

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, January 7, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of December 17, 2008 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Pine Tree Zone Public Hearing Update
2. Fire Department By-Laws
3. Review the Following Policies:
  - A. Selectmen
  - B. Budget Committee
  - C. Personnel
    1. Holidays
    2. Retirement vs. IPP
4. Information on Permitting Fees and Fines

**OTHER:**

**NEW BUSINESS:**

1. Quit Claim Deed ~ Signatures Required
2. General Administration Budget Constraints
3. Maine Municipal Bond Bank Application
4. MSAD #32 Request for Debt Service Information
5. Appoint Registrar of Voters

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING MINUTES  
January 7, 2009  
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, Danny Higgins, Dave Pierce, John Robertson, Fire Chief, Dave Bolstridge, Mark & Betty Benson, Mary Ann Gagnon, Angie Burton, Kathy Gagnon, Sandy Bartlett.

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

**The minutes of the Public Hearing for the Pine Tree Zone were approved as written and signed off by the selectmen.**

The Treasurers Warrants were reviewed and approved by the selectmen.

**OLD BUSINESS:**

1. Pine Tree Zone Public Hearing Update – Nothing new to report.

2. Fire Department By-Laws – Fire Chief, Dave Bolstridge presented a copy of training requirements. He stated this is what is needed for structural attack. The town manager presented information on the fire department being a municipal department. The “volunteer” part needs to be dropped. As long as they are acting under a municipal department, they are employees acting on the behalf of the municipality. She also presented rules for Jr. Firefighters and wants these rules followed to the letter. She then presented 3 copies of sample job description for fire chief to the fire chief and each selectman. The chief needs to read through and choose the one that best suits what he does. The selectmen need to read through them and choose the one they feel best meets the needs of the town. Chairman Cyr tabled this until the next meeting to have time to review the information. The updated FD By-Laws were not presented.

3. Review of the Following Policies:

A. Selectmen

B. Budget Committee – the selectmen signed the policy for the Budget Committee. An informational meeting will be held at 6:30 p.m. on January 14, 2009. The manager has had not had very many responses to date.

C. Personnel -

1. Holidays – ½ day New Years Eve has never been taken by Town employees. We also have ½ day Christmas eve. Chairman Cyr recommended swapping the ½ day NY eve for the remaining ½ day on Christmas Eve.

2. Retirement vs. IPP – the manager reported that the employees would rather have a matching amount going towards retirement rather than the Income Protection Plan.

Chairman Cyr recommended having the changes made and reviewing this before adopting the new policy.

4. Information on Permitting Fees and Fines – The manager reported that there is a section in the Land Use Ordinance that refers to fees that states the selectmen can adjust the fees annually as long as they hold a public hearing. CEO, Bruce Hussey has not presented a standard for fees and fines. The manager will ask him to prepare this for the next selectmen's meeting. Dan Higgins mentioned that Bruce has a folder with info from DEP on his property. Chairman Cyr said this would have to go to the Planning Board to review.

**OTHER:** The manager reported that she has a quote for a new type writer from Netherlands. A new one would cost \$340 and to repair the old one would be \$170 for a new wire harness. She also received a proposal for 3 hand held radios for the Public Works Dept. and installation for \$1,455. **A motion was made by Darey Gagnon to accept the proposal for the radios. Gary Hafford seconded the motion. Motion carries.**

Darey Gagnon mentioned the generator for the municipal building and a defibrillator for the fire dept. The manager has not done anything with this as yet. Darey also asked about the purchase of a radio for first responder. The manager reported that she had contacted Ashland ambulance director who stated that the individual was a first responder and covered under their license.

#### **NEW BUSINESS:**

1. Quit Claim Deed ~ Signatures Required – the manager presented a copy of a Quit Claim Deed for property that Raymond Cyr has been paying taxes on for several years. Selectmen Darey Gagnon and Gary Hafford reviewed the Quit Claim Deed and signed it. Chairman Cyr abstained.

2. General Administration Budget Constraints – the manager reported that the General Admin. Account is overdrawn due to legal fees. She will call MMA and have the attorney review the article in the annual town meeting warrant to see if the selectmen can utilize funds to cover the accounts that are or may become overdrawn.

3. Maine Municipal Bond Bank Application – The town manager reported that she is working on the application for funds to repair the roads.

4. MSAD #32 Request for Debt Service Information – the manager informed the board that she has received this paperwork and will complete and return it to MSAD #32.

5. Appoint Registrar of Voters – **A motion was made by Darey Gagnon to appoint Kathy Gagnon as Registrar of Voters. Gary Hafford seconded the motion. Motion carries.**

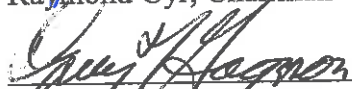
6. Bids for updating Mens Bathroom to ADA Accessibility – A bid for \$5,422 and one for \$6,540 was received. After comparing the work to be completed on the bid proposals a motion was made by Gary Hafford to accept the bid from Wayne Gagnon of \$6,540. The motion was seconded by Ray Cyr. Motion carries. Darey Gagnon abstained.

**SELECTMENS CONCERNS:** None

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

**APPROVED:**

  
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Raymond Cyr, Chairman

  
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Darey Gagnon, Selectman

  
\_\_\_\_\_  
Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, January 21, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of January 7, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Clarification on Laws Pertaining to Fire Trucks ~ Stanley Jandreau
2. Review the Following Policies: Class A to B
  - A. Selectmen
  - B. Budget Committee
  - C. Personnel
  - D. Fire Department Policy Review
3. Fire Department By-Laws
4. Information on Permitting Fees and Fines ~ CEO, Bruce Hussey

**OTHER:**

**NEW BUSINESS:**

1. Abatement on 2009 Tax
2. Appoint Budget Committee Members
3. Stumpage Permit Review
4. Article 15 of the Annual Town Meeting ~ MMA Legal Input
  - A. Accounts Affected:
    - a. General Admin
    - b. Town Hall Building Improvements
5. Maine Municipal Bond Bank Application ~ In Process

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING**

**January 21, 2009**

**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; Dave Bolstridge, Fire Chief; Brian Cote, Assistant Chief; Bruce Hussey, CEO, Kathy Gagnon, Wayne Gagnon, Residents.

**A motion was made by Darey Gagnon to accept the minutes of the January 7, 2009 meeting as written. The motion was seconded by Gary Hafford. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

**OLD BUSINESS:**

1. Clarification on Laws Pertaining to Fire Trucks ~ Stanley Jandreau – Chairman Cyr stated that since Officer Jandreau was not present we would return to this item when he arrived.

2. Review of the Following Policies:

A. Selectmen – the manager stated that this policy was adopted in Dec. 2008.

B. Budget Committee – the manager presented a signature page for the Selectmen to sign. The policy was previously adopted but a signature page had not been prepared.

C. Personnel – **A motion was made by Darey Gagnon to accept the Town of Portage Lakes Personnel Policy as written. Motion seconded by Gary Hafford. Motion carries.**

D. Fire Department Policy Review – Chairman Cyr reported that he had added something to this policy. The manager reported that she had not received and updated Mutual Aid Agreement from Ashland, but would add it as soon as it was reviewed by the fire chief and the selectmen. Discussion followed on information in the policy and classification of firefighters for drivers, etc. Chief Bolstridge reported that he has not had a chance to review the policy and would like to have a joint meeting of the department and the selectmen to review the policy. Chief Bolstridge reported that all but 2 of his firefighters have signed up for the new training. He also reported that he has two men joining the department.

Chairman Cyr asked about the Purchasing Policy. Not all the selectmen have reviewed this policy. The manager recommended tabling approval of this policy until Chairman Cyr returns from vacation. We will continue to operate as we currently do using purchase orders as we currently do.

3. Fire Department By-laws – Update not completed. This brought on discussion about the firemen only getting paid for training rather than not getting paid when called out for a fire. This process will be reviewed. Discussion also included training and getting paid once a year (December) rather than twice a year (June and December).

4. Information on Permitting Fees and Fines - CEO, Bruce Hussey presented a rough draft of fees and fines based on a point system to the Selectmen to review. He reported that he has a copy for the Planning Board to review. They will also be working on updating the Shoreland Zone Ordinance that was started when Lewis Cousins was still the CEO. The Planning Board has asked for information on zoning for commercial wind mills.

Chairman Cyr asked if there were any outstanding violations at this time. Bruce responded there are two, one for Dan Higgins and one for Marcel Theriault for his junk yard. Bruce reported the court case from Monticello on the junk yard was found to be a public nuisance. He has been waiting for this case to be decided before he initiates one for here.

**OTHER:** Darey Gagnon reported that he had spoken with Wayne Ireland of Maine Public Service Co. about the emergency generator. He also suggested that it might be possible to get a grant through Homeland Security.

#### **NEW BUSINESS:**

1. Abatement on 2009 Tax – The manager reported that there was an error in the math on one of the properties. This amounts to \$1,552.24 in taxes. **A motion was made by Darey Gagnon to abate taxes in the amount of \$1,552.24 to Shawn Girard due to an error in calculation. Gary Hafford seconded the motion. Motion carries.**

2. Appoint Budget Committee Members – **A motion was made by Darey Gagnon to appoint Judy Moreau, Laura Bouchard, Barbara Pitcairn, and Angie Burton to the Budget Committee for a term of three (3) years, Christie Dicker and Dan Higgins for a term of two (2) years, and Corinne Routhier to a term of one (1) year. Gary Hafford seconded the motion. Motion carries.**

3. Stumpage Permit Review – The town manager reported that Laura Audibert had reported that Irving may not be doing a winter cut in Portage this year. Pat Raymond had stopped by the office to report that he wanted to get the Forest Group, the selectmen, and Irving together for a meeting before a decision is made. He recommended that if Irving was not going to do a winter cut it we don't need to sign the Stumpage Agreement. Chairman Cyr stated that this item is tabled until we have more information.

4. Article 15 of the Annual town Meeting Warrant ~ MMA Legal Input – the manager reported that she had sent a copy of the article to Michael Stoltz of MMA legal department who stated the selectmen can expend money under that article for unanticipated expenses. Discussion followed on what put the account over the budgeted

amount. The manager reported that there is an unexpected \$8,000 in legal fees, and a major repair to the copy machine.

**A. Accounts Affected:**

a. General Administration – **A motion was made by Darey Gagnon to expend \$15,000 from the Surplus Account to cover unanticipated overages in the General Administration Account. Gary Hafford seconded the motion. Motion carries.**

b. Town Hall Improvements – Discussion was held on what to do to the floor in the men's room. Wayne Gagnon recommended using a different type of tile over the existing tile. **A motion was made by Darey Gagnon to expend \$7,000 from the Surplus Account to cover unanticipated overages in the Town Hall Improvements Account. The motion was seconded by Gary Hafford. Motion carries.**

5. Maine Municipal Bond Bank Application ~ In Process – The town manager reported that this is simply an FYI so the selectmen would know this application is being pursued.

**PUBLIC COMMENTS:** Brain Cote made a recommendation to create a 3-5 year plan to move the water system for the fire hydrant down to the Town Square. Darey Gagnon reported that we are looking into installing a dry hydrant at the Seaplane base. It would have to be piped out into the lake. Fire Chief Bolstridge reported that we can only draft so far. Keeping silt out of the pipe would be difficult. Discussion followed on having a hydrant in the Town Square and what type of pipe to use. Wayne Gagnon would like to have the town find the 10,000 gallon in ground tank that is on Dan Higgins property.


**SELECTMENS CONCERNS:**

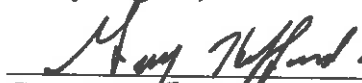
Contact Stanley Jandreau to schedule him for the next selectmen's' meeting.

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

**APPROVED:**

\_\_\_\_\_  
Raymond Cyr, Chairman

  
\_\_\_\_\_  
Darey Gagnon, Selectman

  
\_\_\_\_\_  
Gary Hafford, Selectman



**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, February 4, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of January 21, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Laws for Operating Fire Trucks ~ Tabled
2. Review the Following Policies:
  - A. Personnel ~ Tabled until updates are completed
  - B. Fire Department Policy Review ~ Tabled until March
3. Town Square & Station Road

**OTHER:**

**NEW BUSINESS:**

1. Impact of Governor Baldacci's Budget
2. Grant Writing Services
3. Can AM Dog Sled Race ~ Feb. 28, 09
4. Town Forest Group Meeting – Feb.10, 09

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING  
Wednesday, February 4, 2009  
6:30 P.M.**

The meeting was called to order at 6:30 p.m. by Acting Chairman, Darey Gagnon.

Present: Darey Gagnon, Gary Hafford, Selectmen; Rita Sinclair, Town Manager; Kathy Gagnon, Resident.

**A motion was made by Gary Hafford to accept the minutes of the January 21, 2009 meeting as written. Motion seconded by Darey Gagnon. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

**OLD BUSINESS:**

1. Laws for Operating Fire Trucks ~ Tabled until Stanley Jandreau is able to be present. Chairman Gagnon spoke with Robert Reece who retired from law enforcement would be glad to speak to the board and fire department regarding the laws.

2. Review the Following Policies:

A. Personnel ~ tabled until updates are completed. This policy was accepted and signed in December but there are some changes to be made to the employee holidays.

B. Fire Department Policy Review ~ Tabled until March

3. Town Square & Station Road – the manager reported that she had talked with Tom Tardif of Montreal, Maine, and Atlantic about the leased property with the town. Mr. Tardif has no knowledge of a lease on Station Road beyond what the town owns. Darey asked for documentation for Dan Higgins that he has no agreement with M.M. & A Railroad for use of the property or the roadway.

**OTHER:** Nothing.

**NEW BUSINESS:**

1. Impact of Governor Baldacci's Budget – The Town manger presented a copy of the governor's proposed budget for the coming year. She discussed cuts to Maine Revenue Sharing, URIP (road assistance), Tree Growth reimbursement, and School Subsidy. She wants the selectmen to be aware that because of this she will be cutting the municipal budget revenues by 10 %, possibly more.

2. Grant Writing Services – the manager presented copies of a letter of interest she received from David Potter offering his services to the Town of Portage Lake for grant writing and administration services. The manager reported that she was also in contact with Peter Coffin who has written grants for the Presque Isle Fire Department to ask

about his services. The selectmen reviewed Mr. Potter's letter and suggested the manager may want to talk to both of these individuals about their services.

3. Can Am Dog Sled Race ~ February 28, '09 – The manager had information for the selectmen so they will be aware of the municipal building being a checkpoint for the Can Am races. She also reported that she expressed concern to Can Am officials about the lack of recognition to the Portage Lake volunteers. Darey Gagnon stated that it would encourage people to continue with their efforts. Kathy will be in charge of the food and kitchen crew. Several volunteers have already stepped forward to assist with this project.

4. Town Forest Group Meeting ~ Feb. 10, '09 – The manager informed the selectmen of this meeting and mentioned that the stumpage permit would be discussed. Darey expressed concern about cutting that Irving was doing on other property and not cutting on their property. The manager will contact Laura Audibert to ask if she has any information on this cut. Kathy Gagnon suggested that the people of Aroostook County should ban together to see if we can't stop the cuts to northern Maine.

**PUBLIC COMMENTS:** None.

**SELECTMENS CONCERNS:**

Darey Gagnon reported that the forest rangers teach fire departments how to fight fires. It's a free program and it's for any fire, not just forest fires. Lance will gather the paperwork and have it dropped off at the manager's office.

Darey suggested having our own firefighters and a group of volunteers that would be able to run the truck and pumps. He asked who pays the Ashland firefighters who are on the Portage Fire Department when they are called out for mutual aid. Darey feels the firefighters should be paid for fires and trainings but not for the meetings. It's something that needs to be discussed more. Gary Hafford stated that he agreed that the firefighters should not be dividing the money from those who don't attend meetings.

Darey asked about individuals requesting assistance and mentioned that we should have them do workfare for General Assistant either in the building or in the shop.

**A motion was made at 7:20 p.m. by Darey Gagnon to adjourn. The motion was seconded by Gary Hafford. Motion carries. (Time 1 hour, 20 minutes)**

**APPROVED:**

  
Darey Gagnon, Acting Chairman

  
Gary Hafford, Selectman

Raymond Cyr, Chairman -- Absent

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, February 18, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of February 4, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Laws for Operating Fire Trucks ~ Tabled
2. Review the Following Policies:
  - A. Personnel Policy
  - B. Fire Dept. Policy ~ tabled
3. Town Square & Station Road Update ~ No new information

**OTHER:**

**NEW BUSINESS:**

1. Training for NIMCAST (National Incident Management Capability Assessment Support Tool) for EMD and Fire Chiefs
2. Playground Update
3. Maine Bond Bank Application ~ Fall
4. Roads Update
5. Public Work Hours for March
- ✎ Cancel or Postpone March 4 Selectmen's Meeting

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING  
Wednesday, February 18, 2009  
6:30 P.M.**

The meeting was called to order by Acting Chairman, Darey Gagnon, at 6:30 p.m.

Present: Darey Gagnon, Acting Chairman; Gary Hafford, Selectman; Rita Sinclair, Town Manager. Ray Cyr is absent.

**A motion was made by Gary Hafford to accept the minutes of the February 4, 2009 minutes as written. The motion was seconded by Darey Gagnon. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

**OLD BUSINESS:**

1. Laws for Operating Fire Trucks ~ Tabled.
2. Review the Following Policies:
  - A. Personnel Policy ~ Done
  - B. Fire Dept. Policy ~ Tabled
3. Town Square & Station Road Update ~ No new information. The manager reported that she has had no response from Tom Tardif of Montreal, Maine & Atlantic Railroad about the land that the railroad owns.

**OTHER:**

**NEW BUISNESS:**

1. Training for NIMCAST (National Incident Management Capability Assessment Support Tool) for EMD and Fire Chiefs.
2. Playground Update – The manger reported that Rec. Director, Taunja Jandreau has sent in applications for 2 or 3 grants for playground equipment. She has worked diligently to obtain funding to get equipment to complete the playgrounds. Selectman Gagnon expressed concern over the Town not pursuing grant money. Manager, Rita Sinclair stated she had contacted David Potter to let him know the selectmen are interested in discussing his services. As soon as Selectman Cyr returns a meeting date will be set.
3. Maine Bond Bank Application ~ Fall – The manager reported that she has contacted Maine Bond Bank to get the interest rate and was given instructions on how to find out what the anticipated payment amount would be on borrowing enough money to fix all the roads. She stated that after talking with Tim Ring of Lane Construction she realized this is going to be a very costly project. If Hathaway Road is reclaimed and paved it would cost \$80,000. The cheapest way out would Fox Hill, Cottage Road, and West Road can all be reclaimed and add a 2 inch of compacted material. Paving alone will be over \$800,000. This will take more than 10 years to repay. The manager went on to state that

she feels there is sufficient money set aside to do the repairs on West Road and with the new backhoe, Vaughn is quite capable of doing the ditching. Once that is done then the paving can be completed. There are some areas where a culvert would have to be installed or find an existing culvert that has been plugged. Selectman Gagnon mentioned the portion of West Road to the Chip Plant Road. The manager reported that portion of road is MDOT's responsibility. We need to keep after them until they do something.

4. Roads Update – Covered in #3.

5. Public Work Hours for March – The manager reported that Vaughn has a medical situation that has developed in his family. He will need some time off in March or April. He will make arraignments to come in when there is a storm and other than that we will have Perry cover. The selectmen agreed that this should not be a problem. Selectman Gagnon stated that he would be willing to help out during that time.

6. Cancel or Postpone March 4 Selectmen's Meeting – The selectmen agreed to cancel the March 4, 2009 meeting and not meet until the next regular meeting which would be March 18, 2009.

**PUBLIC COMMENTS:** None

**SELECTMENS CONCERNS:**

Selectman Gagnon reported that the Tourism Committee has asked that if they buy the flags and the pole if the flags can hang outside the municipal building. He would like the manager to have (1) No Dumping signs put up on the School Lot. (2) Contact Dan Bridgham about the survey at the back of the School Lot. (3) Repaint or mark property lines on School Lot. (4) Check on deed for L. Butt on Fox Hill Road. (6) Find the amortization schedule for AVSWA. (7) Check on a larger flag for the Town Square. Darey also asked about the land management agreement. The manager reported that she had written a letter to Ked Coffin and Laura was going to contact Irving regarding the Land Management Agreement.

Selectman Hafford inquired about ATV's for the Can AM Dog sleds and how the ATV's are used. Discussion followed on how th crossing is handled.

**A motion was made by Gary Hafford to adjourn at 7:15 p.m. The motion was seconded by Darey Gagnon. Motion carries.**

**APPROVED:**

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Raymond Cyr, Chairman (absent)

  
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Darey Gagnon, Acting Chairman

  
\_\_\_\_\_  
Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, March 18, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of February 18, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Portage ~~Lake~~ Hills CC ~ Bill Nemer
2. Town Square & Station Road Update ~ No new information
3. Maine Bond Bank Application ~ Fall
  - A. Road Priority
4. Pine Tree Zone Update
  - A. Defined Area
5. Centennial Events for Saturday March 21 – 24, 2009
6. Review Fire Department Policy
  - A. Meeting set for April 1, 2009

**OTHER:**

**NEW BUSINESS:**

1. CEO Update – Bruce Hussey
  - A. Kelly Letter
  - B. Non Conforming Lots
2. Initial Budget Meeting ~ Dept. Heads, ~~TW~~ Selectmen, Budget Com.
3. Review Employment App. (Executive Session per 1 M.R.S.A. Sect. 405(6)(D))
4. Paving Workshop April 1<sup>st</sup> at Caribou Inn & Convention Center

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING  
March 18, 2009  
6:30 P.M.**

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

Present: Raymond Cyr, Chairman; Darey Gagnon & Gary Hafford, Selectmen; Rita Sinclair, Town Manager; Bruce Hussey, CEO; Judy Moreau, Clayton Demerchant, Brian Cote, Barbara Pitcairn, Angie Burton, Residents; Bill Nemer, President of Portage Hills Country Club.

**A motion was made by Darey Gagnon to accept the minutes of the February 18, 2009 meeting as written. The motion was seconded by Gary Hafford. Motion carries.**

Due to the CEO having a distance to travel, Chairman Cyr called for item #1 under **NEW BUSINESS** to be conducted first.

1. CEO Update ~ Bruce Hussey reported that he has updated the Shore Land Zoning Ordinance and sent copies to the Planning Board (PB) to review. The next PB meeting will be March 25, 2009 where approval or changes can be made. Any changes should be done by the middle of April. The PB is reviewing the fees schedule for permits. They also reviewed the fines and recommend a minor fine of \$500 and a major fine of \$1,000. Bruce will insert factors that will affect fines. Prohibition of demolition by burning is provided for in Section 19 (Land Use Ordinance) under schedule of fees & fines. The PB agreed that the fire chief inspect a building prior to any destruction by burning to remove any hazardous materials. The Land Use Ordinance states you can not demolish a building by burning, yet the fire chief can issue a fire permit to burn a building. This is an apparent conflict.

A. Kelly Letter – CEO, Hussey reported on the memo he sent to the selectmen referencing the 30 trees cut down by Mr. Kelly. DEP gave the OK on that and the Dept. of Conservation didn't have a problem with it. The previous board of selectmen said the land could not be developed where the trees were removed. The trees were removed to relocate the camp. Chairman Cyr believes that an improvement should be allowable. Discussion followed on the lack of a permit and the reason no action was taken. Discussion followed with audience participation on what the Town needs to do, instead of DEP giving the permission to the property owner to cut within the Shore Land Zone. CEO, Hussey reported that Kelly had obtained a timber harvesting permit from the state but no permit from the Town. The Board of Selectmen recommends that a fine be imposed by way of a letter.

B. Non Conforming Lots – CEO, Hussey reported that the Comprehensive Plan of 1995 needs to be reviewed and updated. Dan Higgins was approved for a Tier 1 permit through DEP for disturbing soil for a specific number of feet. The PB chairperson sent a letter listing the requirements for building that have to be submitted to the PB for a building permit in the flood plain. The State site evaluator has stated that a septic system



can be placed on that property. The difference is it may be a wetland but it is not in the Resource Protection Act. Judy Moreau asked how this could happen and expressed her concerns that the DEP was issuing permits instead of the CEO, who works for the Town. This is on the PB agenda for April 12, 2009. Discussion followed on why DEP allowed this permit.

#### **OLD BUSINESS:**

1. Portage Hills CC ~ Bill Nemer, President of the club stated that he has come before the board of selectmen for the past 6 or 7 years to ask for an abatement on the taxes on the land at the golf course. He stated he had received a letter from the town manager asking if a plan for recreational use could be developed for the golf course after it closed for the season. The manager stated that no action had transpired since this letter was sent last April. Mr. Nemer reported that the lease states that the taxes on the land will be paid, but the land was never taxed until the revaluation was completed in 2000. Mr. Nemer also mentioned that the Country club has many items donated to them but they still get taxed on it. He asked if the club was to construct a new club house from donated items that they would be taxed on it. He stated that was another issue. He then asked if the board would consider abating taxes on the land. The manager stated that if a plan could be developed for the towns people to use the land up there an abatement can be done, however once a building is built, even with donated materials, it must be taxed as any other building in Portage Lake. Otherwise it would be unequal taxation. **A motion was made by Darey Gagnon to abate the taxes for 2009 on the land for Portage Hills Country Club. The motion was seconded by Gary Hafford. Motion carries.** Mr. Nemer stated that he was under the impression that the Town was going to maintain the road to the clubhouse temporarily. Judy Moreau asked if that road was accepted as a Town way. Discussion followed on if this needs to be an accepted way. The manager will look into this.

2. Town Square & Station Road Update ~ No new information. The manager is looking for the deed from B&A to M, M, & A Railway. Judy Moreau asked if Station Road has ever been discontinued by the Town. Selectman Gagnon stated it is not a town way. Mrs. Moreau stated that it has never been discontinued by the Town so it is still a Town way. The manager stated she will write a letter (sending it certified) stating the Town would be taking Station Road by Prescriptive Use. Chairman Cyr defined what he meant by maintaining the road.

3. Maine Bond Bank Application ~ Fall – The manager reported that she has looked at what the cost for repairing all our roads would be and what the repayment to the Maine Bond Bank would be over a twenty year period. Her recommendation is to focus on completing West Road and then move on to Cottage Road. The way the economy is we need to step back and look at what our priorities are. Her recommendation for the Hathaway Road is not to put any more money into it other than patch the potholes, remove any rocks that come to the surface and fill the holes. We need to sit tight and utilize what we have set aside for road improvements. Some increases affecting our budget have already been received. She stated that there is going to be a fine of \$77,000 that will be imposed on MSAD #32 if we do not consolidate and Portage will see an increase for that as well as any increase in the new budget.

4. Pine Tree Zone Update – The manager reported that the map where she had outlined the Pine Tree Zone is missing. She will be working on that and will contact the selectmen as soon as she has it ready.

A. Defined Area is marked and needs to be approved.

5. Centennial Events for Saturday, March 21-24, 2009 – The manager wanted to remind the selectmen that they are serving at the pancake breakfast on Saturday morning. There will be special guests for the recognition ceremony following the breakfast.

6. Review Fire Department Policy

A. Meeting set for April 1, 2009 with the fire chief and other members of the fire department. She reported that she had spoken with the chief and he was under the impression the selectmen were coming to their meeting. The manager will contact him and remind him that he is to be at the selectmen's meeting on April 1<sup>st</sup>.

**OTHER:** Chairman Cyr gave an "Attaboy to Barb Beaulier" for the painting she has done on the refurbished areas of the kitchen. The manager reported that Barb was taken by ambulance on Monday and is still in the hospital having tests done.

Chairman Cyr gave an update on the Housing Grant application and how, thanks to Jen Curran, the additional paperwork was received in time to submit the application within the time allowed. If this application is successful the next step is to try to get rental assistance. According to Maine's governor, he is not going to push for any of the stimulus money to go for housing.

The Town Manager reported that she has found the paperwork for the amortization fees for Portage when they were considering joining Aroostook Valley Solid Waste Association. Portage's share was \$26,372 annually for a twenty year period. She stated she needs to find out what part of that Portage would have to pay to enter into this association. She doesn't know if the amount would be the \$26,372 or if it would be that times 20 years. The manager will contact their director to inquire about this.

The manager reported that she had contacted M.M.A.'s legal department and spoke with Attorney, Michael Stolze about a Petition to Partition. This regards the joint owned land that is in the PTZ. There are three options available to do this and should be done through the Town's attorney. She recommends waiting until we have a business that wants to expand and is inquiring about joint owned land in the PTZ.

#### **NEW BUSINESS:**

1. CEO Update ~ Bruce Hussey – Previously done.

2. Initial Budget Meeting ~ Dept. Heads, T.M., Selectmen, Budget Committee – After reviewing dates the selectmen agree that Wednesday, April 8 at 6:30 p.m. is selected. The manager will get notices out to all concerned.

3. Review Employment App. (Executive Session per 1 M.R.S.A. Sect. 405(6)(D) – **A motion was made by Darey Gagnon to go into Executive Session per 1 M.R.S.A. Sect. 405(6)(D) labor negotiations. The motion was seconded by Gary Hafford.**

**Motion carries.** Time in: 8:05 p.m. **A motion was made to come out of Executive Session per 1 M.R.S.A. Sect. 405(6) (D) by Darey Gagnon. Motion seconded by Gary Hafford. Motion carries.** Time out: 8:13 p.m. The town manager will contact John Jacobs about the position he inquired about.

4. Paving Workshop April 1<sup>st</sup> at Caribou Inn & Convention Center – The manger reminded the selectmen that they are registered along with Public works director, Vaughn Devoe for the paving workshop in Caribou.

**PUBLIC COMMENTS:** None

**SELECTMENS CONCERNS:**

Chairman Cyr asked for a rough draft of jobs for the summer

Selectman Gagnon asked about a flag for the Town Square. The manager reported that she had ordered a larger flag (what the pole can hold) for the Town Square along with the necessary clamps. She inquired about the flag(s) that Tourism was going to purchase and where would they go. Darey explained that tourism was purchasing the flag(s) and holder to put out by the front windows.

Selectman Gagnon asked if anything had been done towards walking and marking the lines for the school lot. The manager said she was under the impression that Laura Audibert and Rich Hoppe were going to do that. He stated that we needed a certified forester to do that. The manager will look into it after she speaks with Dan Bridgham to inquire about the deeds he used. No dumping signs need to be purchased for the school lot at the end of Cottage Road.

Selectman Gagnon Asked where the town stood with the disaster plan for the Town. The manager said she had classes to take on line for this and the fire chief needs to take the same classes along with 2 other classes. The manager stated she hasn't heard from Mark Benson on what he found for the size of a generator we need to run this building.

Selectman Gagnon will talk with Mark about this.


Selectman Hafford requested that the fire department contribute a quarterly report to the town manager and the selectmen to keep us informed on the departments activities.


Chairman Cyr suggested that it would be nice to have something in the quarterly newsletter.

**A motion was made by Darey Gagnon to adjourn at 8:25 p.m. The motion was seconded by Gary Hafford. Motion carries. (Time 2 hrs)**

**APPROVED:**

  
Raymond Cyr, Chairman

  
Darey Gagnon, Selectman

  
Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, April 1, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of March 18, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Portage Hills Country Club Abatement
2. Town Square & Station Road Update ~ No new information
3. Maine Bond Bank Application ~ Fall
4. Review Fire Department Policy
5. Update on Paving Workshop

**OTHER:**

**NEW BUSINESS:**

1. Proposal for Repairs on Ladies Room & Hallway
2. Proposal for Exhaust Hood for Kitchen
3. Update on Cemetery Plan
4. Grant Writer Activities
5. Review Employment App. (Executive Session per 1 M.R.S.A. Sect. 405(6)(D))

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING**

**April 1, 2009  
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, Gary Hafford, Selectmen; Rita Sinclair, Town Manager; Judy Moreau, Mary Ann Gagnon, Dan Perreault, Brian Cote, Dave Bolstridge, Clayton Demerchant, Residents.

**A motion was made by Darey Gagnon to accept the minutes of the March 18, 2009 meeting as written. Gary Hafford seconded the motion. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

**OLD BUSINESS:**

1. Portage Hills Country CC Abatement – Abatement paperwork has not been completed. The manager will have this ready signatures at the next meeting.

2. Town Square & Station Road Update ~ No new information.

3. Maine Bond Bank Application – The manager reported that she is working on this and will try to have it ready for approval at the next meeting.

4. Review Fire Department Policy – Chairman Cyr read the proposed Fire Department Policy. He asked Dave Bolstridge, Fire Chief, to add or comment on any item he read. Chairman Cyr reminded those present that there is a policy in affect for purchasing. When the item for the fire hydrants was read, discussion was held on the procedure to add another fire hydrant. Discussion was held on training for Junior Firefighters. The manager asked what program the Junior Firefighters were being trained under. This information is needed for insurance purposes. Questions were asked about the wages of the firemen. Discussion was held on how the firemen are currently paid. It was decided to table this item until this could be discussed further.

5. Update on Paving Workshop – Chairman Cyr reported that the three selectmen and the Public Works Director attended the workshop. He stated that he learned more about the roads and had the opportunity to talk with Tim Ring of Lane Construction

**OTHER:**

**NEW BUSINESS:**

1. Proposal for Repairs on Ladies Room & Hallway – A proposal to repair the ladies bathroom and the entrance to the municipal building was received. Total proposal is for \$4,525 and includes repairing the walls in the ladies room, box in the overhead pipes, and

cover the existing floor in the ladies room and hallway with new tiles. This proposal also includes labor.

2. Proposal for Exhaust Hood for Kitchen – The manager presented a proposal from Maine Fire Prevention Services if Houlton for a used, and new, hood and fan for the range in the kitchen. Prices ranged from \$1,500 (used) to \$2,301 (new). Shipping, travel, and labor would be an additional \$1750. The total price of the new hood, fan, and labor would be \$7,623.48 with a 50% deposit required. This item will be added to the budget for 2009/2010.

3. Update on Cemetery Plan – Mary Ann Gagnon presented a list of needed items for the cemetery. More time is needed for proposals for contracted services and a cost estimate from Vaughn if Public Works is going to do the work.

4. Grant Writer Activities – Chairman Cyr reported on the activities of the grant writer. A special town Meeting need to be scheduled for funding a grant writer.

5. Review Employment App. (Executive Session per 1 M.R.S.A. sect. 405(6)(D) – A motion was made by Darey Gagnon to go into Executive Session per 1 M.R.S.A. Sect 405 (6)(D) to discuss an application. Time 8:30 p.m. Time out of Executive Session 8:35 p.m. the manager was directed to schedule an interview with the applicant for the next Road Commissioners meeting.

#### **PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:** None

**A motion was made by Darey Gagnon at 8:40 p.m. to adjourn. The motion was seconded by Gary Hafford. Motion carries. (Time 2 hrs. 15 min.)**

#### **APPROVED:**

  
Raymond Cyr, Chairman

  
Darey Gagnon, Selectman

  
Gary Hafford, Selectman

cover the existing floor in the ladies room and hallway with new tiles. This proposal also includes labor.

2. Proposal for Exhaust Hood for Kitchen – The manager presented a proposal from Maine Fire Prevention Services if Houlton for a used, and new, hood and fan for the range in the kitchen. Prices ranged from \$1,500 (used) to \$2,301 (new). Shipping, travel, and labor would be an additional \$1750. The total price of the new hood, fan, and labor would be \$7,623.48 with a 50% deposit required. This item will be added to the budget for 2009/2010.

3. Update on Cemetery Plan – Mary Ann Gagnon presented a list of needed items for the cemetery. More time is needed for proposals for contracted services and a cost estimate from Vaughn if Public Works is going to do the work.

4. Grant Writer Activities – Chairman Cyr reported on the activities of the grant writer. A special town Meeting need to be scheduled for funding a grant writer.

5. Review Employment App. (Executive Session per 1 M.R.S.A. sect. 405(6)(D) – **A motion was made by Darey Gagnon to go into Executive Session per 1 M.R.S.A. Sect 405 (6)(D) to discuss an employee application. Motion seconded by Gary Hafford. Motion carries. Time 8:30 p.m. A motion was made by Darey Gagnon to come out of Executive Session and seconded by Gary Hafford. Motion carries. Time out 8:35 p.m. The manager was directed to schedule an interview with the applicant for the next Road Commissioners meeting.**

#### **PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:** None

**A motion was made by Darey Gagnon at 8:40 p.m. to adjourn. The motion was seconded by Gary Hafford. Motion carries. (Time 2 hrs. 15 min.)**

#### **APPROVED:**

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Raymond Cyr, Chairman

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Darey Gagnon, Selectman

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Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, April 15, 2009  
1:00 P.M.**

Call to Order

Attendance

Approve Minutes of April 1, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. License Requirements for Driving Fire Trucks ~ Officer, Stanley Jandreau
2. Review Fire Department Policy
3. Update on Cemetery Plan
4. Exhaust Hood for Kitchen
5. Portage Hills Country Club Abatement
6. Grant Writer Update
7. Proposal on Bathroom & Hallway

**OTHER:**

**NEW BUSINESS:**

1. Portage Hills Country Club Request for Waiver & Liquor License
2. Volunteer Firefighters Blanket Accident Coverage
3. Tenant Users Liability Insurance (TULIP)
4. Abatement's on Property Tax
5. Employment Application
6. Appointment of Municipal Representatives to NMDC
7. April 23 & 24 – Manager Out of Office

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**



**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING  
April 15, 2009  
6:30 P.M.**

The meeting was called to order at 1:25 pm by Chairman, Ray Cyr.

Present: Ray Cyr, Chairman; Darey Gagnon, Gary Hafford, Selectmen; Rita Sinclair, Town Manager; Brad Boutot, Fireman and Resident.

**A motion was made by Darey Gagnon to accept the minutes of the April 1, 2009 meeting as written. The motion was seconded by Gary Hafford. Motion carries.**

There are no Treasurers Warrants to be approved.

**OLD BUSINESS:**

1. License Requirements for Driving Fire Trucks ~ Officer Stanley Jandreau – Officer Jandreau was unable to attend the meeting. This item will be tabled until the May 6, 2009 Selectmen's Meeting.

2. Review Fire Department Policy – Chairman Cyr reported that after attending the Fire Department meeting and discussing the wages with the members, he believes that past practices for payment of the firemen should remain the same. Discussion followed on the previous arrangements for payments. Meetings will be paid at \$20 per meeting and call outs and training are to be paid at \$8 per hour. Junior firemen are not allowed on call outs and are not paid firefighters.

3. Update on Cemetery Plan – The cemetery chairperson is waiting for more information before we can proceed with this.

4. Exhaust Hood for Kitchen – The manager reported that since the cost for the hood and fan is more than anticipated she will check with the Tourism and the Over 50's Group if they would consider allowing the Town to use the money that was donated for the sink towards the exhaust fan.

5. Portage Hills Country Club Abatement – This abatement was approved at a previous meeting but the paperwork wasn't signed. The selectmen signed the abatement for PHCC.

6. Grant Writer Update – Chairman Cyr reported that he had received an e-mail from the grant writer, Dave Potter, who had received information from Mrs. Moody in Augusta stating that the town was not eligible for the upcoming grant due to lack of completion of Hazard Mitigation. She also reported that the Town was not current on their Flood Plan Management Program. Dave Potter had reported that based on this Portage Lake was not eligible for this round of grants. Ray also read the e-mail that the Town Manger had sent to Sue Baker about the Flood Plan Program. The manager reported she has received a

response from Sue Baker stating that Portage Lake was as compliant as any other community in Aroostook County with their Flood Plan. She is still trying to find out exactly what the Town needs for training to be compliant with Hazard Mitigation and National Incident Management. Ray asked that she continue to pursue this.

7. Proposal on Bathroom & Hallway – The proposal to upgrade the ladies bathroom and put new flooring in the hallway was reviewed. **A motion was made by Gary Hafford to accept Wayne Gagnon's proposal on the bathroom and hallway. The motion was seconded by Ray Cyr. Motion carries.** Darey Gagnon abstained from voting.

**OTHER:** Town Manager reported that she received a telephone call with a follow up letter from Ked Coffin of Irving stating that Irving is committed to the management agreement between Irving Woodlands and the Town of Portage Lake. He also stated that all future stumpage checks will include the necessary documentation on the volume of cutting as explanation. He would like to meet in late summer or early fall to discuss a winter plan for 2010 and look at the current management agreement.

#### **NEW BUSINESS:**

1. Portage Hills Country Club Request for Waiver & Liquor License – After reviewing the letter requesting a waiver of the Public Hearing since there has never been any objections in the past. **A motion was made by Darey Gagnon to waive the Public Hearing and to approve the liquor license for the Portage Hills Country Club. Gary Hafford seconded the motion. Motion carries.**

2. Volunteer Firefighters Blanket Accident Coverage – The manager presented information on accident coverage for the firefighters. The cost is \$44.60 per man. **A motion was made by Darey Gagnon to approve Firefighters Accident Coverage. Gary Hafford seconded the motion. Motion carries.**

3. Tenant Users Liability Insurance (TULIP) – the manager presented information on this coverage for those who rent the building for functions or events. Our insurance is making this available to renters through the Town as opposed to the Town being the responsible party. This puts the responsibility on the renter if something happens.

4. Abatements on Property Tax – The manager explained the abatements were necessary on the Warner property because a building had been demolished but it was never taken off the tax card. **A motion was made by Darey Gagnon to abate tax on the 2008/2009 property taxes on the Warner property for the building that was removed. Gary Hafford seconded the motion. Motion carries.**

5. Employment Application – The manager reported that another employment application had been received. She will keep this application on file in case the person hired to mow doesn't work out.

6. Appointment of Municipal Representatives to NMDC – Chairman Cyr and Darey Gagnon agree to serve as our representatives to NMDC. The manager will complete the

paperwork and send it in.

7. April 23 & 24 ~ Manager Out of Office – The manager wanted to make the Board of Selectmen that she would be out of the office on those 2 days.

**PUBLIC COMMENTS:** No public present.

**SELECTMENS CONCERNS:**

Gary – What happens in Executive Session with fire chief? The manager will notify the fire chief. He is allowed to have counsel or someone else present in executive session.

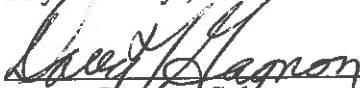
Darey – Recommends that anyone that wants to speak with the town manger should make an appointment through the office. Telephone calls - a message should be taken when the manager is busy.

The Town Manager has received several complaints on the change of the selectmen's meeting time. The selectmen are willing to return to the evening (6:30) meetings after the May 6 meeting.

**A motion was made to adjourn at 3 p.m. by Darey Gagnon. Motion seconded by Gary Hafford. Motion carries. (Time: 2 hours)**

**APPROVED:**

  
Raymond Cyr, Chairman

  
Darey Gagnon, Selectman

  
Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, May 6, 2009  
1:00 P.M.**

Call to Order

Attendance

Approve Minutes of April 15, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. License Requirements for Driving Fire Trucks ~ Officer, Stanley Jandreau
2. Status of Hazard Mitigation Plan
3. Pavilion Status
4. Status on Grants
5. Station Road
6. West Road Ditching

**OTHER:**

**NEW BUSINESS:**

1. Dept of Labor Public Safety Inspection
2. ATV Club Request
3. Road Sweeping
4. Workshops for Clerk/Agent
5. General Assistance Ordinance Appendix B
6. Executive Session 1 M.R.S.A. S 405(6)(A) Personnel Matters

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING**

**May 6, 2009**

**1:00 PM**

The meeting was called to order at 1:00 pm by Chairman, Raymond Cyr.

Present: Chairman, Ray Cyr; Selectmen, Darey Gagnon and Gary Hafford; town Manager, Rita Sinclair; Fire Chief, Dave Bolstridge; Residents, Judy Moreau, Clayton Demerchant, Dan Higgins, Grace Nason, Wilza Robertson, Betty Bragdon; non resident land owner, Gerald Smith and daughter Susan.

The minutes of the April 15, 2009 meeting were reviewed and a **motion was made by Darey Gagnon to accept the minutes as written. The motion was seconded by Gary Hafford. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

**OLD BUSINESS:**

1. License Requirements for Driving Fire Trucks – Officer Stanly Jandrea reported on the laws regarding the operating of fire trucks. He referred to state law (49 code of Federal Regulations under 383-3) and read this to those present. He included the exceptions for firefighters. The state may, at its discretion, make waiver of this. He also reported that emergency vehicles are exceptions in emergencies. With the fire trucks Portage Lake has, a class C license is needed but in a non emergency a class A or B license is required. This all falls on Federal regulations. Class C license can only operate when lights, siren, etc., are operating in an emergency situation. This does not apply to a non emergency situation. After much discussion, it was determined that it would be unlikely that the fire truck would be stopped. However, if there were an accident, it would be an entirely different situation. Officer Jandreau will leave copies of Title 49 in the office before he leaves. The Board thanked him for presenting the information.
2. Status of Hazard Mitigation Plan – The manager reported that she had talked with Vern Ouellette of Aroostook County Emergency Management Agency (ACEMA) and he was in the process of updating the County's plan and would include Portage's plan with this. He will send a new plan to the manager as this would save time. Chairman Cyr asked about our Flood Plan. Manager Sinclair reported that the Town had adopted the latest update that the state had proposed. She had also talked with Sue Baker in Augusta who said Portage Lake was as current as any other community in the County.
3. Pavilion Status – Chairman Cyr reported that the concrete had been poured for the pedestal. The walkway needs to be completed and the lighting needs to be done before the July festivities. The telephone pole needs to be moved to the other side of the building. The manager reported that Petersons would be delivering porta-potties the first of July. The cost will be \$300 for two and they clean them weekly. Discussion followed on what the costs would be for all this and if taxes would be raised to pay for it. The manager stated that at this time the Pavilion has a separate account for completing the building. Once completed it will be part of

the appropriation for parks. Chairman Cyr reported that there is about \$5,000 left in the Pavilion Account.

4. Status on Grants – the manager reported that the grant writer needed information on the increase in cost associated with the fire department. A revised narrative will be sent to the manager. A final meeting will take place so that a signature can be obtained for the final grant application.
5. Station Road – Dan Higgins reported that it needs more material to be able to grade the road.
6. West Road Ditching – The manager reported that this would be an ongoing summer project by the public works department as a fill in project.

#### OTHER:

Selectman Gagnon asked about the painting of the property lines at the School Lot. The manager reported that the Town would have to have someone paint the lot lines.

The manger reported that public works took the steam cleaner was taken to Presque Isle to determine what is wrong with it. It will cost \$850 for repairs. A new one would cost around \$2,000. She asked for the Boards input on this. Selectman Gagnon asked how old the cleaner is. The manager would have to get this information. Chairman Cyr stated that this should be put in the upcoming budget.

Mr. Gerald Smith stated he had purchased the Frank Bishop camp on Cottage Road and cut trees without knowledge of the law. He received a letter from the Towns Code Enforcement Officer stating a violation and a fine of \$15,000. Mr. Smith feels the fines are out of reason. There are still some spruce trees there. He admitted cutting four larger trees and several small spruce trees. He asked the selectmen to visit the property to see that there was no soil left there and the roots of the trees are sticking up. He has purchased 8 Maples but he's not sure how he is going to put them in. He restated that \$15,000 is too much for taking down rotted trees. Chairman Cyr read that Bruce Hussey has made arrangements for DEP to visit the property and make their recommendations. Chairman Cyr stated the board would talk with the Code Enforcement Officer, Bruce Hussey, and then look at Mr. Smith's property.

#### NEW BUSINESS:

1. Dept. of Labor Public safety Inspection – the manager reported that the inspection took a full day. There were several citations. A full report will be sent to the Town within a few weeks along with fines imposed for violations.
2. ATV Club Request – The ATV Club has requested an ATV Use Permit from the Town for passage on Fox Hill road and the Hathaway Road. **A motion was made by Darey Gagnon to allow the ATV Club to use the Fox Hill and Hathaway Roads for ATV passage. The motion was seconded by Gary Hafford. The motion carries.**
3. Road Sweeping – The manager reported that the sweeper was supposed to start this week. McGillan's will be doing the work again this year at the same rate.
4. Workshop for Clerk/Agent – A licensing workshop is scheduled for Monday, May 18. Kathy has requested overnight accommodations for this workshop. **A motion was made by Darey Gagnon**

to allow overnight accommodations for Kathy Gagnon for the Licensing Workshop. Gary Hafford seconded the motion. Motion carries.

5. General Assistance Ordinance Appendix B - The manager presented an update to the allowable amount for food assistance. The selectmen reviewed and accepted Appendix B for General Assistance. This is an increase of \$6.51 per week.

**PUBLIC COMMENTS:** (Comments heard before the executive session to allow people to leave.)

Judy Moreau asked to have the Selectmen's Meetings changed back to evening meetings to allow those who work the opportunity to attend. She also mentioned that the Board of Road Commissioners meetings had been changed and were not posted. She asked about fire wood for the residents of the Town. Seven Islands sells fire wood (5 cord) to their employees but not to townspeople. They are also hauling to Princeton to the Indians. Chairman Cyr asked who the contact person is. Judy said she believes it is Ken Rossignol. He stated that they are only filling ACAP orders. Judy stated that we gave them the T.I.F.; they should be doing something for the townspeople. The town should do something. Chairman Cyr will talk with Don Tardy to see if he would know who the contact person is.

6. Executive Session 1 M.R.S.A. S 405 (6)(A) Personnel Matter – A motion was made by Darey Gagnon to go into Executive Session under 1 M.R.S.A. S 405 (6)(A) for a Personnel Matter. The motion was seconded by Gary Hafford. Motion carries. (Time 2:30 pm) A motion was made by Darey Gagnon to come out of Executive Session under 1 M.R.S.A. S 405(6)(A). The motion was seconded by Gary Hafford. Motion carries. (Time 2:50 pm) Issues Resolved. Dave will remain as Fire Warden until June 30, 2009.

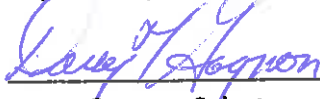
**SELECTMENS CONCERNS:**

Darey Gagnon – Marking lines for Town Lot. The manager will make arrangements to have this done.

A motion was made by Darey Gagnon to adjourn at 3:00 p.m. The motion was seconded by Gary Hafford. Motion carries. (Time 2 hrs)

**APPROVED:**

\_\_\_\_\_  
Raymond Cyr, Chairman

  
\_\_\_\_\_  
Darey Gagnon, Selectman

  
\_\_\_\_\_  
Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, May 20, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of May 6, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Pavilion Dedication – May 24 @ 2 P.M.
2. Status on Grants
3. Station Road
4. Results of Dept of Labor Public Safety Inspection
5. Road Sweeping
6. Pumping Station for Campground
7. Marking lines for Municipal "School" Lot

**OTHER:**

**NEW BUSINESS:**

1. Workshop for Clerk/Agent & Office Assistant
2. Public Works Director - Vacation
3. Winter Sand Co-op Purchase
4. Harassment of Municipal Employees

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**



**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING  
May 20, 2009  
6:30 P.M.**

The meeting was called to order at 6:30 p.m. by Acting Chairman, Darey Gagnon.

Present: Darey Gagnon, Acting Chairman; Gary Hafford, Selectman; Rita Sinclair, Town Manager.  
Chairman Cyr is absent.

**A motion was made by Gary Hafford to accept the minutes of the May 6, 2009 meeting as written.  
The motion was seconded by Darey Gagnon. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

**OLD BUSINESS:**

1. Pavilion Dedication – May 24 @ 2 P.M. – Reminder to selectmen and notice that the town manager will not be in town this weekend.
2. Status on Grants – the application for an upgraded Fire tanker has been filed electronically.
3. Station Road – the manager reported that she hand delivered a letter to Dan Higgins regarding the town taking Station Road by Prescriptive use. He has made no response to the letter and there has been no response from Montreal, Maine & Atlantic railway on the certified letter sent to them.
4. Results of Dept. of Labor Public Safety Inspection - the manager reported that she has received the citations from this inspection. The fines total \$7,700 (\$5,600 for the fire department and \$2,100 for Public Works) if the citations are not remedied. The manager reported that she has told the chief if he ran into problems, he needs to let her know as these fines can be set on a daily basis.
5. Road Sweeping – Due to a breakdown the sweeper will be back later this week to finish the roads. The sweeper has a pan on it rather than a vacuum which explains the dust. Water should not be an issue as public works has shown the sweeper how to use the hydrant to get water.
6. Pumping Station at Campground – The manager reported that after speaking with two different state departments she was referred to Russell Martin of Storm & Wastewater Division, who stated there would not be a problem with connecting to the privy at the campground as long as it didn't interfere with the use of the privy. We will probably have to have it pumped out more often than usual depending on the amount of use it gets. Selectman Hafford has recommended a 6 inch pipe so the campers can feed their line into it. It would also need a cap so no other materials can be put in there. Discussion followed on dumping by other campers. A fee would have to be set for this to offset the cost of having the privy pumped out. An alarm system to prevent overflows and a spinner vent were also discussed. Selectman Hafford believes that M & M can build one to fit the pipe. He would also like to see a water tank (not to drink) but to be able to flush out the camper line and refill for camper use. Selectman Gagnon believes that, in the future, we might want to have a pump to have water in the privy but remove it when the campground closes in the fall.
7. Marking Lines for Municipal "School Lot" – The manager reported that she has contacted Bernie Maples about this project. Presently he is working at Red River Camp, but will be finished there in a week. She needs to find a map and dimensions for him to review.

**OTHER:** Selectman Gagnon asked about the status of the new public works applicant. The manager reported that she had talked with Mr. Labbe about the lack of funding for the West Road Project and not having any major projects to work on. Mr. Labbe is looking to back to work in the woods. Selectman Gagnon asked how Mr. Jacobs was doing with the mowing. The manager reported that now that he was becoming familiar with the mower it was looking better.

**NEW BUSINESS:**

1. Workshop for Clerk/Agent & Office Assistant – the manger reported that Kathy and Corrine will be in Bangor on Thursday, May 21, 2009 for a Vitals Workshop. This will be beneficial to residents to be able to have birth, death, etc. processed without waiting.
2. Public Works Director – Vacation – Vaughn will be taking vacation starting Friday, May 22, 2009. This is a much needed break for him as it has been 2 years or more since he has taken more than a day or two off at one time.
3. Winter Sand Co-op Purchase – NMDC will be conducting a co-op salt purchase again this year and are hoping to get a better rate than the state has for this region.
4. Harassment of Municipal Employees by Residents - The manger reported that she will not tolerate such abuse from anyone in the community. She will be speaking directly to the offender about this.

**PUBLIC COMMENTS:** None.

**SELECTMENS CONCERNS:**

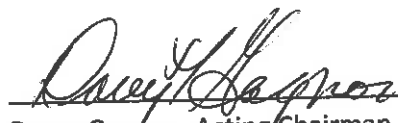
Darey – Public Works Steam Cleaner. The manager reported that she would check with Vaughn to see it has been repaired. Concerns were expressed over the length of time it takes to set a culvert.

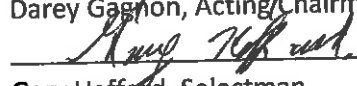
Gary – Electrician will be back tomorrow to complete the work at the pavilion. He reported that the electrician will be adding a couple of outlets to the pole.

The manager reported that she has had complaints about the picnic tables being tippy. Darey agreed that the legs were too close together and if more than one person sat down on the same side, the table would tip. Discussion followed on how to stabilize the tables.

**A motion was made by Gary Hafford to adjourn at 7:05 p.m. Motion seconded by Darey Gagnon.**  
**Motion carries. (Time 1 hr. 5 min.)**

**APPROVED:**

  
Darey Gagnon, Acting Chairman

  
Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, June 3, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of May 20, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Station Road
2. Status on Grants
3. Dept. of Labor Inspection
4. Pumping Station for Campground
  - A. Non Camper Dumping
5. Marking lines for Municipal "School" Lot
6. School Budget

**OTHER:**

**NEW BUSINESS:**

1. Proposal for West Road Shoulder Work
2. Proposal for ADA Fishing Pier ~ Zenon ~~Deaton~~ Caron
3. Cottage Road Ditching
4. Transfer Station
5. NASWA Application & Liability for Loan
6. Signatures for Ratio Declaration
7. Executive Session per 1 M.R.S.A. Section 405 (6)(A) to discuss a personnel matter.

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING  
June 3, 2009  
6:30 P.M.**

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

Present: Ray Cyr, Chairman; Darey Gagnon and Gary Hafford, Selectmen; Rita Sinclair, Town Manager; Zenon Caron, Resident.

**A motion was made by Darey Gagnon to accept the minutes of the May 23, meeting as written. The motion was seconded by Gary Hafford. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

**OLD BUSINESS:**

1. Station Road – The town manager stated there was nothing new to report. She has had no response from either Montreal, Maine & Atlantic Railway or Dan Higgins to the letters she sent to them. Chairman Cyr asked how we were going to take care of the water in the ditch. The manager reported that the road needs to be built up and the ditch needs work. Chairman Cyr would like to have the work done before the July 4<sup>th</sup> festivities. Selectman Hafford questioned the width of the road. The manager was unsure. Darey Gagnon referred to the Comprehensive Plan which states the width of Station Road is 66 feet. Darey Gagnon will check into this. Chairman Cyr mentioned that the base of the flag pole is deteriorating and needs to be redone. The manager will check into this.

2. Status of Grants – The manager reported that David Potter has submitted the grant application for a tanker for the fire department. He has asked what direction the Town wishes him to research next. The selectmen request that he research grant applications for a generator for the building.

3. Dept. of Labor Inspections – The town manager reported that the fire department has remedied some of the citations. Zenon Caron reported that the department worked on several issues and questioned if some citations were

4. Pumping Station for Campground – The manager reported that she had approval from Wastewater Dept. technical advisor in Augusta that we could connect to the privy for a dumping station. Gary Hafford reported that we need a six (6) inch pipe to accept the four (4) inch pipe of a camper. When not in use there would be a cap to close it off. Gary is also looking into getting a water tank to use to flush the line with. This would use water from the lake and would only be used for flushing lines

A. Non Camper Dumping – The selectmen discussed fees for campers who are not renting at the campground to dump their sewage. Gary Hafford recommended charging a \$20 fee for non campers. Gary will contact other campgrounds to see what they charge for this service.

5. Marking Lines for Municipal "School Lot" – The manager has not heard from Bernie Maples regarding this project. She received a faxed copy of a survey that was done in 1998 (prior to the cutting of the lot) by Blackstone. This shows the corner pins and would be beneficial to whoever does the line marking. Mr. Blackstone will be sending a regular sized copy to the town.

6. School Budget – The manager reported that she had this on the agenda as she thought there would be more people attending tonight's meeting. Discussion followed on what Portage would

have to do to withdraw from the district and tuition our students. The manager received a list of students and found that there are families that have moved into town that have children that we were unaware of. She does not know how we can change the situation. As we increase property value the state increases our state valuation and in turn the school increases Portage's assessment for the school budget. The manager is looking at the value of new construction to help with the increase in the school budget.

**OTHER:** Chairman Cyr gave a brief update on the Elderly Housing Project. He is looking into the prospect of setting up modular homes for the housing project. He spoke with Wayne Wright about the modular structure and asked for a quote. Ray gave him a copy of the feasibility study so he would have some information on the housing project. Chairman Cyr also wrote a letter to Stamford Management, Rosa Garcellie, President and Manager of this company. This company manages about 80 different units in Maine. Chairman Cyr would like to partner with this company to see if they can get financing through them and subsequently have them become our managing company. Chairman Cyr is concerned about the money that was left in the MSH fund. He understands that this account is frozen until a new plan is developed for the Portage Lake Elderly Housing Project.

Chairman Cyr asked if the manager had what she needed for the budget now that the school budget has been voted on. The manager stated she has entered data from the assessing agent to the real estate accounts. She still has to enter the personal property information. We have not set an actual date for Town Meeting. Papers for the Selectman's term needs to be posted and this has to be 80 days before town meeting. After discussion the selectmen set a date of September 11, 2009 for the annual town meeting.

Chairman Cyr had questions regarding the Town Report and would like to have Christy Dicker review of the report before it goes to the printer.

Chairman Cyr stated the selectmen took on the Board of Road Commissioners to help the manager temporarily. The manager listed a number of things for Public works to do for the remainder of the summer. The meeting for June 4<sup>th</sup> has not been posted so the selectmen decided to cancel any Board of Road Commissioner's meetings.

Chairman Cyr reported that he had forgotten some names on the plaque for those who donated their time, work, or money to the pavilion. He is looking into having an additional plaque to set below the existing one to include everyone else.

## **NEW BUSINESS:**

1. Proposal for West Road Shoulder Work – The manager reported that Portage Construction had proposed shoulder work for West Road to solve the road problem. She stated that it would best to get the ditching done and then focus on the road. The selectmen are in agreement to get the ditching completed before any other work on West Road is slated.

2. Proposal for ADA Fishing Pier ~ Zenon Caron proposed making the pier by Maine Forestry handicap accessible. He would like to see this available for people in wheel chairs to be able to access the pier. He has talked with Bill Greaves about this and he doesn't believe there would be a problem. Darey mentioned bringing this to Bruce's attention to see if a permit is required. Zenon would like raise money for this through fund raisers. He is trying to contact George McGlaughlin for his input on the engineering side of it. The selectmen stated that this is an excellent idea and would be supportive of this project. Zenon would like to form a committee for

this but doesn't know who to contact to assist with this project. Chairman Cyr stated that Zenon has the selectmen's support.

3. Cottage Road Ditching – The manager reported that the area between Herb McPherson and Frank Curriers is ready for ditching and culvert replacement. McPherson's culvert needs to be removed and a culvert needs to be installed at Currier's woods road. Ditching needs to be doen between the properties.

4. Transfer Station – the manager reported that she had contacted Gallant to have them take the metals. He never returned her call. She called Jim Nadeau to have the bins emptied.

5. NASWA Application & Liability for Loan – The manager reported that Jim Nadeau had contacted her to report that Eagle Lake would have to come up with the funding for the building at the Eagle Lake Facility. This was a decision made when the Association first formed.

6. Signatures for Ratio Declaration – The manager reported that she had contacted Steve Lemay to make sure she was using the right calculation of 82.5% rather than the 66% the state has on the declaration. She presented the form for Ratio Declaration to the selectmen. After reviewing the information, the selectmen signed the form.

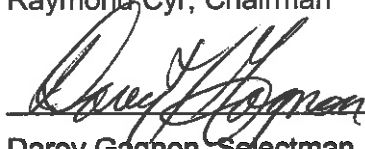
7. Executive Session per 1 M.R.S.A. Section 405 (6)(A) to discuss a personnel matter – **A motion was made by Darey Gagnon to go into executive session per 1 M.R.S. A. to discuss a personnel matter. The motion was seconded by Gary Hafford. Time 8:00 p.m. Darey Gagnon mad a motion to come out of executive session at 8:30 p.m. The motion was seconded by Gary Hafford. Motion carries.** Document needs to be taken for discussion to assist in resolving situation.

**SELECTMENS CONCERNS:** None

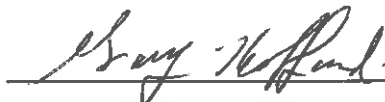
**APPROVED:**



Raymond Cyr, Chairman



Darey Gagnon, Selectman



Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, June 17, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of June 3, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Campground Update
2. Roads Update
3. Budget Update
4. Marking lines for Municipal "School" Lot
5. Handicap Accessibility to Pier

**OTHER:**

**NEW BUSINESS:**

1. Board of Appeals ~ Pat Raymond
2. CEO Change of Hours
3. Snowmobile Club Request
4. Resignation of Planning Board Member
5. Financial Statements
6. Employee Vacation Schedule
7. Executive Session per 1 M.R.S.A. Section 405 (6)(A) to discuss a personnel matter.

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING**

**June 17, 2009**

**6:30 P.M.**

The meeting was called to order at 6:30 pm by Chairman, Ray Cyr.

Present: Ray Cyr, Chairman; Darey Gagnon and Gary Hafford, Selectmen; Rita Sinclair, Town Manager; Pat Raymond, Bonnie Condon, Judy Moreau, Clayton Demerchant; Residents.

The minutes of the June 3, 2009 selectmen's meeting were reviewed. Chairman Cyr mentioned a correction to a sentence under OTHER. **Darey Gagnon made a motion to accept the minutes of the June 3, 2007 meeting as amended. Gary Hafford seconded the motion. Motion carries.**

**OLD BUSINESS:**

1. Campground Update - The manager reported that the pipe is in for the dumping station. Gary Hafford reported that the vent pipe (fan) is installed and working. He has a 500 gallon water tank that has been donated. It is not installed yet, but will be available for flushing lines in campers. He needs a plug and an adapter for the tank. Electrical adapters are needed for campers as the plugs for electricity are different than those of the camper trailers. Darey Gagnon asked if a fee had been established for the pumping. Gary responded that the usual fee for non campers is \$20. He also feels that deposits should be required on the electrical adaptors.
2. Roads Update - the manager reported that the culvert at 520 Cottage Road has been replaced as the bottom has completely rusted. Station Road - figures have been submitted from Portage Construction for the equipment and materials needed to make the necessary repairs. Discussion followed on the way the water flows from the ditch. The manager will have Vaughn look at this and shoot grades to see if it would be feasible to direct the water in the other direction.
3. Budget Update - the manger does not have this finalized at this time. Chairman Cyr asked if a date has been set for the next budget committee meeting. The manager stated as soon as she can complete the proposed budget, the committee will meet.
4. Marking Lines for School Lot - the manager reported that she has not talked with Mr. Maples about this. Selectman Gagnon reported that he had spoken with him and he would not do it until late fall.
5. Handicap Accessibility to Pier - Nothing to report at this time. We are still looking for individuals to serve on a committee.

**OTHER:**

Questions were asked about porta-potties for the beach. The manager reported that she has made arrangements for two but they will not be delivered until later next week. Selectman Hafford asked about the work on the cemetery. The manager reported that the committee has not met but as soon as that happens she will have more information.



Selectman Gagnon asked if the Pressure washer had been repaired. The manger stated that o rings were all that was holding it up. Chairman Cyr mentioned that he noticed the dump truck body has been painted. He also asked about the Labor Department fines. The manager reported that both the fire department and public works department were working on them. Chairman Cyr asked if the Board could have an update on that for the next meeting. Chairman Cyr gave the town manager the updated forms from Mr. Smith to give to CEO, Bruce Hussey.

#### **NEW BUSINESS:**

1. Board of Appeals - Pat Raymond expressed his concerns with the Smith violations and the way the Board of Appeals Meeting was conducted. He stated the Board was unprepared due to the lack of information for this meeting. He would like to see the other violations be addressed and presented in a manner which the Appeals Board is familiar with this. The manager reported that DEP has made a recommendation to review the other violations against Mr. Smith. Pat believes that the Town needs to handle this otherwise our Shore Land Zoning Ordinance can be set aside and let DEP handle the violations. Discussion followed on the procedure if there is a violation. Pat wants protocol that should be routine. We've always tried to work with the individual first and tried to resolve the situation. The manager stated that is the process and she has made the CEO aware of it. Pat doesn't believe there was an attempt to resolve the situation before imposing a fine. The selectmen assured him that this was being addressed. Pat then asked if the manager had heard anything from Irving on cutting the joint owned land. The manager responded that she had received a letter stating that as soon as Irving started cutting again there would be a meeting to discuss a new plan. Pat thanked the Board of Selectmen for their time and left the meeting.
2. CEO Change of Hours - the manager reported that Selectman Gagnon had posed a question about having the CEO come in to do an inspection and leave afterwards when he could work a full day. We are paying him for his time and mileage. If he had an additional day perhaps he could keep up with the paperwork. The manger stated the offset to that would be for him to have fewer days during the winter months. She believes it would be in the towns' best interest to have the CEO here more than one day a week. Chairman Cyr believes Darey has a good idea and the manager should talk to Bruce about this tomorrow.
3. Snowmobile Club Request - The manager read an e-mail she received from Jen Curran, President of the Portage Lakers Snowmobile Club. She asks what the manager thinks on the expansion to the groomer shed or the building of a new one. There isn't enough room in the existing building to get around the groomer whenever it is necessary to work on it. The selectmen see no problem with this if the club is able to fund this on their own.
4. Resignation of Planning Board Member - the manager reported that Audrey Rafford has submitted her resignation to the Planning Board as she is moving out of state. There is an alternate on the Planning Board that would become a member at this point. The manger will send him a letter to let him know what has transpired.

5. Financial Statements - The manager has some journal entries to make and will have this ready for the next meeting.
6. Employee Vacation Schedule - The manager reported hat she is taking the week of July 6<sup>th</sup> through the 11<sup>th</sup> for vacation and Town Clerk, Kathy Gagnon will be taking the following week, July 13 through the 17<sup>th</sup>, for her vacation.
7. Executive Session per 1 M.R.S.A. Section 405 (6)(A) to discuss a personnel matter -  
**A motion was made by Chairman Cyr to go into Executive Session per 1 M.R.S.A. Section 405 (6)(A) to discuss a personnel matter. Gary Hafford seconded the motion. Motion carries. Time 7:30 p.m. A motion was made by Chairman Cyr to come out of Executive session per 1 M.R.S.A. Section 405 (6)(A). The motion was seconded by Darey Gagnon. Motion carries. Time 7:50 p.m.**

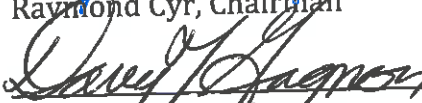
**PUBLIC COMMENTS:** None

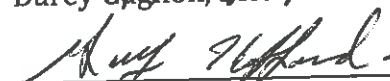
**SELECTMENS CONCERNS:** Previously discussed.

**A motion was made at 7:55 p.m. by Gary Hafford to adjourn. The motion was seconded by Darey Gagnon. Motion carries. (Time 1 hr. 25 min.)**

**APPROVED:**

  
Raymond Cyr, Chairman

  
Darey Gagnon, Selectman

  
Gary Hafford, Selectman



**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, July 1, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of June 17, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Campground Update
2. Roads Update
3. Labor Dept. Citations & Fines
4. Marking lines for Municipal "School" Lot
5. Handicap Accessibility to Pier
6. Update from Gant Writer
7. TIF Figures

**OTHER:**

**NEW BUSINESS:**

1. Request for Special Town Meeting July 23, 2009 (to adopt updated SZO)
2. Cemetery Committee Request for 2009/2010
3. Auditor - July 20 & 21, 2009
4. Budget Meeting for Selectmen
5. CDARS Experience – Katahdin Trust

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING  
July 1, 2009  
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.

**A motion was made by Darey Gagnon to accept the minutes of the June 17, 2009 meeting as written. The motion was seconded by Gary Hafford. Motion carries.**

The Treasurers' Warrants were reviewed, discussed, and documentation was requested by the Board of Selectmen for the mileage for training before Chief Bolstridge is paid for mileage. The warrant was approved by the selectmen.

**OLD BUSINESS:**

1. Campground Update – Gary Hafford reported that the holding tank is in and the water tank is in. The fire department will fill the tank. One of the plugs had to be replaced and a hose purchased. Selectman Hafford would like to purchase plastic pipe to connect to the tank for gravity feed to keep the water supply for the dumping station. He reported that the electrical adaptors have been purchased and there will be a \$10 deposit required for use. The dumping station will have a fee of \$20 for non campers.
2. Roads Update - The town manager reported that Public Works had started to ditch on West road but have a problem with the clay and water in the ditch. This will have to be redone. They are working on Station Road but cannot do the ditching while it is so wet as the outriggers on the backhoe will dig into the road. Discussion followed on the cost of the fill and labor. The manager will get the necessary paperwork on the cost of the work done. Selectman Gagnon feels the project was costly for the amount of work that was done. Selectman Hafford asked if Dan Higgins had been in about the letter he received on Station Road. The manager reported that she had talked with him when he first received the letter, but nothing since then. The selectmen would like to see that area cleaned up.
3. Labor Dept. Citations & Fines – this will be presented at the next meeting. The manager has not received any updates from the fire department. The manager reported that she has written policy to do for exiting the building and diagrams to go with it. Chairman Cyr asked when the sides of the road will be mowed. The manger said it is usually done in August. Chairman Cyr reported that Portage Construction mentioned that they could do it. This should go out to bid. The manger reported that she had a difficult time finding someone to do it last year. She will see that RFP's will go out soon.
4. Marking Lines for Municipal "School Lot" – the manager reported that she had talked with "Bernie" Maples. He doesn't know when he would be able to get to it and would prefer the Town have someone else to do it. The manager reported that she had talked with Wayne Gagnon and he stated he would be willing to do this in late fall.
5. Handicap Accessibility to Pier – the manager reported that Zenon Caron is still working on this. No one has volunteered to assist with this. The state (Bureau of Parks and Recreation) is very interested in this project.

6. Update From Grant Writer – The manager reported that Dave Potter is continuing his search on grants for hydrants. He needs a cost estimate for hydrants. He has also talked with Vern Ouellette to see when the grants for generators will be accepted.
7. TIF Figures – The manager reported that she lost the spreadsheet when her computer died. She has started the sheet again and will try to get it done as soon as possible.

**OTHER:** Chairman Cyr asked how the town manager was coming with the newsletter. She presented what she has completed and will wait for the Boards' comments before she goes any further. Selectman Gagnon asked about the Pavilion. Chairman Cyr reported that he had been there the night before and the place was a mess. The Town needs to start charging for clean-up. Selectman Gagnon suggested charging a cleaning deposit. If it is not left clean they lose the deposit. After discussion it was decided that a cleaning deposit should be charged to everyone and a rental fee charged to non residents. Starting July 15, 2009 a cleaning deposit of \$75 will be charged to residents with \$50 refundable if the Pavilion is left clean. The remaining \$25 will be put aside to defray the cost of the porta potties and cleaning. Outsiders should charged more

**NEW BUSINESS:**

1. Request for Special Town Meeting July 23, 2009 (to adopt updated SZO) – the manager reported that the amendments are required by the state. It should have been done by July 1<sup>st</sup> but was not posted in time. The selectmen request copies of the amendments from CEO, Bruce Hussey.
2. Cemetery Committee Request for 2009/2010 – the manager presented cost for the cemetery entrance sign, other signs required by law, and the Lannigan stone. She stated that an article requesting \$4000 be placed in the Town Meeting Warrant to purchase these items.
3. Auditor - July 20 & 21, 2009 – the manger reported that she had made an appointment with the auditor for the 20<sup>th</sup> and 21<sup>st</sup> of July for the annual audit.
4. Budget Meeting for Selectmen – This will be held on Thursday, July 16, 2009 at 6 p.m.
5. CDARS Experience Katahdin Trust -The manager presented information to the selectmen for depositing some of the municipal funds in secured CD's.

**PUBLIC COMMENTS:** None

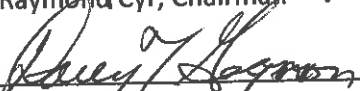
**SELECTMENS CONCERNS:**

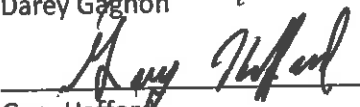
Discussion was held on reappointing Dave Bolstridge as fire chief. A motion was made by Gary Hafford and seconded by Darey Gagnon to have the town manger write a letter to Dave Bolstridge stating that they will not be reappointing him as fire chief and a letter to Brian Cote letting him know of the selectmens' decision. Motion carries.

A motion was made by Darey Gagnon to adjourn at 8:30 pm. The motion was seconded by Gary Hafford. Motion carries. (Time 2 hrs.)

**APPROVED:**

  
Raymond Cyr, Chairman

  
Darey Gagnon

  
Gary Hafford

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, July 15, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of July 1, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Review of Building Demolition Procedures
2. Roads Update
3. Labor Dept. Citations & Fines
4. Update from Gant Writer
5. TIF Figures
6. Auditor - July 20 & 21, 2009 (Postponed)

**OTHER:**

**NEW BUSINESS:**

1. Fire Department Request
2. Executive Session per 1 M.R.S.A. 405 (6)(E) to Review Legal Counsel
3. Insurance Requirements for Firefighters
4. Budget Meeting for Selectmen - Postponed
5. Quit Claim Deed (Signatures Required)
6. CDARS Experience – Katahdin Trust

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**ADJOURNMENT:**

**TOWN OF PORTAGE LAKE**  
**SELECTMENS MEETING**  
**July 15, 2009**  
**6:30 P.M.**

The meeting was called to order at 6:30 p.m. by Acting Chairman, Darey Gagnon.

Present: Darey Gagnon, Acting Chairman; Gary Hafford, Selectman; Rita Sinclair, Town Manager; Brian Cote, Assistant Fire Chief, Judy Moreau, Zenon Caron, Wilza & John Robertson, Clayton Demerchant, Harold Cyr, Residents; Heb Umphrey, Firefighter; Chuck & Terri Lyn Driscoll, Property Owners. Chairman, Ray Cyr is absent due to recovery from surgery.

**A motion was made by Gary Hafford to accept the minutes of the July 1, 2009 meeting as written. The motion was seconded by Darey Gagnon. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

**OLD BUSINESS:**

1. **Review of Building Demolition Procedures** - The manager reported that in the past the Board of Selectmen declared a moratorium on burning buildings for demolition purposes. This also prevented the fire department from training on a live burn. Mr. Driscoll stated he purchased the Lemos property and would like to have the building removed. He stated he would remove whatever materials required to be removed by DEP. Discussion followed on what materials had to be removed and the conditions for burning. **A motion was made by Darey Gagnon to approve Mr. Driscoll's request to burn the building. Gary Hafford seconded the motion. Motion carries.**
2. **Roads Update** – The manager reported that culvers on Station and Cottage Roads had been replaced. She presented an estimate of materials needed to complete Station Road to the selectmen. Discussion followed on the amount of fine material (5-6 loads) needed. Chairman Gagnon recommended patching only the pot holes with cold patch, not the cracks. This will prevent the cold patch from being spun out as vehicles travel over it.
3. **Labor Dept. Citations & Fines** – copies of the violations/citations have already been given to the selectmen to review. The manager does not have any paperwork from the fire department or the public works department to show what has been resolved. Vaughn has drawn the diagrams for the building exits. The written policies for protective gear have not been completed.
4. **Update from Grant Writer** – the manager reported that she had received an e-mail from grant writer, David Potter, reporting that he has talked with Vern Ouellette of Aroostook County Emergency Management Agency about the generator grant and the Hazmat Policy including the municipal building as an emergency shelter. There has been no word on the grant application for the tanker truck for the fire department.
5. **TIF Figures** – Tabled until the August 5<sup>th</sup> meeting.
6. **Auditor – July 20 & 21, 2009 (Postponed)** – Rescheduled for the 23<sup>rd</sup> when Kathy returns from vacation.

**OTHER:** The manager reported that there was an opportunity to sell the fire department boat. Brian Cote has the particulars and explained the situation to the selectmen and that this offer has failed. Brian stated there is a huge liability that goes with the operation of the boat. The repairs for the boat



total \$408.92 and now needs to be paid. Brain explained that the fire department is not rescue unit. Ashland is called for rescue. The boat has been used to reach Oak Point when there was a lightening strike and by the previous CEO when he needed to check on a building permit. It is a board decision to keep or sell the boat so for now we will keep the boat. Discussion followed on how to store the boat.

#### NEW BUSINESS:

1. **Fire Department Request** – the Fire department members had signed a statement requesting the Board of Selectmen to reinstate Dave Bolstridge as fire chief. Item tabled until the fire chief and a full Board is present. The manager will see that he receives the stipulation of the Board of Selectmen. There is nothing the selectmen can do at this time.
2. **Executive Session per 1 M.R.S.A. 405 (6)(A) to review Legal Counsel** - Not necessary at this time.
3. **Insurance Requirements for Firefighters** – The manager has talked with the Towns insurance provider about driver requirements for the fire department. Ed MacDonald had advised the manager that MMA is working on requirements for driver training for firefighters. The department has had the EVOC and some have had the CEVO training.
4. **Budget Meeting for Selectmen** - Postponed & rescheduled for next Wednesday at 6:00 p.m.
5. **Quit Claim Deed** (Signatures required) – The selectmen reviewed and signed the Quit Claim Deed on the property previously owned by Lloyd and Sandra Jandreau.
6. **Cedars Experience** – Katahdin Trust – the manager reminded the selectmen that this subject had been brought up in the past. She explained what the CDARS program is. She reported Chairman Cyr had attended the meeting on this proposal with her and he believes this is a good plan. The money would come out of the General Fund (Surplus) and part would be in a 2 year CD and the rest in a 1 year CD.

**PUBLIC COMMENTS:** Barbara Pitcair<sup>questioned</sup> the posting for a Special Town Meeting and asked what it has to do with Dean's Motel. The manager retrieved a copy of the Warrant and read it aloud to the audience. There is no mention of Dean's Motel in the Warrant. Barbara thanked the selectmen for the information.

Harold Cyr asked if the ATV Club could get some materials from the Town Pit to repair trails. The selectmen approved the removal of some material from the pit. Judy Moreau questioned getting the joint owners permission for use of the materials from the pit.

**SELECTMENS CONCERNS:** None stated.

A motion was made at 7:30 p.m. by Gary Hafford to adjourn. The motion was seconded by Darey Gagnon. Motion carried. (Time 1 hour)

#### APPROVED:

\_\_\_\_\_  
Raymond Cyr (Absent)

\_\_\_\_\_  
Darey Gagnon, Acting Chairman

\_\_\_\_\_  
Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, August 5, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of July 15, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Roads Update
2. Update from Gant Writer
3. TIF Figures
4. Labor Dept. Citations & Fines
5. Fire Department Request
6. Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter

**OTHER:**

**NEW BUSINESS:**

1. Results of the Budget Committee Meeting
2. Warrant Articles & Dedication for Town Report
3. E911 Addressing Officer
4. Glass Crusher
5. Ordinance Amendments

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**ADJOURNMENT:**

**TOWN OF PORTAGE LAKE  
SELECTMENS MEETING  
August 5, 2009  
6:30 PM**

The meeting was called to order at 6:30 pm by Chairman, Ray Cyr.

Present: Ray Cyr, Chairman; Darey Gagnon and Gary Hafford, Selectmen; Rita Sinclair, Town Manager; Dave Bolstridge, Fire Chief; Brian Cote, John Robertson, Heb Umphrey, Harvey McClellan, Tom Raymond, Fire Dept. members; Miles Bolstridge, Aaron McClellan, Marcus Belanger, Jr. Fire Dept. members; Shelly Bolstridge, Wilza Robertson, Judy Moreau, Clayton Demerchant, Dan Higgins and Barbara Pitcairn; Residents.

A motion was made by Darey Gagnon to accept the minutes of the July 15, 2009 meeting. The motion was seconded by Gary Hafford. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

Chairman Cyr made an exception to Public Comments and allowed Dan Higgins to be heard at this time. Dan would like Ray to serve on a committee of three (one selectman, two citizens) to have something done about the cost per student for the Town of Portage Lake. He would like to draft a letter to Superintendant Gehrig Johnson stating our concerns about the portion of the school budget paid by the Town of Portage Lake. The formula was changed to assist Ashland and now Portage needs to have it changed. Portage pays more per student than any other community. A reasonable formula for all towns needs to be developed. Barbara Pitcairn agreed to take the lead for this committee.

**OLD BUSINESS:**

1. **Roads Update** – The manager presented a printout for materials needed to complete Station Road. The selectmen recommend going out to bid. They also recommended ditching the rest of Station Road, the roadside mowing and winter sand. Chairman Cyr asked if the cables in the sand shed had been tightened. The manager reported they had not.
2. **Update from Grant Writer** – The manager reported that a meeting was supposed to be scheduled for this week
3. **TIF Figures** – The manager is still working on these. This was lost when her computer was updated. She will try to have them for the next meeting.
4. **Labor Dept. Citations** – The manager reported that most of the work has been done. Chairman Cyr reminded the manager that the deadline is approaching. The manager stated that Public Works still has to have the rack for the hopper rated. Fire Chief Bolstridge reported that his department has completed most of the citations. The manager stated the deadline will be met.
5. **Fire Department Request** – The manager reminded the selectmen that this was in regards to the letter the board had received requesting that they reinstate the fire chief.
6. **Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter** – Dave Bolstridge presented a letter to Chairman Cyr waiving his right to executive session and have all matters discussed in public forum. Chairman Cyr gave a brief update on the issues at hand. He stated that the selectmen need to know there is some stability in the department and having Dave threaten to quit so often does not create stability. Discussion followed on what is expected from the fire chief, the disrespect to the Town Manger, and submitting erroneous expenses. The manager stated that Dave has been much better about responding to her request for information.

Chairman Cyr has a problem with the fire chief getting paid to come to fire department meetings. The manager was not aware that the mileage from the previous year included coming to fire department meetings. Shelly Bolstridge questions regarding the legality of the selectmen sending a letter to Dave stating they would not be reappointing him. Chairman Cyr read from the Municipal Handbook "another practice known as affirmative discipline is appropriate where conduct needs immediate attention is to have an employee sign an agreement." Discussion followed on previous meetings where executive sessions were held with the fire chief. **A motion was made by Gary Hafford to pay Dave Bolstridge everything, including meetings up to this billing, but from here on he will not be paid to come to the fire department meetings. The motion was seconded by Darey Gagnon. Motion carries.** Chairman Cyr stated for future reference the fire chief is to turn in paperwork on officers after the departments' annual meeting. **Chairman Cyr made a motion to delete item #3 "Submitting erroneous expenses and blaming them on others" from the agreement. Darey Gagnon seconded the motion. Motion carries.** The selectmen and Dave Bolstridge sign the agreement. **A motion was made by Chairman Cyr to appoint Dave Bolstridge as Fire Chief. The motion was seconded by Darey Gagnon. Motion carries.**

OTHER: None

#### NEW BUSINESS:

1. **Results of the Budget Committee Meeting** – the manager reported that all but two of the budget items were recommended by the Budget Committee. The Budget for Public Works was not recommended and the CEO Budget has no recommendation. Judy Moreau mentioned that a couple of the board members feel the employees should be paying some of their own insurance. The manager provided information from other communities that pay 100% of employee health insurance with some paying 75%, 80%, and some 100% of dependant insurance. She also presented information on CEO wages for the area. Barb Pitcairn questioned paying the CEO from the time he leaves Mars Hill until he returns. The manager stated this is not the case. He gets paid for his time in Portage Lake plus his mileage when he has to do an inspection on a day that he is not scheduled to work.
2. **Warrant Articles & Dedication for Town Report** – The manager reported that the articles are not completed. Discussion followed on dedication. The manager had one suggestion to dedicate the report to the settlers of Portage Lake. Chairman Cyr has a recommendation but does not wish to reveal it at this time. Brian Cote suggested Bill Good. Judy Moreau would like to see a list of all Town Managers and, if possible, all selectmen. The manager stated her budget for the town report had already been cut and she is limited to the number of pages.
3. **911 Addressing Officer** – the manager stated she is not able to keep up with the requirements of the addressing officer as she has more work than she can handle now. This keeps the 911 addressing up to date, i.e. new people moving in, new streets created. Reports need to be kept up to date for the state, emergency services, etc. Chairman Cyr suggested asking Corrine Routhier if she would be willing to accept this.
4. **Glass Crusher** – the manager reported that she had contacted Connie Bondeson for information on a glass crusher. The Town has the option of taking a load of glass to Tri Community and have it crushed and bring it back. This would not be cost effective for the town. Discussion followed on what to do with household batteries. The selectmen believe if we could get a dumpster for glass it would be feasible.
5. **Ordinance Amendments** – the manager asked if the selectmen have a copy of the proposed amendments to the Portage Lake Land Use Ordinance for the horses on Hayward Street. The

public hearing is scheduled for August 13 at 7 PM. Chairman Cyr had questions on the Planning Board holding a public hearing and then the selectmen holding a public hearing. The manager stated that this is what is written in the ordinance. She proceeded to read the proposed amendments to the ordinance.

6. **URIP Agreement for 2009/2010** – The manager presented the agreement to the selectmen for their review and signatures.

**PUBLIC COMMENTS:** Clayton Demerchant would like to see a required number (5 -10) of voters present at Special Town Meetings for the meeting to be legal. Discussion followed on how to get the voters to come. The meetings are always posted seven days in advance. Clayton also expressed concern over the septic systems around the lake that are not up to standards. The manager responded that no one is willing to come forward to let us know who has that problem.

Chairman Cyr reported that the Pavilion has a problem with bird droppings picnic tables and the floor. Judy Moreau suggested purchasing an owl (plastic) or tin pie plates to hang out as a deterrent. Brian Cote suggested wind chimes.

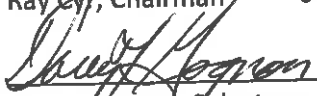
Clayton Demerchant asked when new toilets would be built for the beach because the town is paying a lot of money for the porta-potties. Discussion followed on the vandalism at the beach and the user fees we pay to Ashland.

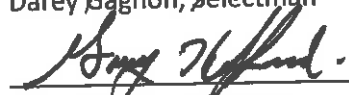
**SELECTMENS CONCERNS:** None

**ADJOURNMENT:** A motion was made at 8:30 pm by Darey Gagnon to adjourn. The motion was seconded by Gary Hafford. Motion carries. (Time 2 hours)

**APPROVED:**

  
Ray Cyr, Chairman

  
Darey Gagnon, Selectman

  
Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, August 19, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of August 5, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Roads Update
  - a) Bids for Completing Station Road
  - b) Ditching from Dan Higgins Culvert to Cottage Road
2. Update from Gant Writer
3. TIF Figures
4. Labor Dept. Citations & Fines
5. Glass Crusher
6. Repairs to Sand Shed
7. Roadside Mowing
8. Sand Shed Bracing (turnbuckle cost)
9. Mutual Aid Meeting with Ashland
10. Winter Sand

**OTHER:**

**NEW BUSINESS:**

1. Theriault Junkyard
2. Seaplane Base ~ Article for Warrant
3. History & Hearsay Committee Grant Proposal
4. Warrant Articles to Review

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**ADJOURNMENT:**

**TOW OF PORTAGE LAKE  
SELECTMENS MEETING  
August 19, 2009  
6:30 P.M.**

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

Present: Ray Cyr, Chairman; Darey Gagnon, Gary Hafford, Selectmen; Rita Sinclair, Town Manager; Clayton Demerchant, Barbara Pitcairn, Bev Clark, Residents; Perry (PW assistant) and Barb Charette of Nashville Plt.

**Darey Gagnon made a motion to accept the minutes of the August 5, 2009 meeting as written. The motion was seconded by Gary Hafford. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

**OLD BUSINESS:**

1. Roads Update – The figures for the completion of Station Road were presented at a previous meeting contained two amounts. One for the completion of the portion of road that was repaired. The other is for the total length of the road.
  - a. Bids for Completing Station Road – The town manager reported that the bids for Station Road, Roadside Mowing, and Winter Sand will be presented at the next regular selectmen's meeting.
  - b. Ditching from Dan Higgins Culvert to Cottage Road – This will be completed as soon as the Dept. of Labor Citations are completed.
2. Update from Grant Writer – The town manager reported that she had spoken with Dave Potter. Dave is waiting to get information from Aroostook County Emergency Management Agency. There was supposed to be a meeting today with Mick Rogers to discuss the Walking Trail. Unfortunately there was a miscommunication as he never showed up. Gary Hafford asked about other communities getting grant money for downtown revitalization. Why can't we get some of that for sidewalks? Chairman Cyr asked the manager to look into this. Discussion followed on available grants to pave roads and where the Town of Portage Lake fits in for income guidelines.
3. TIF Figures – The manager does not have these as she has been working on the warrant articles for Town Meeting and the citations/violations from the Dept. of Labor.
4. Labor Dept. Citations & Fines – The manager reported that she has signed off on the violations and will be contacted when an appointment is scheduled for the review. She has concerns over some of the Fire Department files that she couldn't access but that she signed off on. She was told that since she is the one who signed off she will be liable if these items have not been completes.
5. Glass Crusher – the manager reported that we do not need to revise our license, but will have to add a paragraph relating to safety and personal protective gear. The glass crushers that are available cost between \$1,200 and \$1,500. Mark Draper is the contact person for this but he is on vacation. The manager will continue to pursue this project. Discussion followed on how a bin could be set up so glass could be accepted. It was suggested to add information to the next Selectmen's Newsletter. Darey Gagnon reported that Ashland Auto will take car batteries. VIP will give a credit of \$5 towards merchandise. Batteries can not be accepted at the Transfer Station.

6. Repairs to Sand Shed – The manager asked to include item #8 with this item. Perry Charette updated the Board of Selectmen on how a come-a-long and clamp could be used to tighten the cables in the sand shed. Perry reported that he had spoken with Wayne Ireland of MPS. Wayne offered to lend what MPS uses to the Town. Discussion followed on the procedure to tighten the cables. Darey suggested contacting the state to see what they use to tighten the cables on the guardrails.
7. Roadside Mowing – Previously discussed.
8. Sand Shed Bracing (Turnbuckle Cost) – Included in item #6.
9. Mutual Aid Meeting with Ashland – Chairman Cyr would like a meeting scheduled with the Ashland Town Manager and Fire Chief to update the Mutual Aid Agreement between the Towns.
10. Winter Sand – Previously discussed.
11. 1989 Plow Truck – (added after agenda was printed) Chairman Cyr reported that there was rusting on the body and the cab mounts are gone. This will have to be fixed before the truck can be inspected. Chairman Cyr asked how much money will we spend to fix an old truck. Darey would like to look at the truck as he doesn't think it would be that difficult to repair. Perry reported that the sander will stick out beyond the dump body. Suggestions were to look into surplus. The manager reported that is what is being done now.

#### **OTHER:**

The manager presented the Assessors Notice for the Boards signatures. This notice has to be inserted in the Town Report.

Chairman Cyr asked about the information on the dividend check from Maine Municipal Association. The manager reported that these dividends are returned to the municipalities who have had no claims. She also presented a Liquor License renewal to the selectmen for signatures. All documents were signed and returned to the manager.

Chairman Cyr reported that there is not enough money in the pavilion account to finish the ceiling. Discussion followed on the appropriation for parks, beach, and campground and what that money is used for.

#### **NEW BUSINESS:**

1. Therault Junkyard – The Board of Selectmen will entertain an article asking the voters for their support to pursue the junkyard violation through the court. Discussion followed on what steps have been taken and what the Portage Lake Land Use Ordinance stipulates.
2. Seaplane Base Article for Warrant – the manager will draft an article asking the voters if they would support expending money for legal fees to break the seaplane base lease.
3. History & Hearsay Committee Grant Proposal – The manager reported that the committee has decided to have two \$1,000 grants available to the organizations in Town. Grants will be written and submitted to the committee. The manager will remove the cover sheet and give the grant application a number. The committee will review the applications and select the successful application.
4. Warrant Articles to Review – The new articles will have to be added before the selectmen can sign the warrant. A Special Selectmen's Meeting will be posted for August 27<sup>th</sup> at 2p.m. to review the Warrant Articles for Town Meeting.

**PUBLIC COMMENTS:** Bev Clark, Bud Clarks' daughter, spoke on her fathers behalf. The last burial at the cemetery left a mess. People parked on Bud's property and left ruts in the lawn. This is too much for a man his age to have to repair. He has agreed to allow the Town to place some large rocks along the



property line as long as the town mows and trims around the rocks. There needs to be something in place before Saturday's funeral. The manager will see that this area will be posted for NO PARKING. Darey Gagnon mentioned that John Gagnon mowed the field between the cemetery and Route 11.

#### SELECTMENS CONCERNS:


Gary Hafford proposed that the selectmen take back the Road Commissioner duties due to the managers' workload as she doesn't have the time. These guys need somebody after them a little bit. Chairman Cyr feels this allows for the Board to become more involved with roads. The manager stated that this does not lighten her work load as it requires her to attend another meeting and prepare the paperwork for the meetings. She has no problem resigning the position of Road Commissioner. She reminded the selectmen that they will only be able to discuss and prioritize road work for the public works department. They can not give directives to the public works employees as they are also the Board of Selectmen who is the Appeals Board for employees. Chairman Cyr agreed that any directives will come to the manager and she will prioritize the departments work as they have duties other than roads. Discussion followed on the public works hours and possibly changing those hours. It was decided to meet as a Board of Road Commissioners with Vaughn at 7:00 a.m. on Friday mornings. The manager stated that if the selectmen were to take over all responsibilities of the Public Works Department, they would be micro managing that department. There are more responsibilities than roads for the public works department. There's truck maintenance, building maintenance, burials, etc. **A motion was made by Gary Hafford for the selectmen to take over the Road Commissioners job. The motion was seconded by Darey Gagnon. Motion carries.**

Concerns were voiced about public works driving around in the town pickup with nothing to do and when asked, claims were made that there wasn't a list of work left.

The town manager reported that she has had a proposal for police protection for <sup>RMS</sup> 16 hours per week plus 8 on call hours for \$40,000 salary. This does not include insurance or a patrol car. The selectmen will recommend No on this article.

**ADJOURNMENT: A motion was made by Darey Gagnon to adjourn at 8:35 pm. The motion was seconded by Gary Hafford. Motion carries. (Time 2 hrs. 35 min.)**

#### APPROVED:

  
Raymond Cyr, Chairman

  
Darey Gagnon, Selectman

  
Gary Hafford, Selectman

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
&  
PUBLIC HEARING  
Wednesday, September 2, 2009  
6:30 P.M.**

**PUBLIC HEARING** – Dean's Special Entertainment Permit 7:00 P.M.

**SELECTPERSONS MEETING**

Call to Order

Attendance

Approve Minutes of August 19, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Roads Update
  - a) Bids for Completing Station Road
  - b) Bids for Mowing Town Way
  - c) Bids for Winter Sand
2. Update from Grant Writer
3. TIF Figures
4. Labor Dept. Citations & Fines
5. Glass Crusher
6. Repairs to Sand Shed
7. Repairs to 89 International
8. Review of Sea Plane Base File
9. Theriault Junkyard

**OTHER:**

**NEW BUSINESS:**

1. Review Hall & Pavilion Rental Policy
2. Mutual Aid Meeting with Ashland
3. Cemetery Entrance
4. Special Selectmen's Meeting
5. Town Meeting September 11, 2009

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
WEDNESDAY, September 2, 2009  
6:30 P.M.**

It was decided to adjourn the meeting at 7:00 p.m. to conduct the Public Hearing and then return to the Selectmen's meeting.

The meeting was called to order at 6:30 by Chairman, Ray Cyr.

Present: Ray Cyr, Chairman; Darey Gagnon & Gary Hafford, Selectmen; Rita Sinclair, Town Manager; Bruce Hussey, Code Enforcement Officer; Mary Ann Gagnon, Brian Cote, Clayton Demerchant, Judy Moreau, Residents; Maryellen & John Hanling, Non resident property owners; Brad St. Peter of Portage Construction Co.

**A motion was made by Darey Gagnon to accept the minutes of the August 19, 2009 meeting with a correction to the number of hours (16 not 18) in the warrant article for police protection. The motion was seconded by Gary Hafford. Motion carries.**

**OLD BUSINESS:**

**1. Roads Update –**

Brian Cote made a suggestion that the Town look into the ACAP program for students to do the mowing for the town. The selectmen and the town manager were not aware of this program.

- a) Bids for Completing Station Road –Chairman Cyr opened the two bids for the completion of Station Road. Shamrock Construction's bid was only on hourly rates and cost of gravel per yard. Portage Construction's bid was for \$3,865 with a breakdown on cost for material and equipment. **Gary Hafford made a motion to accept Portage construction's bid of \$3,865 to complete Station Road. The motion was seconded by Darey Gagnon. Motion carries.**

- b) Bids for Mowing Town Way – Chairman Cyr opened one bid for the mowing of town ways. Portage Construction Co. bid \$2,800. After discussion on the lateness of the year, a **motion was made by Darey Gagnon to forego the roadside mowing this year but to mow the old (dump site). The motion was seconded by Gary Hafford. Motion carries.**

Darey Gagnon mentioned that John Gagnon had already mowed the cemetery field at no cost to the Town. Brad St. Peter offered to mow the old dump site for \$700. The manager expressed that was considerably more than last year, but it was a different company that did the mowing. Chairman Cyr stated that it needed to be done. **A motion was made Darey Gagnon to accept the bid of Portage Construction co. of \$700 to mow the old dump site by the Transfer Station. Motion seconded by Gary Hafford. Motion carries.**

- c) Bids for Winter Sand – Chairman Cyr opened the only bid received for winter sand. Portage Construction Co. bid was \$9,800 for 700 yards of sand at \$14 per yard Chairman Cyr stated that the bid requests need to go out earlier. Brad St. Peter stated that he prefers to screen the sand in August or September. **A motion was made by Darey Gagnon to accept Portage Construction Co.'s bid of \$9,800 for 700 yards of sand. The motion was seconded by Gary Hafford. Motion carries.**

Chairman Cyr made stated that taking over the Road Commissioners responsibility would be more problem that it would be worth. **He made a motion to rescind the motion made at the last meeting to become a Board of Road Commissioners. Darey Gagnon seconded the motion. Motion carries.**

2. Update from Grant Writer – The town manager reported that she had talked with Dave Potter about upcoming grant applications. He had reported that the grant submitted for the fire department tanker truck will be decided at the end of this month. He had talked with Corrine about the walking trail and reported what the town manager needs to do before he can submit the grant for a generator. He had e-mailed an energy study from an engineering firm to the manager, but she noted that it would be costly to have this done. She will contact Dave Potter again to ask what the study was about.
3. TIF Figures – the manager presented a copy of the TIF figures and stated this was near completion and would be ready for Town Meeting. Discussion followed on how the calculations are made and how the TIF affects the value used for the school assessment and county tax.

The manager asked to go back to Roads to update the selectmen on what has been done. The cross culvert on West Road has been replaced, ditching and replacing and extending Bo Theriault's culvert has been completed. Public works will be returning to the area of the cross culvert to continue ditching, seeding and mulching.

Time 7:06 P.M.      **Darey Gagnon made a motion to adjourn the selectmen's meeting to open the Public Hearing. Motion seconded by Gary Hafford. Motion carries.**

Public Hearing conducted for Deans Motor Lodge Special Entertainment Permit. No comments from the public attending. The selectmen signed the permit and the public hearing was closed.

Time 7:08 P.M.      **A motion was made by Darey Gagnon to re-open the Selectmen's Meeting. Gary Hafford seconded the motion. Motion carries.**

4. Labor Depart. Citations & Fines – the manager reported that she has not received a date for meeting with Dept. of Labor to review the Citations & Fines.
5. Glass Crusher – The town manager reported that she spoke with Mark Draper of Tri Community who stated that the Town could bring the glass that was collected to Tri Community and they would crush it. The Town could either leave the glass or take it back to use in the community. He believes Van Buren has 2 crushers available for sale. The manager reported that she will call Van Buren to get more information.
6. Repairs to Sand Shed – the equipment that was borrowed from Maine Public Service is too small to use to tighten the cables in the sand shed. Discussion followed on the next steps to tighten the cables.
7. Repairs to '89 International – The manager reported that the individuals contacted for repairing are not able to do the work on the truck. Brad St. Peter was asked to do the repairs but stated he was too busy. Brian Cote mentioned contacting Andy Tardy on the Presque Isle Road for an estimate on repairing the truck.
8. Review of Sea Plane Base File – Chairman Cyr has reviewed the file and reported the following: Review the 1998 Annual Town Meeting Report. Article 46 reads "To see if the Town wishes to continue to operate a sea plane base. It was noted that the Town currently has a 3 year lease with renewable options in affect. James Strang had the lease in 1995 and should have continued to 1998. Chairman Cyr stated if that was the case the Board of Selectmen did not have Town approval to rent the seaplane base to Mr. Everett. He also wasn't sure if the board had to have approval to rent it again. On December 4, 1998 Don Everett entered into a lease agreement with the Town. At the time the lease was presented to the Board for signatures the Strang lease was used as a basis for developing the Everett lease. A change had been made to add the words "automatic renewal" to the lease. Chairman Cyr reported that he has talked

- with one of the selectmen at the time and was told he had not read the (Everett) lease prior to signing it. Under section 3 of the lease the premises are to be kept clean and orderly and sound state of repair. The maintenance requirements are not being met. Upon inspection the supports of the building have fallen and others are leaning. The building is off as the doors will not open or close. Floor boards on the steps are rotting. The skirting has fallen off in most areas. The ceiling joists have separated and the top of the chimney is missing. The aluminum dock is being overgrown by bushes and there are panels missing. The Code Enforcement Officer wrote a letter (Notice of Termination) to the Everetts. Not all the violations were mentioned. In response to the letter the CEO sent, the Town received a letter from Attorney Richard Carrier, Mr. Everett's attorney, advising the Town not to enter the premise. He further stated that the Everetts are in complete compliance with the lease agreement and had no intentions of vacating the premises without a court order. Chairman Cyr's analysis would be that had all the violations been stated in the Notice of Termination it would have been substantial for eviction. He believes that the Town's CEO has right to declare a building unsafe. The town manager had contacted Attorney Solman in 2002 and the options were to not accept the lease payment and settle the matter in court or say nothing and leave things as they are. If we have Townspeople support, an appointment should be made with Attorney Solman to review the whole file and come up with a recommendation for the Town. In any case the condemnation of the building should stand. Chairman Cyr does not understand Mr. Everett's motivation to keep the lease other than to prove a point to the Town. The premise does not have running water or a septic system. It appears they may have visited last year but not this year. They do have the lawn mowed every week. In order to pursue this we would need to hire an attorney and have Town approval. After discussion it was decided to have this as a referendum question on the November ballot. The manager asked if there was a letter in the file to Jim Strang stating the reasons for eviction. Chairman Cyr did not notice one.
9. Therault Junkyard – The manager reported that there is an article in the Town Meeting Warrant to legally pursue this.

**OTHER:** Discussion on the rocks to be set to prevent vehicles from parking on Bud Clark's property. The town manager reported that an article to change the Town's operating year back to a calendar year. The selectmen feel that getting the tax bills out earlier in the year will be more beneficial.

**BUSINESS:**

1. Review Hall & Pavilion Rental Policy – Discussion was held on fees for other communities' facilities. Portage's fees are lower than most. The selectmen discussed setting fees of \$150 for the Pavilion with a \$50 deposit for townspeople. Outside organizations would be charged \$200 with a \$100 deposit. The Town Hall rental fee will be \$200 with a \$50 deposit. Clayton Demerchant requested handicap parking be made available at the pavilion.  
**A motion was made by Gary Hafford to increase the fees as previously mentioned. Darey Gagnon seconded the motion. Motion carries.**
2. Mutual Aid Meeting with Ashland – No appointment scheduled yet. Jim Gardiner needs to set a time with the fire chief.
3. Cemetery Entrance – the manager reported that the application for the driveway has been sent in. She will call Jim McGinnis tomorrow to see how soon he will be able to do this.

4. Special Selectmen's Meeting – Meeting for Town Manager's evaluation is scheduled for 2 pm on Thursday, September 10, 2009. This will be in executive session. The manager will get the notices out tomorrow morning.
5. Town Meeting September 11, 2009 – The manager added this as just a reminder to the selectmen.

**PUBLIC COMMENTS:** None

**SELECTMENS CONCERNS:** None

A motion was made at 8:05 pm by Darey Gagnon to adjourn. Motion seconded by Gary Hafford.  
Motion carries. (Time 1hr. 30 min.)

**APPROVED:**

  
Raymond Cyr, Chairman

\_\_\_\_\_  
Darey Gagnon, Selectman

\_\_\_\_\_  
Gary Hafford, Selectman

Christy A. Bicker, selectperson

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, September 16, 2009  
6:30 P.M.**

Call to Order

Attendance & Welcome of New Selectperson

Nominations & Election of Chairperson

Approve Minutes of September 2, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Public Works Update
  - a) West Road Ditching & Culvert Project
  - b) Mowing of Cemetery & Landfill Field
  - c) Repairs to 89 International
  - d) Information from Road Salt/Sand Workshop
2. Exhaust Hood for Kitchen
3. TIF Figures
4. Glass Crusher
5. Cemetery Entrance
6. Mutual Aid Meeting with Ashland
7. Junkyard Issue

**OTHER:**

**NEW BUSINESS:**

1. Port-a-potty's at Beach & Pavilion
2. Two Part Tax Billing
3. Municipal Appointments
4. Goals & Strategies (5 Year Plan)
5. Short Term Priorities
6. Town Manager's Request (MMA Convention Oct. 7 & 8)

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
September 16, 2009  
6:30 PM**

Town Manager, Rita Sinclair, called for nominations for Chairman. Christy Dicker nominated Ray Cyr. Gary Hafford seconded the nomination. No other nominations were made. Ray Cyr is elected Chairman of the Board of Selectpersons.

Chairman Cyr called the meeting to order at 6:33 P.M. and welcomed Christy Dicker as a newly elected Selectperson.

Present: Ray Cyr, Chairman; Christy Dicker, Gary Hafford, Selectpersons; Rita Sinclair, Town Manager; Barbara Pitcairn, Darey Gagnon, Angie Burton; Residents.

**A motion was made by Christy Dicker to accept the minutes of the September 2, 2009 meeting with one correction to sentence structure. Motion seconded by Gary Hafford. Motion carries.**

The Treasurers warrants were reviewed and signed by the selectpersons.

**OLD BUSINESS:**

1. Public Works Update

- a) West Road Ditching & Culvert Project – The manager reported that ditching is continuing on West Road. Chairman Cyr asked that some of the ditching material be dropped at the campground to level off behind the .
- b) Mowing of Cemetery and Landfill Fields – the manager requested a reimbursement to John Gagnon for mowing the cemetery field and the old landfill. It has cost \$350 to have these fields done in the past. **Gary Hafford made a motion to pay John Gagnon \$350 for the mowing. Christy Dicker seconded the motion. Motion carries.**
- c) Repairs to '89 International – the manager reported that the minimum estimate would be \$5,000. The truck will have to be taken to Daigle & Houghton for a better inspection. Christy asked what was wrong with the truck. Chairman Cyr explained that the cab mounts are gone and the floor is rusted out. The used truck which is a year newer than the one we have has a price tag of \$15,000 after a \$4,000 trade in for the truck we have. Chairman Cyr recommends getting it fixed. Christy stated that \$5,000 is not too much for repairs. **A motion was made by Christy Dicker to spend the \$5,000 to get the truck fixed for this year. Gary Hafford seconded the motion. Motion carries.** Gary Hafford asked about state surplus equipment.
- d) Information from Road Salt/Sand Workshop – Chairman Cyr and briefed those present on the workshop he attended. He learned that most municipalities use a sand/salt mixture. Moist salt and sand is not necessarily better. It works best when spread in a thin layer. Other towns do the same as we do. We plow in and plow and sand on the way back out. Other towns also spread more at the railroad crossings and at stop signs. Pre treating roads is not necessarily effective. It is expensive and special equipment is needed to apply it. It is most corrosive on automobiles and forms a past that stays on vehicles all winter unless you wash it off. DOT washes their vehicles every week. Our public works department does not wash the vehicles every week due to drainage. We should not expect to see bare roads in the winter in Aroostook County. No towns have bare road policies. Chairman Cyr addressed



Gary's question about surplus property. He reported that he spoke with someone from DOT during a round table discussion about surplus equipment. He was told that years ago this worked well for municipalities, but now it's rare to have equipment come in that is worth purchasing.

2. Exhaust Hood for Kitchen – The manager reported that she has requested information from another company to compare prices. Barbara Pitcairn mentioned that there is a company in Presque Isle that deals with restaurant equipment. She offered to contact this company to see what is available.
3. TIF Figures – the manager has completed that TIF figures. She had them at town meeting but did not want to create discussion on this at that time. She had set them aside and will see that the selectpersons get a copy within the next few days.
4. Glass Crusher – the manager reported that Mark Draper of Tri Community Landfill had given her a lead on a glass crusher. She contacted the Van Buren transfer station attendant who informed her of the additional crusher they had which has never been set up. After contacting the town manager she found that they were not interested in selling. We would have to have electricity at the building to run the crusher there. Chairman Cyr would rather stockpile the glass there and bring it down here to crush. Darey Gagnon stated that there would be a place for it at the end of the ramp between the two bins. Chairman Cyr asked about setting up blocks and using the backhoe to crush the glass.
5. Cemetery Entrance – The manager reported that the Town will have to install the culvert at the entrance as the state no longer provides that service. The selectpersons agree that the entrance to the cemetery should be completed this fall. The culvert and roadway needs to be installed as soon as possible. Chairman Cyr stated that top soil needs to be removed, fabric and crushed stone will be needed to create the roadway.
6. Mutual Aid Meeting with Ashland – the manager has talked with Ashland's town manager but no date has been set for the meeting. She reported that the National Fire Prevention Service requests that all mutual aid agreements be brought up to date. If we do not have a meeting date, Chairman Cyr will attend Ashland's council meeting on the 13<sup>th</sup> to try to move this along.
7. Junkyard Issues – Chairman Cyr asked if this was a dead issue. The Town did not approve money to pursue this. We can't uphold the ordinance if we can't pursue the issue.

**OTHER:** Chairman Cyr intends to stop and talk with Mr. Everett about the Sea Plane Base Lease. The manager reported that this issue has come in the past to no avail.

#### **NEW BUSINESS:**

1. Port-a potty's at Beach & Pavilion – Chairman Cyr feels that the port-a-potties need to be picked up by the end of September as there are no activities scheduled.
2. Two Part Tax Billing – Chairman Cyr stated that we have talked about doing this before but nothing has transpired. The manger stated that this time there will be two slips on the bill. If the bill is paid in full a 2% discount will be granted. If one part of the bill is paid within the allowable time period, a 2% discount will be granted. If not then the discount will be forfeited.
3. Municipal Appointments – Tabled until next meeting.
4. Goals & Strategies (5 Year Plan) – the manager presented copies of Capital Improvement Projects that the Board of Selectpersons had previously worked on. Each one should review these and add their own ideas to the blank forms they received. The Portage Lake Comprehensive Plan should also be reviewed with and updated. Chairman Cyr stated he thought the Planning Board was going to work on updating the Comprehensive Plan. Gary Hafford asked to return to the junkyard issue. He mentioned that it wasn't right that the

Chairman of the Appeals Board arguing in defense of a junkyard at town meeting and in front of the Board. If something gets done and it has to go in front of the appeals Board it won't be right. Selectperson Christy Dicker asked if this had gone before the Appeals Board. The manager replied that the process was never followed. Mr. Theriault refused to pick up the certified letter. That's when the CEO had it delivered by a sheriff. Chairman Cyr stated the next step would be through the courts, but without the money to do so, we cannot proceed.

5. Short Term Projects – the manager also asked the selectpersons to list any projects that would benefit the Town.
6. Town Manager's Request (MMA Convention Oct. 7 & 8) – The manager requested time to attend the annual MMA Convention. Chairman Cyr mentioned that he had attended last year and got a lot of information out of it. He believes that everyone should attend, including the selectpersons. **A motion was made by Christy Dicker to allow the Town Manager to attend the annual Maine Municipal Association Convention on October 7 & 8. Motion seconded by Gary Hafford. Motion carries.** Since the manager, Chairman Cyr and Selectperson, Christy Dicker will not be here for the next selectpersons meeting on Wednesday October 7, 2009. The meeting was rescheduled for Tuesday, October 6 at 9 a.m.

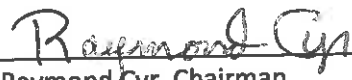
**PUBLIC COMMENTS:** Barbara Pitcairn stated she didn't get to ask questions at the annual town meeting. She asked what the Town's valuation was as it was not in the annual report. Town Manager, Rita Sinclair, responded that it was 60,850,000 but that will change with the upcoming valuation. Chairman Cyr asked when we would set the mil rate. The manager responded that would probably be done at the meeting on the 5<sup>th</sup> as she still has personal property data to enter into the computer. Barb then asked why the local valuation on real estate and personal property was omitted from the town report. The manager responded that even if that was entered into the town report the mil rate could not be calculated. Barb claimed that has always been in the previous annual town reports. The manager stated that information was from the previous year because unless all articles are passed you wouldn't know what your total appropriation would be. Discussion continued with Barb insisting that that information has always been in the annual town report along with revenue sharing. Barb stated that she feels this years town report for a centennial year was very disappointing.

**SELECTPERSONS CONCERNS:**

Gary Hafford stated that we just had St. Peter do Station Road and paid good money for it. He asked how long it was going to take to get Danny off that road. He proposed that we send him a letter telling him to stay off that road. Discussion followed on what should be done and what could be done. He doesn't want to see Dan run his bulldozer on that road. Chairman Cyr agreed that another letter should be sent to Dan to have him stay out of the right of way.

**A motion was made to adjourn by Christy Dicker at 7:50 p.m. the motion was seconded by Gary Hafford. Motion carries. (Time 1 hr. 50 min)**

**APPROVED:**

  
Raymond Cyr, Chairman

  
Gary Hafford, Selectperson

  
Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Tuesday, October 6, 2009  
9:00 A.M.**

Call to Order

Attendance

Approve Minutes of September 16, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Public Works Update:
  - a) Cemetery Entrance and Roads
  - b) Repairs to '89 International
2. Exhaust Hood for Kitchen
3. Glass Crusher
4. Mutual Aid Meeting with Ashland
5. Junkyard Issue
6. Goals & Strategies (5 year Plan)
7. Short Term Priorities

**OTHER:**

**NEW BUSINESS:**

1. Community Development Project ~ Barbara Pitcairn
2. Adopt General Assistance Maximums for 09/10
3. Municipal Appointments
4. Tax Commitment

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Tuesday, October 6, 2009  
9:00 A.M.**

The meeting was called to order at 9 a.m. by Chairman, Ray Cyr.

Present: Ray Cyr, Chairman; Gary Hafford, Christy Dicker, Selectpersons; Rita Sinclair, Town Manager; Vaughn Devoe, Public Works Director; Brian Cote, Maryann Gagnon, and Perry Charette.

**A motion was made by Christy Dicker to approve the minutes of the September 16, 2009 meeting with corrections. The motion was seconded by Gary Hafford. Motion carries.**

The Treasurers Warrants would be reviewed at the end of the meeting.

**OLD BUSINESS:**

**1. Public Works Update:**

a) Cemetery Entrance and Roads ~ Maryann Gagnon presented the plan for the new entrance to the cemetery. Vaughn Devoe reported that the ground is very soft and it's not unusual to get stuck. He mentioned that there are several trees that would have to be cut to accommodate the current plan. Maryann and Rita believe the trees can stay until it is necessary to cut them. Most of the trees are on the south side of the entrance. Discussion on roadways, grave sites, parking area, and cost followed. It was decided to cut the apple tree and the spruce in the front. One row of graves was eliminated to accommodate the roadway for this year. The loam will be removed and gravel brought in to work on the main entrance to the cemetery. Vaughn does have some material that can be used for the roadway to save on cost. Quotes will be requested from local contractors for the equipment and gravel needed to start on the main entrance. The \$11+ thousand that was carried over will not be enough to do everything this year.

b) Repairs to '89 International – Vaughn Devoe, Public Works Director, explained the quote of \$18,098 from Daigle & Houghton, stating that the major issue for the repair is the cab on the truck. There may be additional items needed for repairs which could easily bring the cost up to \$20,000. Vaughn feels he can get by without this truck this winter. The selectpersons decided to try to sell the truck "as is". Christy Dicker stated that it would be cheaper to have the truck brought back on a low bed rather than a wrecker. Perry Charette suggested contacting TNT as they travel down this way. Discussion was held on setting a minimum bid, but no final decision was made.

2. Exhaust Hood for Kitchen – The manager presented prices from Hood Mart and stated this did not include installation. Discussion on where the exhaust would exit the roof and the possibility of ice buildup in that area. The manager will contact Maine Fire Suppression to see if their price still holds and talk with a local carpenter to see if he could do the complete job.

3. Glass Crusher – The manager presented information on glass crushers. Vaughn Devoe commented on the product he had seen from the crusher in Presque Isle. **Christy Dicker made a motion that the Town purchase the 6 blade glass crusher. The motion was seconded by Gary Hafford. Motion carries.** Discussion followed on where the crusher should be installed. Vaughn will get estimates on a 12 X 12 building to house the crusher and glass to be recycled.

4. Mutual Aid Meeting with Ashland – The town manager reported that she has not heard back from Jim Gardner regarding a mutual aid meeting to update the agreement with the fire department. Chairman Cyr and Selectman Hafford will attend the Ashland Council meeting on Tuesday, October 13.

5. Junkyard Issue – The manager reported she had this on the agenda as a request from a summer resident who had questions regarding the Land use Ordinance. The manager expressed concerns on not upholding the ordinance. Selectperson, Christy Dicker stated there before we nail one person there are others who have junkyards to clean up and the Town shouldn't target one individual and not others. All agree. When asked who they were, Christy responded "Bruce knows". The manager will talk with Bruce about this.

6. Goals & Strategies (5 year Plan) – Chairman Cyr presented a list he had developed on both item 6 and 7. Photocopies were made for the selectpersons and they should add their ideas to this.

7. Short Term Priorities – Chairman Cyr included this item with the Goals & Strategies. Rita will see that this is entered into the computer and printed off for the selectpersons to review.

**OTHER:** The Town Manager asked if Chairman Cyr had talked with Mr. Everett yet. Chairman Cyr responded that he has it on his list of things to do. The manager asked if the issue with taking the truck had been resolved at last night's meeting. Brian Cote responded that it had. The issue was that there is private sector that could have taken care of this. Chairman Cyr stated the department should not make a practice of this. It should be at the discretion of the town manager.

#### **NEW BUSINESS:**

1. Community Development Project ~ Barbara Pitcairn. Chairman Cyr passed over this item as Barbara is not present.

2. Adopt General Assistance Maximums for 09/10 – The manager presented the new guidelines from the state for General Assistance in Aroostook County and went over them with the selectpersons. **A motion was made by Christy Dicker to adopt the General Assistance Appendixes as presented. Gary Hafford seconded the motion. Motion carries.**

3. Municipal Appointments – Chairman Cyr asked for motions on appointments. **A motion was made by Christy Dicker to appoint Rita Sinclair as Town Manager, Tax Collector, Treasurer, General Assistance Administrator, Road Commissioner, Deputy Town Fire Warden, Deputy Town Clerk, Deputy Registrar of Voters. A motion was made by Christy Dicker to appoint Kathy Gagnon as Town Clerk, Registrar of Voters, Election Warden, Deputy Tax Collector, and Deputy Treasurer. At this time a motion was made by Chairman Cyr to enter into Executive Session per 1 M.R.S.A. 405 (6)(A) for a personnel matter. Motion seconded by Gary Hafford.**

**Motion carries.** Time 10:20 AM. A motion was made by Chairman Cyr to come out of Executive Session per 1 M.R.S.A. 405 (6)(A) for a personnel matter. Motion seconded by Christy Dicker. Motion carries. Time 10:34 AM. A motion was made by Christy Dicker to appoint Bruce Hussey as Code Enforcement Officer, Health Officer, Licensed Plumbing and Building Inspector for a period of six months. The motion was seconded by Gary Hafford. Motion carries.

A motion was made by Christy Dicker to appoint Joe Chouinard as Animal Control Officer. Motion seconded by Gary Hafford. Motion carries.

A motion was made by Christy Dicker to appoint Dave Bolstridge as Fire Chief and Town Fire Warden. Gary Hafford seconded the motion. Motion carries.

Chairman Cyr asked about the Planning Board and Board of Appeals appointments. The manager will check with the Town Clerk about this and the ballot clerks. Chairman Cyr asked the Town Manager to notify Dan Higgins about attending the next selectpersons meeting to participate in an executive session.

4. Tax Commitment – The manager presented the calculations for three mil rates for tax commitment and discussed them with the selectpersons. After reviewing all proposals Christy Dicker made a motion to set the mil rate at 14.10 per thousand for the 2009/2010 year. The motion was seconded by Gary Hafford. Motion carries.

At this time Vaughn Devoe returned to ask if the cemetery project was going out to bid for equipment and materials. The amount spent for signs and culvert has already reduced the amount available. It was recommended that we proceed as far as the funding will allow us to. Vaughn asked for winter tires for the plow truck. He reported that we have 5 years on the tires on the truck. When he runs chains on the front of the plow truck, he has a difficult time turning especially when plowing. Christy Dicker stated she believes we should have appropriate tires on Town vehicles. A motion was made by Ray Cyr to get winter tires for the Town truck. Christy Dicker seconded the motion. Motion carries.

**PUBLIC COMMENTS:** None.

**SELECTMENS CONCERNS:** None.

A motion was made to adjourn by Christy Dicker at 11:15 A.M. Motion seconded by Gary Hafford. Motion carries. (Time 2 hrs. 15 min.)

**APPROVED:**

Raymond Cyr  
Raymond Cyr, Chairman

Gary Hafford  
Gary Hafford, Selectperson

Christy A. Dicker  
Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, October 21, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of October 6, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Public Works Update:
  - a) Cemetery Entrance and Roads
  - b) 1989 International
2. Exhaust Hood for Kitchen
3. School Formula Meeting – Dan Higgins
4. Board & Ballot Clerks Appointments (Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter)
5. Mutual Aid Meeting with Ashland
6. Goals & Strategies (5 year Plan)
7. Short Term Priorities

**OTHER:**

**NEW BUSINESS:**

1. Cemetery Project Bids
2. Abatement
3. Joint Owned Land
4. Community Development Project ~ Barbara Pitcairn

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE**  
**SELECTPERSONS MEETING MINUTES**  
**Wednesday, November 4, 2009**  
**6:30 P.M.**

*Date?*

The meeting was called to order at 6:30 P.M. by Chairman, Ray Cyr.

Present: Ray Cyr, Chairman; Christy Dicker and Gary Hafford, Selectpersons; Rita Sinclair, Town Manager; Dan Higgins, Brian Cote, Linda Caron, Residents; Brad St. Peter, of Portage Construction, Co.

**A motion was made by Christy Dicker to approve the minutes of the October 6, 2009 meeting as written. The motion was seconded by Gary Hafford. Motion carries.**

There were no Treasurers Warrants to review at this time.

**OLD BUSINESS:**

**1. Public Works Update:**

a) Cemetery Entrance and Roads – the Town Manager received two bids; one from Shamrock Construction Co. and one from Portage Construction Co. The bid from Shamrock Construction included construction of a roadway 24 x 385 feet for \$6,926 with a parking area 60 x 300 feet for \$12,170. An allowance of \$900 was made for broken pavement used for fill. Total bid \$18,196. Christy Dicker recused herself to prevent a conflict of interest on the opening of Portage Construction's bid. The bid from Portage Construction included 24 x 385 feet of roadway for \$10,669 and a parking area 60 x 300 feet for \$15,830. Total bid \$26,499. Discussion followed on who would provide a flag person. If Dan supplies the flag person there will be an additional cost. The manager thought the Town would be able to supply a flagger. **A motion was made by Gary Hafford to accept the low bid of Shamrock Construction. Ray Cyr seconded the motion. Motion carries with a majority vote of two and one abstaining**

b) 1989 International – the manager reported that we need to go get the truck. We will hire someone to get the truck on a flatbed. The manager will try to call Herb McPherson again to see if he will pick up the truck. Christy asked what right the person at Daigle & Houghton had to scrape the sticker off the truck. The manager did not have an answer for that.

2. Exhaust Hood for Kitchen – the manager has no new information on this item. The Board would like to see this done before winter.

Chairman Cyr skipped the next three items to discuss item #7 Short Term Priorities. He would like to have the rubbish removed from the cellar. The manager stated she wants to make sure that there is no asbestos in the old pipe insulation before it is removed. Other projects are to clean the rust off the furnace exhaust duct; replace floor tiles in kitchen, store fire department boat, tanker truck storage, (Brian Cote suggested returning it



to forestry), office computers (manager directed to find out <sup>what the</sup> issues are with computers). Christy Dicker <sup>was</sup> ~~also~~ storage for clutter in the Town office, Town Improvements would be to fix the flag pole base in the Town Square, reseal the walkway leading to the flagpole, and upgrade the sign in that same area. Gary Hafford mentioned a revitalization grant to upgrade the sign. Suggestions were made to go out to bid to retile the kitchen floor.

3. School Formula Meeting – Dan Higgins reported that he had met with Doctor Johnson about the school formula. He also called to make an appointment with the Ashland Town Manager, Dr. Johnson, and the Ashland Council Chairman. Dan explained we need a reasonable formula or Portage Lake will pull out of the district. Meetings need to be held to get an equitable formula for the towns. Dan asked Chairman Cyr to write a letter to Dr. Johnson to request a meeting for Thursday, October 29 at 1:00 p.m.

4. Board and Ballot Clerks Appointments (Executive Session per 1 M.R.S.A. 405(6)(A) Personnel Matter) – Selectperson, Christy Dicker asked if we could proceed with the rest of the meeting and move to this item to the end of the meeting.

5. Mutual Aid Meeting with Ashland – Chairman Cyr reported that he had gone to the Ashland Council chambers for the meeting but no one was there. The manager will call to find out when the next Council meeting will be and ask to be put on the agenda.

6. Goals & Strategies (5 Year Plan) – To be reviewed by Selectpersons

7. Short Term Priorities – Previously done.

**OTHER:** Town Manager, Rita Sinclair reported she had ordered the glass crusher. Chairman Cyr explained to those present that the snowmobile club is considering building a new groomer building or adding on to the present one. He recommends that we approach them for the old building if they decide to build new.

#### **NEW BUSINESS:**

1. Cemetery Project Bids – Previously done.

2. Abatement – The manager presented an abatement form for Board approval on the Simpson property for \$255.51 which was due to over valuation. **Chairman Cyr made a motion to approve the abatement of \$255.51 on 2010 taxes on the Simpson property. Christy Dicker seconded the motion. Motion carries.**

3. Joint Owned Land – the manager presented information to the selectpersons on Petition to Partition on joint owned land. This would divide the joint owned land and grant 100 percent ownership on property owners. More information is required before the selectpersons will give this consideration.

4. Community Development Project ~ Barbara Pitcairn not present. This item will be removed from future agendas.

**PUBLIC COMMENTS:** Dan Higgins petition on reducing the Towns right of way on Station Road from 66 feet to 50 feet. Chairman Cyr will refer this to the Planning Board for their review and input. Dan stated that he needed room to cut wood and for stockpiling gravel. His ramp to load and off load his equipment is partly in the right of way.

Return to Item #4. A motion was made by Chairman Cyr to go into Executive Session per 1 M.R.S.A. 405 (6)(A) to discuss a personnel matter. Motion seconded by Gary Hafford. Motion carries. Time 7:40 p.m. A motion was made by Christy Dicker to come out of Executive Session per 1 M.R.S.A 405(6)(A). Gary Hafford seconded the motion. Motion carries. Time 7:55 p.m. Chairman Cyr stated the personnel matter was mutually resolved.

**SELECTMENS CONCERNS:** None at this time.

A motion was made by Christy Dicker at 8:00 p.m. to adjourn. Gary Hafford seconded the motion. Motion carries. (Time 1hr. 30 min.)

**APPROVED:**

Raymond Cyr  
Raymond Cyr, Chairman

Gary Hafford  
Gary Hafford, Selectperson

Christy A Dicker  
Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, November 4, 2009  
6:30 P.M.**

Call to Order

Attendance

Approve Minutes of October 21, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Public Works Update:
  - a) Cemetery Project Update
  - b) 1989 International Repair/Sell
  - c) Walking Trail Project
2. Maine Dept. of Labor Citations & Fines
3. School Formula Meeting Update
4. Fire Dept. SWAT Truck & Boat
5. Grant Applications Update
6. Short Term Priorities
  - A. Cellar Rubbish
    - a) Old Water Softener
    - b) Baseboard Heater

**OTHER:** Mutual Aid Meeting with Ashland – November 13, 7pm

**NEW BUSINESS:**

1. Abatement
2. 801 Forms (BETR) (Signature Required)
3. Joint Owned Land – Petition to Partition
4. Fire Department Boat Town Manager Spending Policy
5. Goals & Strategies (5 year Plan)

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**November 4, 2009**

**6:30 P.M.**

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

Present: Chairman, Ray Cyr; Gary Hafford, Christy Dicker, Selectpersons; Rita Sinclair, Town Manager; Bonnie Condon & Frank, Brian cote, Roland and Linda Caron, Residents.

**A motion was made to approve the minutes with a corrections to the second sentence on page two. Chairman Cyr and Selectperson Hafford have two more typos to correct. Gary Hafford seconded the motion. Motion carries.**

The Treasurers Warrants would have to reviewed and signed at a later date.

**OLD BUSINESS:**

**1. Public Works Update:**

- a) Cemetery Project Update – The manager reported that she had received a bill from Dan Higgins for the road work he bid on. He did have an additional 80 feet of work to do. We had not included the entrance to the roadway in our measurements. However, she does not agree with the charges of 33 hours for a flagger. The truck with 4 way flashers was used more than an employee. The individual working was not hired to flag. We knew that we would have to pay for a flagger if we could not provide one, but he was running other equipment and errands for those 33 hours. Chairman Cyr agreed to pay for 10 hours of flagging. Christy Dicker did not participate in this discussion as she feels it would be a conflict of interest.
- b) 1989 International Repair/Sell – After some discussion and deciding to include the plow and wing with the truck. **Chairman Cyr made a motion to set the minimum bid at \$5,000. Christy Dicker seconded the motion. Motion carries.** An ad will be placed in the Star Herald.
- c) Walking Trail Project –The manager presented the final draft on the Walking Trail. The grant writer is comfortable with this application. Chairman Cyr asked what the match amount was on the grant. The manager stated that it is a 20% match but since we were over the initial budget, it will be more of a 30% match. We have some money and we have had an individual make a donation of ledge to the project. We also have several volunteers that will be planting trees. We may have another fund raiser before we start the project.

**2. Maine Dept. of Labor Citations & Fines** – The manager reported on the appointment she and Fire Chief, Dave Bolstridge had with Mike LaPointe of Maine Department of Labor. Dave had all but two of the items the department was fined for. She had everything for the Town and the Public Works Department to prove what had been corrected. She will be receiving a letter to let her know of the final decision made by the Department of Labor on the fines.

**3. School Formula Meeting Update** – Chairman Cyr reported on the meeting with Doctor Johnson, Superintendant of MSAD #32, Charles Anderson, Financial Advisor for MSAD # 32, Dan Higgins, Rita Sinclair and himself. The purpose of the meeting was to see if anything could be done about Portage's share of the school budget. Chairman Cyr explained how in the 60's or 70's Portage share of the budget was increased to help Ashland out in a time of need. In order for Portage to get this changed back or

reduced, we would have to get another community to be willing to do this. Ashland was also invited to the meeting, but did not attend. The manager stated that withdrawal was out of the question as we would still have to pay our share of the cost of building the new school and paying tuition would not be a cost savings to the Town.

4. Fire Dept. SWAT Truck & Boat – Brian Cote reported that the fire department voted to turn the SWAT truck back to Forestry and store the boat at Dan Higgins for the winter months. Discussion was held regarding the how often the boat got used and how to store it to not be spending more money. Roland Caron suggested storing the boat at the Pavilion through the winter months. This suggestion was accepted by all present.

5. Grant Application Update – the manager reported that the 2009 grant application for a tanker for the fire department probably would not be decided until some time in 2010 as the 2008 applications were just recently decided. Discussion followed on what courses were still required of the fire chief before the Town would be eligible for grants through Homeland Security. The manager believes he still has ICS 700 (which is a classroom course) to take.

6. Short Term Priorities:

a) Old Water Softener – Chairman Cyr stated that since **the old water softener** is not working as it should, **he made a motion to get rid of it. Christy Dicker seconded the motion. Motion carries.**

b) Baseboard Heater – **Chairman Cyr made a motion to get rid of the baseboard heater.**

**Christy Dicker seconded the motion. Motion carries.**

Chairman Cyr mentioned the booths and doors that are still in the cellar. Christy suggested posting the items to see if anyone wants them.

Ray asked if the manager had put out a bid request for retiling the kitchen floor. Rita stated she had not. She will see if there is enough money in that account to have this done this year. Discussion followed on the office computers and the copier. The manager reported that a new copier that would be connected to the computer to copy, scan and also be used as a Fax is quite expensive. Chairman Cyr asked if the copier will collate. She will bring the information she has received to the next selectpersons meeting. Chairman Cyr asked about purchasing this equipment. The manager stated that maybe leasing would be the better way to go. We've done this in the past with the cleaning equipment to do the floors in the municipal building. Christy Dicker asked that the manager get some prices from other companies. Chairman Cyr reviewed the list of short term projects and the selectpersons prioritized what should be done first.

Other short term items were discussed and will be put on hold until spring.

**OTHER:** The manager asked Chairman Cyr if Bonnie Condon could present her idea to the selectpersons since she has to leave. Bonnie stated the Planning Board would like to have pictures of the properties in town

Mutual Aid Meeting with Ashland – November 13, at 7 p.m. Manager, Rita Sinclair reported that she had not heard from Ashland's town manager she requested to be put on the agenda. She has tried to get the mutual aid agreement updated for over a year and has had no co-operation. There are some changes to be made and a request from Dave Bolstridge to have Portage Firemen return to Portage if there enough Ashland firemen to cover the station. Chairman Cyr will attend along with the manager and other selectpersons.

**NEW BUSINESS:**

1. Abatement – Tabled until the next meeting.

2. 801 Forms (BETR) (Signature Required) – The selectpersons reviewed the 801 Forms and Chairman Cyr signed them.

3. Joint Owned Land – Petition to Partition – Chairman Cyr explained the reason for the petition to partition to those present. He stated the 10 Year Land Management Plan ends December 31 this year. No new plan is in place and there were no revenues from stumpage this past year. The town manager explained that the petition to partition would be dividing up the joint owned land. Since Portage Lake is the majority owner of the acreage involved, we would have to negotiate for acreage. She stated she has a problem with the payments from Irving for stumpage. There is usually no explanation with the check as to how many tons or what was cut. If there is something with the check it never shows the total cut only Portage's share. If the land were divided so the Town had 100% ownership of their land we would be eligible for DECD grants and if a new company was interested in starting a business there would be land available in the Industrial area for it. This would also allow for expansion for an existing business in the industrial area. This would be expensive and time consuming to do. The Town would be responsible for 50% of the cost and would have to hire our own forester. Chairman Cyr stated there were areas that could be swapped. Christy Dicker suggested Al Murphy for a forester. The manager has a meeting with NMDC in the morning to see if there is anything they can assist us with in this process.

4. Town Manager Spending Policy – the manager requested to have an amount set for her to be able to use to purchase items for the different departments. She could not remember the amount set by the Board that hired her. She knows the previous allowed very little with out it having wait 2 weeks to ask the Boards permission. **Chairman Cyr made a motion to set an amount of \$1,500. Gary Hafford seconded the motion. Motion carries.**

5. Goals & Strategies (5 Year Plan) – Chairman Cyr asked the Selectpersons to review the Comprehensive Plan to see if they have items to add.

**PUBLIC COMMENTS:** Brian Cote reported that the fire department was doing CPR training on the 3<sup>rd</sup> Monday in November (16) at 7 p.m. Pat Long will be teaching the class. Christy Dicker asked if she would be able to take the class since she has had no prior training.

Linda Caron, speaking on behalf of herself and her husband, Roland, about their concerns on the Portage Lake Zoning Board of Appeals decision at their meeting for Mr. Gillilan's application for a variance for a rear setback from 30 feet to 6 feet. The Zoning Board changed the 6 foot setback to a 16 foot rear setback and a 53 foot setback from the centerline instead of a 63 foot setback. She stated that she and Roland are asking the Board of Selectpersons to direct the Zoning Board to follow the Ordinance. The permit had been denied by the Code Enforcement Officer, but they changed that. Gary Hafford asked if the Appeals Board suggested moving the building that Mr. Gillilan wants to build closer to the road so it would not interfere with the septic system or the other lines. Roland stated that the major issue is that we have Town Ordinances that are not being upheld. There was no building permit in place. The CEO told Mr. Gillilan that he would have to have a variance to build on that lot. A meeting was scheduled and the Carons attended. Roland stated he had served on the Planning Board and the Board of Appeals in the past and knows what the rules are. He went on to explain to the Board that the land could not be built on as it was less than an acre. It was purchased to put a septic system on which Shirley did when she owned the property and that is the useful life of the property. Now there is far less room there. He went on to say the community is always in court over issues like this. He served on the Boards and helped write these rules to protect the community. He also went to Montreal, Maine, and Atlantic and was told they were not aware of any building being done on that land. A person should be able to leave and come back and find that their property rights are protected. The Zoning Board of Appeals negotiated the building permit. That is not their purpose. They are there for one thing and that is to decide if the Ordinance is being followed. He wants the Board to know that if he has to he will take this to court. Linda Caron showed the selectpersons a copy of their lot, Gillilan's lot and Levesque's lot. Roland stated "we have a due process that people need to go through that needs to be upheld." Their

question –“Is the board going to talk to their Zoning Board and ask them to do their job correctly and follow the published Ordinance of the Town?” Chairman Cyr relied that this is being worked on. He will meet with CEO, Bruce Hussey in the morning. The Board thanked the Caron’s for coming to the meeting.

**SELECTPERSONS CONCERNS:**

Chairman Cyr asked about the drawings for the cemetery. The manager reported that they are at Staples being copied.

He congratulated the manager and her staff on the 2009 Town Report which was given a Maine Municipal Association’s Award of Excellence for Towns under 500.

He asked about the Aroostook Hazardous Mitigation Plan update. According to the grant writer this is holding up our eligibility for a grant.

He reported that there was a donation request from the Presque Isle Snowmobile Club to help rebuild their clubhouse. It was decided to pass on this request.

Gary Hafford asked if the manager had talked with the CEO. She replied that she had.

**A motion was made by Ray Cyr to hold selectpersons meetings during the day and would recommend that they be held on Wednesday at 10 a.m. The motion is seconded by Christy Dicker. Motion carries.**

**A motion was made by Christy Dicker to adjourn. The motion was seconded by Gary Hafford. Motion carries.**

**APPROVED:**

  
Raymond Cyr, Chairman

  
Gary Hafford, Selectperson

  
Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, November 18, 2009  
10:00 A.M.**

Call to Order

Attendance

Approve Minutes of November 4, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Joint Owned Land – Petition to Partition Revisited
2. Public Works Update:
  - a) 1989 International Ad
  - b) Cemetery Project Design
3. Maine Dept. of Labor Citations & Fines Update
4. Outcome of Mutual Aid Meeting
5. Short Term Priorities

**OTHER:**

**NEW BUSINESS:**

1. Abatement
2. 801 Forms (BETR) (Signature Required)
3. Project Graduation Request
4. United Way of Aroostook Request
5. 1 Ton Truck – Plow & Sander
6. Cottage Road Turnaround
7. Defibrillator for Municipality
8. Goals & Strategies (5 year Plan)

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**



**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
November 18, 2009  
10:00 A.M.**

The meeting was called to order at 10:00 a.m. by Chairman, Ray Cyr.

Present: Chairman Ray Cyr; Selectpersons, Gary Hafford, Christy Dicker; Town Manager , Rita Sinclair; Residents, Pat Raymond, Brian Condon, Judy Moreau, Clayton Demerchant, Darey Gagnon; Public Works Director, Vaughn Devoe.

The minutes of November 4, 2009 were reviewed and corrections were made. **A motion was made by Christy Dicker to accept the minutes as amended. The motion was seconded by Gary Hafford. Motion carries.**

The Treasurers' Warrants were reviewed and signed by the Selectpersons.

**OLD BUSINESS:**

1. Joint Owned Land – Petition to Partition Revisited – The manager reported on the previous discussion and thoughts on the Petition to Partition. She has since talked with Pat Raymond and asked that he present his thoughts to the selectpersons on partitioning the joint owned land. Pat stated the Town needs to promote forest management. We have a potential land management plan for the next five years. The cost to Portage to partition the joint owned land would be extensive and attorney fees would be costly. Cruises would have to be done by independent parties at a cost to the Town. A forester would have to be hired. This is a time consuming process. It could take years to complete. If this comes about the Town would have the cost of managing their own forest. If the Town has a vision, or something more tangible that would better the Town, then it would be beneficial. If not, this may alienate the other landowners. Brian Condon spoke on his experience with petitioning to partition. This occurs when landowners can't agree on the division of the property. Inventories would have to be done. There are times when you can partition without involving the courts. It is usually on land that has same soil and inventory types. Chairman Cyr stated that without a commitment it would be better to wait. Pat recommended talking with the other owners to see if an agreement can be reached. When we meet we could ask what property the other owners would be willing to part with. Brian added that to partition with equal owners would be very easy, but if it can't be agreed on, a complete study would have to be done.

2. Public Works Update:

- a) 1989 International Ad – The manager reported that an ad had been placed in the Star Herald for the sale of the truck.
- b) Cemetery Project Design – The manager presented the enlarged copies of the plans for the addition to the cemetery that Chairman Cyr had developed. He explained the new plan to those present.

3. Maine Dept. of Labor Citations & Fines Update – the manager reported that the fire department was fined \$1,400 for not having the training records and updated inspection documentation on the SCBA's. We are given the chance to appeal but if there is no documentation to show that this has been done in the past few years then all citations and fines will be revisited. Christy Dicker asked if this was reduced from the original fines. The manager responded that of a total of \$7,700 in fines the \$1,400 is what they are not forgiving. **A motion was made Christy Dicker to pay the \$1,400 fine for the citations. The motion was seconded by Gary Hafford. Motion carries.**

4. Outcome of Mutual Aid Meeting – the manager reported that she, Chairman Cyr, and Selectperson Hafford attended Ashland's Council meeting. The request for an updated mutual aid agreement was discussed. Ashland's Town Manager, Jim Gardner, stated that he and Ashland's fire chief would prepare an updated agreement.

5. Short Term Priorities – Items completed were removed from the list. A date for clean up and organization was set for December 4. Vaughn stated the only way to get the rust off the cellar floor would be to use a pressure washer. The fire department may be able to assist with this project. Chairman Cyr stated before that can be done the storage area needs to be set up. There are some things that can not go in the dumpster and would have to be taken to Eagle Lake. It was suggested to wait until after Thanksgiving to start the clean up process.

**OTHER:** Chairman Cyr asked about the Aroostook Hazard Mitigation Plan. The manager reported she had talked with Vern Ouellette and was told that this was being worked on. Glass Crusher – Where do we stockpile glass? The transfer station had been mentioned to the manager. She stated that it would be best to keep the recycling items together. When those who recycle come to the igloos they are not going to want to have to take their glass to the transfer station nor will they want to store it all winter. The snowmobile building is not an option. Vaughn reported that he had checked out the Amish shed that Ken Fones has and found the roof to be too low. It would not be suitable for removing a 55 gallon drum full of crushed glass. He and Chairman Cyr had talked about adding on to the sand shed since it has a power source. It can be stored in the public works garage until we have a place to set it up.

The manager asked if we could revisit the 89 international truck and hopper. Vaughn stated that we have had two trucks until now. We are not hauling more than 1,000 yards of material. If so, we contract out. A one ton truck would be more feasible for what public works is required to do. Vaughn stated he has seen how the budgets have changed and it would be better to have to fund less. The truck he has in mind has a stainless steel hopper and the plow can be used in smaller areas. Chairman Cyr stated it would take a Special Town Meeting to purchase a truck. If approved to buy a truck, we should take the money from the TIF account. **A motion was made by Christy Dicker to hold a Special Town Meeting to see if the Town would purchase a 1 ton truck using TIF money or by financing it. Gary Hafford seconded the motion. Motion carries.** It was agreed that the date for a Special Town Meeting would be Monday, November 30, 2009 at 7: 00 p.m.

#### **NEW BUSINESS:**

1. Abatement – The manager presented an abatement request for the MacLean's for the amount of their homestead exemption. It was not entered into the computer prior to the printing of the tax bills. **A motion was made by Christy Dicker to approve the abatement for the MacLean's. The motion was seconded by Gary Hafford. Motion carries.**

2. 801 Forms (BETR) (Signature required) – The manager presented 801 forms for Scientific Games and Portage Construction company for an assessors signature. Chairman Cyr signed the 801 forms.

3. Project Graduation Request – The manger presented a request from Project Grad 2010 for a donation of any amount to assist them with their trip after graduation. **A motion was made by Christy Dicker to donate \$25 to Project Grad. The motion was seconded by Gary Hafford. Motion carries.**

4. United Way of Aroostook Request – The manager presented a request from United Way of Aroostook for a donation to their program. **Chairman Cyr made a motion to donate 0 dollars. The motion was seconded by Christy Dicker. Motion carries.**

5. 1 Ton Truck – Plow & Sander – Previously discussed.

6. Cottage Road Turnaround – Chairman Cyr reported that he had met with Vaughn and Portage Construction about the turn around at the end of Cottage Road. There were 4 possibilities for the

and fines and compact (roll) for \$1,000. # 4 Cut down the turnaround by 6 inches, re-grade and compact 6 inches of rock and fines for \$2,500. Chairman Cyr recommends #1 do nothing this year, but plan on doing #4 in the spring. Vaughn stated that no matter what's done there will always be water there. There needs to be something done to prevent the build up of water.

7. Defibrillator for Municipality – Chairman Cyr reported on the training for CPR that was held on Monday night. He explained how a defibrillator would add to the chance of saving a life if used in addition to CPR. **Christy Dicker made a motion to purchase a defibrillator for the Town. Gary Hafford seconded the motion. Motion carries.**

8. Goals & Strategies (5 Year Plan) – This item was tabled until the next meeting.

**PUBLIC COMMENTS:** Judy Moreau asked to have the selectpersons meetings put back to evenings. Clayton Demerchant asked what the Goals and Strategies were for. The manager explained that this was a plan for the future of the Town. The Comprehensive Plan for the Town needs to be updated and the selectpersons should review it, eliminate the things that have been accomplished and add to the plan for the future.

**SELECTPERSONS CONCERNS:**

Chairman Cyr reported that he had written a letter to the Caron's in response to their concerns.

**A motion was made by Christy Dicker at 12:05 p.m. to adjourn. The motion was seconded by Gary Hafford. Motion carries. (Time 2 hours, 5 minutes)**

**APPROVED:**

  
Raymond Cyr, Chairman

  
Gary Hafford, Selectperson

  
Christy Dicker, Selectperson

# TOWN OF PORTAGE LAKE

## COMMUNITY DEVELOPMENT REPORT

December 2, 2009

1. Assistance to Firefighters Grant: 19,000 applications were received nation-wide. Announcements of awards should begin this month and will extend for the next 12 months. I will inquire if the Portage Lake application made it through the first screening.
2. Fire Station Construction Grants: Portage may wish to consider this for July 2010 application. Should start collecting information to establish need and start the public dialogue process. Will definitely require a consulting engineer for preliminary design and cost estimates. Some information used in the AFG application will be useful to this application. Announcements for 2009 FSC grants to "major" fire departments and construction ready projects have already been made to meet "stimulus" objectives.
3. Senior Citizen Housing: Spoke briefly with Robert McCurry, USDA-Rural Development yesterday and will arrange a meeting within the next two weeks, hopefully by the 14<sup>th</sup> or 15<sup>th</sup>. My strategy would be to secure "local" USDA support for the project, which will help with the "push" at the State level. Need to find out exactly and in no uncertain terms what the problem is with getting this project financed and then attack the problem(s). For all practical purposes, this is a "construction ready" project and should get funded. I highly recommend Portage reapply for a CDBG-Housing Assistance grant. Need to begin the public dialogue process now and have a minimum of two public hearings and publicity. Application deadline is April 2, 2010 and letter of intent must be submitted by February 19<sup>th</sup>. Cost estimates will require update for wage rates and inflation.
4. Municipal Fire Hydrant System: As Rita knows, this project cannot be funded under the Forest Service – Volunteer Fire Assistance Program. In order to qualify this project for CDBG we will have to complete an income survey of the area to be served by the system and determine IF 51% of those household served are low to moderate income (LMI). Your local knowledge might give you a sense of this and even a neighborhood drive-by and tally of houses may help. Consider this: A single person household is considered LMI with a gross income of \$29,100 or less; two person household \$33,300 or less; four person household \$41,600 or less. I or someone else local can do the survey and have it third party verified and certified.
5. RTP grant: Awards should be announced within the next 60 days.

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, December 2, 2009  
10:00 A.M.**

Call to Order

Attendance

Approve Minutes of November 18, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Public Works Update:
  - a) 1989 International Truck Repairs
    1. Dump Body & Sander
  - b) Part Time Plow Person
2. Prices on Range Hood
3. Grant Update
4. Municipal Building Storage - Cellar
5. Short Term Priorities

**OTHER:**

**NEW BUSINESS:**

1. Request to Use Municipal Hall
2. 801 Forms (BETR) (Signature Required) -Tabled
3. Town Manager Meeting Request
4. Request to Utilize Insurance Dividend
5. Land Management Plan
6. Manager / Clerk
7. Goals & Strategies (5 year Plan) - April

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Wednesday, December 2, 2009  
10:00 A.M.**

The meeting was called to order at 10:00 a.m. by Chairman, Ray Cyr.

Present: Ray Cyr, Chairman; Gary Hafford, Christy Dicker, Selectpersons; Rita Sinclair, Town Manager; Vaughn Devoe, Public Works Director; Bonnie Condon and Frankie, Residents.

Chairman Cyr asked for a review of the November 18, 2009 minutes. He noted a correction to be made to the amount of the fine imposed by the Dept. of Labor. Christy Dicker noted that a sentence under item #1 needed clarification and a correction to her name. Gary Hafford noted a sentence under item #1 that needed a correction. **A motion was made by Christy Dicker to accept the minutes of the November 18, 2009 meeting with corrections. Gary Hafford seconded the motion. Motion carries.**

The Treasurer's Warrants were reviewed and signed by the selectpersons.

**OLD BUSINESS:**

1. Public Works Update:

a) 1989 International Truck Repairs: It was noted that the purchase of a 1 ton truck was voted down at the Special Town Meeting on Monday evening. Richard Casey offered to repair the truck. It was stated that it could be repaired for much less than the estimate the Town received from Daigle & Houghton. The Board had agreed to this but had not set a limit for the repairs. Public Works Director, Vaughn Devoe reported that there were other problems with that truck besides the cab mounts. He expressed concerns over having the truck fixed and it not being safe.

1. Dump Body & Sander – Vaughn stated the old body weighed one ton, this body has 1/8 inch of steel and would weigh less. The hopper would sit higher on the body. The sander hung two feet out over the old body, but with this body it will hang out four feet. The weight on the rear may cause problems. The old body had a bracket to hold the sander when sanding. This body has walls made of plywood as the metal was too thin to plate. It may not hold the sander. Vaughn recommends not putting the sander in that body or selling the truck.

Chairman Cyr recommends going ahead and having the repairs made on the truck and not use the sander. He will work with Cubby (Casey) and expects the cost to be under \$2,000. Vaughn reported that the side mirror on the truck and the front spring hangers need to be replaced. The lift cylinder needs packing. Ray mentioned the newer truck and the broken wheel. Vaughn believes it's from not tightening the wheels. Ray believes it's from the weight on the truck. Vaughn will load less sand on the truck to see if this prevents wheel breakage. The manager reported that the Brad St. Peter had stopped by the Town Garage and wanted to look at the truck to see what the repairs would be. He wasn't aware that the job had been given to Cubby Casey. He would be willing to give a quote on repairs if the truck doesn't pass inspection after Mr. Casey completes his work. Gary Hafford stated that while the truck is getting repaired we should contact the person who plowed during the last storm to see if he would be available. Chairman Cyr responded that we would be able to contact our local contractors for help during that time.

b) Part time Plow Person – The manager reported that Zenon Caron was willing to assist with plowing on weekends. It was suggested to have more than one spare person available. Ray Cyr would like to get Bill Labbe on board. The manager will contact Bill to see if he is available.

2. Prices on Range Hood – the manager reported that the prices will not hold until spring. She will have to contact the company again in early spring to get a quote.

3. Grant Update – the manager presented copies of the report Dave Potter had submitted for the selectpersons to review. Assistance to Fire Fighters Grant – announcements of awards are starting to be made this month. Fire Station Construction Grants – we need to start collecting information for this application. The Senior Citizens Housing - Chairman Cyr asked if the Hartman property was mortgaged. If so, the land purchase agreement won't hold for a grant application. Manager, Rita Sinclair will contact the Houlton Registry of Deeds to get the information. Municipal Fire Hydrant System - The fire department assistance grant does not apply to hydrants. The manager will contact NMDC for information or assistance with an income survey to prepare for an infrastructure grant for a new fire station. The RTP Grant - Awards will be announced within 60 days.

4. Municipal Building Storage – Cellar – Chairman Cyr stated he would not be available to work on Friday on the clean-up. He would be available tomorrow (Thursday). Gary reported that he has appointments on Thursday and would not be available. Christy will be available. Chairman Cyr asked if Vaughn would be able to assist him. The manager believes he would be available. The trailer will be loaded and Chairman Cyr will take it to Eagle Lake on Saturday. Selectperson Hafford will be going with Chairman Cyr.

5. Short Term Priorities – The manager presented new forms and asked if this could be looked at as needed rather than every meeting. Chairman Cyr would like to see this on the agenda once a month. The selectpersons will add to the list as they think of things that need to be done.

**OTHER:** Bonnie Condon asked if the Portage Lake ATV Club will be charged for using the pavilion or town hall for fund raisers. The manager stated that the other organizations have not been charged for their fund raisers and sees no reason why the ATV club would be charged.

#### **NEW BUSINESS:**

1. Request to Use Municipal Hall – The town manager reported that she has had a request to use the hall (big room) for training dogs as has been done for several years in the past. The selectpersons see no problem with this as long as the room is left clean.

2. 801 Forms (BETR) Signature Required – Tabled until the manager can talk with Ken Carle about his figures for 2 years when she has a record of this having been done for the previous years.

3. Town Manager Meeting Request – Manager Rita Sinclair asked if the Board would consider meeting once a month rather than twice a month. There are several items that are discussed at each meeting and during the winter months things are generally quiet. She stated that if there were a situation that needed immediate attention an emergency meeting could be called on a 24 hour notice. Otherwise it would have to be posted for seven (7) days. The selectpersons discussed this and decided that a monthly meeting would be acceptable. They would also like to have the meetings on the first Thursday of the month at 9:00 a.m. beginning January 7, 2010.

4. Request to Utilize Insurance Dividend – The manager asked if the selectpersons would allow the insurance dividends to be disbursed among the employees. She then realized how many employees there would be. However, she asked if the selectpersons would allow the employees, including the selectpersons, to have an employee appreciation dinner. Chairman Cyr would like to see the employees recognized. Selectperson Hafford stated that since this was an unexpected return and should be used

money the fire department has set aside from donations could be added to the insurance dividends to help with the expense. The manager stated she would check with the fire chief about this first.

5. Land Management Plan – The manager presented copies of the proposed Land Management Plan with Irving for the selectpersons review. The Portage Lake Forest Group will be meeting to go over this. Rita reported that Pat Raymond had contacted her to see if the conference room would be available. He has some questions he would like answered. The manager would also like something in the agreement that provides for information to accompany the stumpage checks. The tentative date for the meeting is Wednesday, December 9 at 6:30 p.m.

6. Manager/Clerk – the manager reported that there is a conflict of dates for her and the town clerk to be out of the office. The clerk is taking vacation time December 11<sup>th</sup> and 14<sup>th</sup>. The manager has to be in court in Newport on the 14<sup>th</sup>. Corinne Routhier has been contacted to see if she would be available that day, but if she isn't the office would have to be closed. Discussion followed on closing the office. The selectpersons agreed that if we have no one to cover the office then we could close for one day as long as it is posted several days in advance. The manager asked if someone would be willing to attend the Presque Isle Chamber of Commerce meeting on December 11 at 10:30 a.m. They would like to have someone attend to let them know what is going on in Portage Lake and what we would like to see happen and how they (PICC) can assist us. Christy suggested sending Corinne. If she can not attend, Christy would go but would like to have something on paper as a guideline.

7. Goals & Strategies (5 Year Plan) – Discussion was held on the Comprehensive Plan and what needs to be updated. Selectperson Christy Dicker finds the Plan very difficult to read. This item will be brought back for discussion in April.

**PUBLIC COMMENTS:** None.

**SELECTPERSONS CONCERNS:**

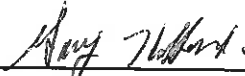
Chairman Cyr asked if the manager had received any word on the mutual aid agreement. The manager responded that she had not, but she will contact Jim Gardner to discuss the agreement.

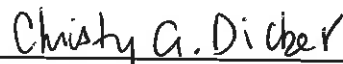
Selectperson, Christy Dicker reported that she had received complaints about storing things in the Pavilion. It was stated that it looks junky. On a positive note she wanted to share that she had noticed people stopping to take pictures of the Town Square.

**A motion was made at 11:50 a.m. by Christy Dicker to adjourn. The motion was seconded by Gary Hafford. Motion carries. (Time 1 hr. 20 min.)**

**APPROVED:**

\_\_\_\_\_  
Raymond Cyr, Chairman

  
\_\_\_\_\_  
Gary Hafford, Selectperson

  
\_\_\_\_\_  
Christy Dicker, Selectperson



# SELECT PERSONS WAGES FOR JULY THROUGH DECEMBER 2009

DATE	Raymond Cyr	Darey Gagnon	Gary Hafford	Christy Dicker
7/1/2009	1.25	1.25	1.25	
7/15/2009	1	1	1	
7/22/2009	1.75	1.75	1.75	
7/23/2009	0.5	Absent	0.5	
8/5/2009	2	2	2	
8/19/2009	2.5	2.5	2.5	
8/27/2009	1.5	1.5	1.5	
9/2/2009	1.5	1.5	1.5	
9/10/2009	1	1	1	
9/11/2009	2	2	2	
<b>Total Hours</b>	<b>15</b>	<b>14.5</b>	<b>15</b>	
at \$10 per Hour	<b>\$150</b>	<b>\$145</b>	<b>\$150</b>	
9/16/2009	2		2	2
10/6/2009	2.25		2.25	2.25
10/21/2009	1.5		1.5	1.5
11/4/2009	2		2	2
11/18/2009	2		2	2
12/2/2009	2		2	2
\$1000-12= \$83.34 mo	<b>\$251.52</b>		<b>\$251.52</b>	<b>\$251.52</b>
<b>Total Wages</b>	<b>Ray Cyr \$401.52</b>	<b>D Gagnon \$145</b>	<b>G Hafford \$410.52</b>	<b>C. Dicker \$251.52</b>

7/23/09

DATE	Raymond Cyr	Darey Gagnon	Gary Hafford	MEETING	HOURS
7/1/2009	Present	Present	Present	Regular	6:30 - 7:45 pm
7/15/2009	Present	Present	Present	Regular	6 - 7 pm
7/22/2009	Present	Present	Present	Budget	6-7:45 pm
<del>7/28/2009</del>	Present	Absent	Present	Sp. Town Mtg	7-7:30pm
8-5-09	Ray Cyr	<del>Darey Gagnon</del>	<del>Ray Hafford</del>	Regular	6:30-8:30pm
8-14-09	Ray Cyr	<del>Darey Gagnon</del>	<del>Ray Hafford</del>	Sp. Board Mtg	6:30-8:35pm
8-27-09	Ray Cyr	<del>Darey Gagnon</del>	<del>Ray Hafford</del>	Sp. Board Mtg	8:00-8:25 P.M.
9-2-09	Ray Cyr	<del>Darey Gagnon</del>	<del>Ray Hafford</del>	Sp. Board Mtg	6:30-8:05 P.M.
9-10-09	Ray Cyr	<del>Darey Gagnon</del>	<del>Ray Hafford</del>	Sp. Mtg	8:00 P.M. - 8:00 P.M.
9-11-09	Present	Present	Present	Annual Town Mtg	7 PM - 9 P.M.
9-16-09	Ray Cyr	Christy Dicker	Ray Hafford	Board Mtg	6:30 - 7:30 P.M.
10/6/09	Ray Cyr	Christy Dicker	Ray Hafford	Board Mtg	9 AM - 11:15 AM
10/21/09	Ray Cyr	Christy Dicker	Ray Hafford	Reg Board Mtg	6:30 PM - 8 P.M.
11-4-09	Ray Cyr	Christy Dicker	Ray Hafford	Reg Board Mtg	6:30 PM -
11-18-09	Ray Cyr	Christy Dicker	Ray Hafford	Reg Board Mtg	10 AM - 12 P.M.
12-2-09	Ray Cyr	Christy Dicker	Ray Hafford	Reg Board Mtg	10 A.M. - 11:50 AM