIC COMMENTS:

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
November 19, 2008
6:30 P.M.**

The meeting was called to order at 6:30 p.m. by Chairman, Raymond Cyr.

Present: Raymond Cyr, Chairman; Darey Gagnon and Gary Hafford, Selectmen; Rita Sinclair, Town Manger; Residents: Wilza Robertson, Barbara Pitcairn, Jen Curran, Angie Boutot, Dave Bolstridge, Shelley Bolstridge, Kathy Gagnon.

A motion was made by Darey Gagnon to accept the minutes of the November 5, 2008 meeting as written. The motion was seconded by Gary Hafford. Motion carries.

The Treasurers Warrants were reviewed and approved by the selectmen.

OLD BUSINESS:

*1. Fire Department By-Laws ~ Dave Bolstridge Fire Chief is not present. Chairman Cyr moves to item 2.

2. Maine State Valuation – The manager presented copies of the MSV for review and for the selectmen to be aware that the proposed value for the Town for 2009 is 60,850,000. This figure is based on 2007. We would be at 63% of value if the changes in value had not been done.

3. Update of Town Report for 2007/2008 – The manager reported that she has found some errors where numbers were transposed. Chairman Cyr suggested that next year we start with a new slate to have current numbers and have an individual(s) verify the numbers that carry from the account to summary of accounts and the amounts carried over.

4. Capital Improvements Projects – Chairman Cyr had prepared a list of Capital Improvements Projects. Copies were given to all selectmen. Chairman Cyr reviewed the list and asked that the selectmen to look at this list and make recommendations on prioritizing the projects and if they thought of other items to add them to the list. Chairman Cyr reminded the manager to draft an ad to place in the newspaper for a grant writer.

*Chief Bolstridge arrived and Chairman Cyr returned the meeting to Item 1 Fire Department By-Laws. Discussion followed on the recommended changes to the By-Laws, the amount of pay per man, when they are to be paid, the level of staffing for the department, training required to be qualified as a firefighter, the voting requirements in the department (2/3 of the members or of those present), and a deadline for having the changes completed by the second selectmen's meeting in January. The manager will

contact Maine Municipal Association to inquire if by-laws are required or if the department can run on policy.

5. Fuel Tank for Portage Lakers Snowmobile Club – Jennifer Curran reported that Brian Bouchard has donated a 500 gallon, double walled fuel tank to the snowmobile club. She asked if the Board of Selectmen would allow it to be placed by the existing fuel tank for the public works department. **A motion was made by Darey Gagnon to allow the Portage Lakers Snowmobile Club to place their fuel tank next to the Towns tank. Gary Hafford seconded the motion. Motion carries.**

OTHER: Nothing.

NEW BUSINESS:

1. Adopt General Assistance Ordinance Appendices – The manager presented the appendices and reviewed them with the selectmen. The selectmen accepted and signed the appendices.

2. Revaluation in 2013 – The manager reported that she had discussed the changes in the values with the Assessing Agent, Randy Tarr, and asked him to commit to a revaluation in 2012. Randy's response was that he would pencil Portage Lake in for 2013, but felt that with the current changes we would not have to have a revaluation done.

3. Fiscal vs. Calendar Year – Chairman Cyr suggested changing back to a calendar year rather than the fiscal year. The manger will call MMA and Maine Revenue Services to ask for their recommendations. There have been several changes in the past 2 years and residents are not going to be receptive to another change. The manager recommended trying to get the tax bills out in September or October and possibly having a two part tax bill. The selectmen's newsletter will be coming out in December and will have information on the next tax bill.

4. Homestead Exemptions ~ Benefit or Liability – The manager presented copies of Title 36 Section 683 regarding the Homestead Exemption states "the just value of \$13,000 of the homestead of a permanent resident of this state who has owned a homestead in this state for the preceding 12 months is exempt from taxation." State Statute does not give towns or cities a choice in this. It is reimbursable by 50% to each municipality.

5. Auditors Recommendation/Town Audit – Chairman Cyr has read the auditors report and recommendations. The manager will contact the auditor again and ask him to again review the information for Portage Lake as he had referred to the Town of Washburn in one of his recommendations. Chairman Cyr stated that we would follow the recommendations.

6. Maine Valuation Return ~ Signatures – More information needed to complete new assessment section.

The manager asked the selectmen to review the appraisal on a property in Portage Lake. The assessing agent, Randy Tarr, had stated that comparable values need to be from the same

PUBLIC COMMENTS: Wilza Robertson wants to compliment the Board as individuals rather than selectmen for the work they have done in the municipal building.

Barbara Pitcairn asked what the final valuation was that the manager had mentioned earlier. The manager responded the final valuation was \$60,850,000. Discussion followed on the value that the mil rate was based on.

SELECTMENS CONCERNS: None

A motion to adjourn was made by Darey Gagnon at 8 p.m. The motion was seconded by Gary Hafford. Motion carries. (Time 1 hr. 30 min.)

APPROVED:


Raymond Cyr, Chairman


Darey Gagnon, Selectman


Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE
CODE ENFORCEMENT OFFICE
P.O. BOX 255
PORTAGE LAKE, ME 04768
435.4361**

December 3, 2008

Re: Seaplane Base

To: Board of Selectmen

You have asked me to inspect the property commonly known as the Seaplane Base.

Upon visual inspection, the following was observed:

1. The roof is sagging;
2. The foundation (a series of cribs) is leaning;
3. The cribs are coming undone;
4. The windows have not been replaced;
5. The porch floor is rotten in places; and
6. The lattice skirting is off or coming off.

Closer inspection revealed that:

1. The septic tank is not airtight;
2. The ceiling tiles are hanging from the ceiling;
3. The building is not heated(the propane tank is empty);
4. The building is leaning toward the Town by 1 1/8 inches; and
5. The paint that was applied is peeling.

The purpose of the building was to continue the operation of a seaplane and marine business. It is apparent from my observations that the seaplane base is being used for personal use. **The building can no longer be used until the septic system is brought to code.**

Bruce Hussey, CEO

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, December 3, 2008
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of November 19, 2008 Meeting.

Approve Treasurers Warrants

OLD BUSINESS:

1. Fire Department By-Laws or Policy
2. Maine Valuation Return
3. Capital Improvement Projects
4. Fiscal vs. Calendar Year & Town Meeting
5. Public Hearing for Pine Tree Zone

OTHER:

NEW BUSINESS:

1. Selectmen Appointment of Financial Officers
2. Code Enforcement Officer's Update
3. 801 Forms (Business Equipment Tax Reimbursement)
4. Project Grad Request

PUBLIC COMMENTS:

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
December 3, 2008
6:30 P.M.**

The meeting was called to order at 6:30 p.m. by Chairman, Raymond Cyr.

Present: Raymond Cyr, Chairman; Darey Gagnon and Gary Hafford, Selectmen; Rita Sinclair, Town Manager; Bruce Hussey, Code Enforcement Officer; Bonnie & Brian Condon, Kenneth Fones, Daniel Higgins, Frank Currier, Barbara Pitcairn, Kathy Gagnon, Angie Burton, Ronald & Sharon Chasse.

The minutes were reviewed and **a motion was made by Darey Gagnon to accept the Minutes of the November 19, 2008 meeting as written. Gary Hafford seconded the motion. Motion carries.**

There were no Treasurers Warrants to review.

OLD BUSINESS:

1. Fire Department By-Laws or Policy – The Town Manager has talked with MMA's Sue Pilgrim who stated the department needs something to operate by. Chairman Cyr reported that he had pulled some information on line regarding a municipal fire department. A true municipal Volunteer Firefighter does not receive compensation. Our firefighters are compensated for training and therefore a municipal fire department. Chairman Cyr asked if the Junior Firefighters are covered by our insurance. The town manager stated she would call to question this.

2. Maine Valuation Return – Tabled.

3. Capital Improvement Projects – Chairman Cyr expressed concerns on the sand shed as it is starting to lean and the cables inside are loose. He asked that this be brought up at the Board of Road Commissioners meeting on Friday. Selectman Gagnon asked to have the generator placed on the list of projects.

4. Fiscal vs. Calendar Year – Chairman Cyr stated he was not interested in changing the year again because there have been several changes in the past two years. He would rather see a two part tax bill rather than changing the year again. The manager agreed that it would be easier for individuals to pay on time. The manager reported that to have the auditors report in time we would have to have a budget completed for a specific date and an estimate on the remaining time. Questions were asked about the 2% discount and when the payments would be due. **A motion was made by Darey Gagnon to have a two part billing on the annual tax bill. The motion was seconded by Gary Hafford. Motion carries.** Chairman Cyr asked when the next Town Meeting would be. The manager stated the selectmen set the date for Town Meeting. Chairman Cyr asked if September would be a good month. A date will be set in the near future.

5. Public Hearing for Pine Tree Zone – The manager reported that this is scheduled for December 17, 2008 at 6:30 P.M. This will be followed by a regular selectmen's meeting. Chairman Cyr asked if letters had been sent to all business owners. The manager reported that the letters had not been mailed yet. Chairman Cyr went on to say that this is important to our local businesses.

OTHER: The manager reported that the Aroostook Valley Solid Waste Association meets on December 16 at 5:30 p.m. and the selectmen will be on the agenda to discuss the possibility of Portage Lake joining this association.

Chairman Cyr brought two items of concern. 1) Road Repairs for West Road and where the financing would come from. 2) The newsletter needs to be completed before Christmas.

Selectman Gagnon also has 2 items. 1) When they will start cutting on the woodlot. 2) He has a rim for the plow truck. If we should need another there are more available.

NEW BUSINESS:

1. Selectmen's Appointment of Financial Officers – **Darey Gagnon made a motion to appoint Raymond Cyr and Rita Sinclair as financial officers. Gary Hafford seconded the motion. Motion carries.**

2. Code Enforcement Officer's Update – Bruce Hussey reported on his findings on the seaplane base. (See attached list.) Chairman Cyr read from the list and stated this would have to go before the townspeople to ask what they wish the selectmen do in this matter. CEO Hussey stated that no one can use this without a proper septic system.

Bruce indicated that Ken Fones had questions about the Theriault junkyard. He wanted to know what is taking place, if anything. Bruce reported that he has a similar case in Bridgewater which the judge has not ruled on yet. Bruce would like to see what the judges ruling is before he proceeds with this. Ken agrees to wait.

Bruce mentioned he had some fines for building without permits. The first was for Ron Plante who had a demolition permit, but never got a building permit. Ron believed that the company that delivered the mobile home had all the necessary permits. CEO Bruce Hussey recommended a fine of \$150 and \$50 for an after the fact permit. **A motion was made by Darey Gagnon to accept the recommendation of CEO, Bruce Hussey. Gary Hafford seconded the motion. Motion carries.**

Daniel Higgins had also had a "shed" put in on Shamrock Lane off the Hathaway Road without a permit. Bruce reported that there may be sufficient soil for a septic system but no plans have been received. Discussion followed on what has transpired when DEP inspected the site. Dan Higgins admitted he had not obtained a permit and he is willing to pay a fine. Chairman Cyr recommended issuing the permit without a fine and that Dan Higgins make sure necessary permits are obtained in the future. Barbara Pitcairn interrupted Chairman Cyr to state that this is a Planning Board issue and the Selectmen can not rule on it. Discussion followed on the lot not being a subdivision. Questions were asked to determine if it was necessary to take this to the Planning Board. There is a Planning Board next Thursday and Chairman Cyr recommended they review this matter.

3. 801 Forms (Business Equipment Tax Reimbursement) – the Board reviewed the 801 Forms and Chairman Cyr signed them.

4. Project Grad Request – The Town Manager presented a request from the graduation class of 2009 for a donation to Project Grad. The Board of Selectmen Agreed to a monetary donation to the program.

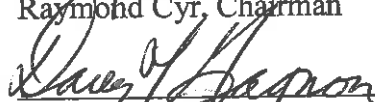
PUBLIC COMMENTS: Barbara Pitcairn asked for several pieces of information under the Freedom of Access Act. Barbara read her statements from her list of requests and gave copies to each of the selectman and town manager.

SELECTMEN'S CONCERNS: None

A motion was made by Darey Gagnon to adjourn at 7:30 p.m. Gary Hafford seconded the motion. Motion carries.

APPROVED:


Raymond Cyr, Chairman


Darey Gagnon, Selectman


Gary Hafford, Selectman

SELECTMENS ATTENDANCE RECORD 2008/2009

DATE	Gerald Cormier	Raymond Cyr	Darey Gagnon	MEETING	HOURS
7-16-08	Gerald Cormier	Raymond Cyr	Darey Gagnon	Regular	7 - 9:30
7-30-08	Gerald Cormier	Raymond Cyr	Darey Gagnon	Regular (Sp)	7 - 9
8-6-08	Gerald Cormier	Raymond Cyr	Darey Gagnon	Regular	7 - 9:15
8-20-08	Gerald Cormier	Raymond Cyr	Darey Gagnon	Regular	7 - 9:10
9-13-08	Gary Hafford	Raymond Cyr	Darey Gagnon	R.C.P.	7 - 8:30
9-17-08	Gary Hafford	Raymond Cyr	Darey Gagnon	Sp. Tm Mtg	8 AM - 10:30
9-19-08	Gary Hafford	Raymond Cyr	Darey Gagnon	Regular	7 - 9:30
10-11-08	Gary Hafford	Raymond Cyr	Darey Gagnon	Sp. Mtg	6:30 - 8:45
10-19-08	Gary Hafford	Absent	Darey Gagnon	Reg. Mtg	6:30 - 7
10-25-08	Gary Hafford	Raymond Cyr	Darey Gagnon	Reg. Mtg	6:30 - 8:30
11-5-08	Gary Hafford	R.C.	Darey Gagnon	Special Mtg	6:30 - 7:30
11-19-08	Gary Hafford	Ray Cyr	Darey Gagnon	Reg. Mtg	6:30 - 8:30
12-03-08	Gary Hafford	Ray Cyr	Darey Gagnon	Reg. Mtg	6:30 - 8:00
12-17-08	Gary Hafford	Ray Cyr	Darey Gagnon	Reg. Mtg	6:30 - 7:30
				Public Hrg. Reg. Mtg	6:30 - 9:00

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1 hr 3/17/08

9-17-08

10-25-08

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, December 17, 2008
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of December 3, 2008 Meeting.

Approve Treasurers Warrants

OLD BUSINESS:

1. Pine Tree Zone Public Hearing Outcome
2. Review Recent Decision on D. Higgins Permit
3. Aroostook Valley Solid Waste Association Update
4. Fire Department By-Laws or Policy
5. Maine Valuation Return ~ Signatures Required

OTHER:

NEW BUSINESS:

1. Review the Following Policies:
 - Selectmen
 - Budget Committee
 - Personnel
2. Restitution for Town Square Damage
3. Project Grad Request

PUBLIC COMMENTS:

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING**

December 17, 2008

8:00 P.M.

Chairman, Raymond called the meeting to order at 8:00 p.m.

Present: Chairman Raymond Cyr; Selectmen, Darey Gagnon and Gary Hafford; Town Manager, Rita Sinclair; CEO, Bruce Hussey; Gerard Charette, Brian Cote, Dave Farnum, Barbara Pitcairn.

A motion was made by Darey Gagnon to approve the minutes of the December 3, 2008 meeting. The motion was seconded by Gary Hafford. Motion carries.

Treasurers Warrants were reviewed and signed by the selectmen.

OLD BUSINESS:

1. Pine Tree Zone Public Hearing Outcome – **A motion was made by Darey Gagnon to designate part of Map 1, Lot 5 and Map 2, Lot 2 east side and part of the south side of the railroad tracks, and Map 2, Lot 1 A & 1 B, not to exceed 100 acres for the Pine Tree Zone (see enclosed maps). The motion was seconded by Gary Hafford. Motion carries.**

2. Review Recent Decision on D. Higgins Permit – the decision by the selectmen at the previous meeting was reviewed. **A motion was made by Darey Gagnon to rescind the motion to not fine Dan Higgins for not having a building permit. The motion was seconded by Gary Hafford. Motion Carries.** CEO, Bruce Hussey, reported that the Planning Board discussion that due to Mr. Higgins stature in the community, he should be fined as he should be aware of the requirements. Discussion followed on fines and the amount of fines for offenses, i.e. 1st, 2nd, 3rd. Chairman Cyr asked CEO Bruce Hussey to create a standard for fines and for offenses. **A motion was made by Darey Gagnon to impose a fine of \$150 and charge \$50 for an After the Fact Permit Fee. The motion was seconded by Gary Hafford. Motion carries.**

3. Aroostook Valley Solid Waste Association (AVSWA) Update – Chairman Cyr updated those present on the meeting with AVSWA. There is a possibility to move forward with the process. We need to find out what our tonnage is and also what the amortization fees were for Portage Lake.

4. Fire Department By-Laws or Policy –This will be reviewed at the next meeting.

5. Maine Valuation Return ~ Signatures Required – Completed.

OTHER: Selectman Hafford asked to return to #2. He asked what the Planning Boards decision was on Mr. Higgins building. Chairman Cyr reported that they decided to have him remove the building.

NEW BUSINESS:

1. Review the Following Policies: Tabled until the January 7, 2009 meeting.

Selectmen -

Budget Committee -

Personnel -

2. Restitution for Town Square Damage - The manager reported that restitution of \$247 had been received for damages to the Honor Roll in the Town Square back in 2006. **Darey Gagnon made a motion to use the money to repair the Honor Roll. The motion was seconded by Gary Hafford. Motion carries.**

3. Project Grad Request - A request for a monetary donation to the Project Grad Program has been received. The Board of Selectman approved a donation but did not set an amount. **A motion was made by Darey Gagnon to donate \$100 to the Project Grad Program. Gary Hafford seconded the motion. Motion carries.**

PUBLIC COMMENTS: None

SELECTMENS CONCERNS: Darey Gagnon asked about a defibrillator for the Town. Brian Cote reported that he had made a mistake. The Town does not have a defibrillator. Darey Gagnon asked if there might be grant money available for this.

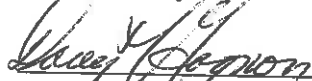
Chairman Cyr asked if an ad had been placed for a grant writer. The manager reported that it was in the process. Brian Cote recommended Peter Coffin of Presque Isle.

Chairman Cyr asked to have a meeting with the Budget Committee prior to January 21, 2009.

A motion was made by Darey Gagnon to adjourn at 8:45 p.m. The motion was seconded by Gary Hafford. Motion carries. (Time 2 hrs. 15 min.)

APPROVED:


Raymond Cyr, Chairman


Darey Gagnon, Selectman


Gary Hafford, Selectman