

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

January ⁷21, 2015

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for December 17, 2014

Old Business:

New Business

1. Sign Warrant for Town Meeting
2. AP Warrants

Town Managers Report

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting January 21, 2015

After Special Town Meeting

**PORTAGE LAKE BOARD OF SELECTPERSONS
SPECIAL MEETING MINUTES
JANUARY 7, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce; Chairman; Barry "Beech" Kenney;

Members Absent: Daniel Higgins

Others Present: Corrine Routhier; Rob Reece; Larry Duchette, Town Manager.

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the December 17, 2014, regular meeting. **Motion made and seconded to approve the minutes from December 17, 2014 as written. All in favor; motion carried.**

NEW BUSINESS

Special Town Meeting Warrant:

The purpose of tonight's special Selectboard meeting is to sign the Warrant for the up-coming Special Town Meeting on January 21, 2015. The Warrant articles ask whether the Town will approve a \$350,000 loan to repave portions of the Town's roads, and whether to approve use of TIF money to pave a portion of West Road to the Fish Lake Road. Larry hands out a detailed loan payback projection using the Road Reserve account and the Stumpage money. Board members discuss the cost of the project, mention the price of paving and the fact that the Soucy Hill road project is starting. Board and Larry discuss drainage along sections of Cottage Road. Board members review and sign the special town meeting Warrant Articles.

AP Warrants:

Board members review and sign the accounts payable Warrants.

Next Regular Selectboard meeting is January 21, 2015 6:30 p.m., and the Special Town Meeting will be January 21, 2015 at 6 pm.

Meeting adjourned at 6:45 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: _____

Date

1/21/15

Signed: _____

David M. Pierce, Chairperson

Barry Kenney

Daniel C. Higgins

January 7, 2015

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

January 21, 2015

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for January 7, 2014

Old Business:

1. Results of Special Meeting

New Business

1. Plow Hathaway to end.
2. AP Warrants

Town Managers Report

1. Working on Budget
2. Red Cross Training on 2/11/15
3. Office will be closed after lunch
on 2/11/15
4. All forms submitted to Dept. of Labor

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting February 18, 2015

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
JANUARY 21, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce; Chairman; Barry "Beech" Kenney; Daniel Higgins

Others Present: Rob Reese; Larry Duchette, town manager; Corrine Routhier; Hollie Umphrey; Judy Moreau

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the January 7, 2015 special meeting. **Motion made and seconded to approve the minutes from January 7, 2015 as written. All in favor; motion carried.**

OLD BUSINESS

Special Town Meeting

All articles of the Special Town Meeting passed. Larry will now contact the engineer Deryl Sponburg about the results of the road inspections.

NEW BUSINESS

Hathaway Plowing Request:

The landowner who owns the property at the lake-end of Hathaway has asked that the road be plowed all the way to the end; Larry feels the road isn't in a condition for the Town plow to go down, and there isn't a place to turn the plow truck around. Danny says that the Town doesn't have an easement for the turn-around at the end of that road. Board members discuss where the land-owners' property is and possibly getting an easement for the turn-around. Dave is concerned that if we start plowing the entire road to this guys' camp, others will expect the Town to plow to their own camps. Larry says the Town has the right to discontinue roads in the winter based on occupancy (if no one lives there). This land-owner's camp is seasonal; Larry agrees if the person lived there all year then the Town would put money into the road to make it passable for the plow, but this man doesn't live there year-round. **Motion made to not plow Hathaway Road unless there are permanent residents at the end, seconded. Two approve; one abstains. Motion carries.**

AP Warrants:

Selectboard reviews the accounts payable warrants and will sign them at the end of the meeting.

TOWN MANAGER REPORT

>Larry has the first Budget Committee meeting tomorrow night at 5 pm; everything is going well as far as budget goes.

>There will be Red Cross training on Wednesday, Feb 11, from 1 to 5, to get the Municipal Building certified as a Red Cross shelter. This training is also open for other communities; Darren Woods of NMDC will be on hand with his staff. If training goes well, the Town will have cots, dry goods and frozen

foods (which will be maintained by the Red Cross). The Red Cross will also help the Town get a larger generator than what we have. The Town Office will be closed that afternoon for training; all Town employees will be involved in the training.

>The Dept. of Labor audit has been done; all forms have been submitted but the results are not back. The Fire Dept. had a lot of violations; Larry is hoping the fines levied will be decreased with the paperwork sent in. The Dept. has a new Chief, Brian Cote, and it has been a benefit.

Public Comments:

>Dave asks Larry about the stumpage harvest times. Larry says there was a summer and fall cuts. Dave says there isn't any mention on definite times of harvesting so they are not cutting in mud season when Irving decides to get in there. Larry will talk with Irving about setting the harvesting times.

>Judy Moreau says the Board cannot make a decision through emails. She says there was one email in September where one decision was made; Larry says that was discussed initially in executive session and it was a follow up. It was an executive session and decision that had to do with employee schedules in the office. Judy claims that Board emails about Town business have to be discussed at an open public meeting; she requests that the Board discuss their emails at their next regular meeting so it is in an open forum. She says the copy of the emails should be attached to the minutes, which can be made available with the hard copy of the minutes. The Board feels this is something that can be done.

Next Selectboard meeting is February 18, 2015 at 6:30 p.m.

Meeting adjourned 6:55 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 2/18/15
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

February 18, 2015

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for January 21, 2014

Old Business:

1.

New Business

1. Town report dedication
and cover picture?
2. Pick date for Town Meeting
3. Sign Warrant Articles
4. Appoint fire chief and Fire warden
5. Treasures Report – 2014
6. Scholarship Amount?
7. Stumpage Bank Account?
8. Sign Warrant

Town Managers Report

1. Working on Budget
2. Red Cross training

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting March 18, 2015

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
FEBRUARY 18, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barry "Beech" Kenney; Daniel Higgins

Others Present: Rob Reese; Larry Duchette, town manager; Corrine Routhier; Alyce Bryant-Reece; Brian Cote; Anita Theriault

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the January 21, 2015 special meeting. **Motion made and seconded to approve the minutes from January 21, 2015 as written. All in favor; motion carried.**

OLD BUSINESS

No Old Business

NEW BUSINESS

Town Report Dedication & Cover:

The Selectboard needs to pick someone to dedicate the Town Report to. **Motion made and seconded to dedicate the 2014 Town Report to Wilza Robertson. All in favor; motion carried.** The Portage Lake Historical Society has suggested using a collage of pictures of the old schoolhouses in Portage to reflect on a bit of our history. The Historical Society is focusing on the theme of the Portage Lake School System for the summer of 2015. If the Board does not want to use these pictures, Corrine will put out a request on Facebook for pictures for the cover. **Motion made and seconded to accept the Historical Society pictures of the schools as the town report cover. All in favor; motion carries.**

Town Meeting Date:

The Town Meeting is set for the 27th of March. This date is locked in due to the timing of the nomination papers' timeline.

Town Meeting Warrant Articles:

Selectboard members review and sign the Warrant Articles to be used in the Town Report for the Town Meeting.

Fire Chief & Fire Warden:

Motion made and seconded to appoint Brian Cote as Chief of the Fire Department and to appoint Larry Duchette as Fire Warden. All in favor; motion carries.

Treasurer's Report:

Treasurer Corrine Routhier has compiled the quarterly financial report for the Selectboard with the numbers from the 4th quarter in 2014. Selectboard members review the report.

Scholarship Amount:

The Board has discussed giving a set dollar amount per high school graduate from Portage Lake for scholarships. Danny suggests \$500 per student. Discussion turns to offering \$750 or \$1000 per student; Danny feels that it too much money for one person. **Motion made and seconded to offer a scholarship of \$1000 per student, not to go over \$3,000 for the expense account, but fund the expense account as necessary each year. Two in favor; one abstains. Motion carries.**

Stumpage Bank Account:

The Treasurer requests that the Stumpage bank account currently in NorState FCU be moved due to the lack of insurance on Town money in all accounts at the Credit Union. **Motion made and seconded to open a new Stumpage bank account with the bank that the Town will get the loan for the roads. All in favor; motion carries.**

TOWN MANAGER REPORT

>Larry has been working on the budget steady for the last month. A few Warrant articles are asking for money to put into repairing the Municipal Building.

>Last Wednesday Laurie Levine from the Red Cross gave a training here to allow the Town Hall building to become a Community Shelter. There were several residents that attended the training. Larry is looking for a large generator to be able to power the building should something happen. Alyce Bryant-Reece has two sons who work for power companies; she will ask them about generators.

Public Comments:

>Alyce Bryant-Reece talked with Jim McGinnis from DOT, who is approving 1.5 miles of Route 11 access for the ATV trail. It will be temporary, depending on what P&C will be doing. Dave says Alyce should apply for next year's Motorized Trail Grant; he offers to write the grant for the ATV Club. Alyce says she is delaying the Portage-to-Ashland trail, but Washburn would like to tie in to Portage.

>Neither Larry nor Danny will be at the next Selectboard meeting on March 18.


Next Selectboard meeting is March 18, 2015 at 6:30 p.m.

Meeting adjourned 7:09 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: _____

Date


Barry Kenney

Signed:  _____

David M. Pierce, Chairperson

Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

March 18, 2015

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for February 18, 2014

Old Business:

New Business

1. Certificate of statement 2010 – 2011
2. Review Paving recommendations
3. Application for Exemption's
4. Warrants

Town Managers Report

1. Town reports done
2. Voting on Thursday 3/26/15
3. Town Meeting 3/27/15

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting April 15, 2015

PORTAGE LAKE BOARD OF SELECT PERSONS
REGULAR MEETING MINUTES
MARCH 18, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barry "Beech" Kenney;

Others Present: Larry Duchette, town manager; Corrine Routhier; Anita Theriault

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the February 18, 2015 special meeting. **Motion made and seconded to approve the minutes from February 18, 2015 as written. All in favor; motion carried.**

OLD BUSINESS

No Old Business

NEW BUSINESS

Certification of Tax Settlement:

There are two certificates of settlement for the tax years 2010 and 2011. The two Board members present sign the settlements, releasing the tax collector from all liabilities concerning the collection of taxes.

Paving Recommendations:

The Board has paperwork from Deryle Sponberg, engineer, about the recommendations he has compiled concerning the re-paving and re-structuring of the Town roads. The Board discusses the proposal with Larry; they discuss the fact that the roads being done will be good for at least 10 years. They specifically mention having School Street re-done during this phase. Larry is concerned about the straight stretch of road on Cottage Road; it has to be heavily re-structured. Discussion turns to Fox Hill Rd. and making sure West Road is done correctly.

Motion made and seconded to accept the engineer's road proposal, excepting repaving of Stockford, and use the money budgeted for Stockford to make repairs in the highest problem areas in town that won't be done during this first phase. All in favor; motion carries. Larry says this will be put out to bid the first of April. Dave brings up the issue of the skirt for the Mill Road (Fish River Road); Larry will discuss things with the Mill and see what he can do.

Exemption Applications:

There are two applications for exemption: homestead exemption for Wayne Law and a veteran widow exemption for Barbara Beaulier. Motion made and seconded to approve the exemptions. All in favor; motion carried. Dave signs the exemption form where indicated.

Warrants:

The Selectboard reviews and signs the Accounts Payable Warrants.

TOWN MANAGER REPORT

>Town Reports are in and have been distributed around town. Voting will be held Thursday and Town Meeting is on Friday.

Public Comments:

>There is a Forest Committee meeting on April 1.

>Anita Theriault explains that Phil Daggett from Hewes Brook Lodge came to one of the Tourism Committee meetings a few weeks ago. He considers his business kind of part of Portage, so he offered to help with the Town's brochures. He has a lot of good ideas, and he and a few of the other businesses in Town are willing to help pay for the brochures. Anita says the Portage Lake logo is nice, but it needs to be clearer and cleaned up. The problem is the resolution of the photo. Anita is asking for permission to fix the logo, if she can find the original photo and have it re-worked. The Board agrees to give permission.

Next Selectboard meeting is April 15, 2015 at 6:30 p.m.

Meeting adjourned 7:04 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 4/15/15
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 15, 2015

6:30 P.M.

Call to Order

Swear in Berry Kenny

Attendance

Approval of Minutes for March 18, 2014

Old Business:

1. Public concerns about West Rd. Traffic.
2. Paving Plan.
3. Key Bank.
4. Remainder of scholarship money.
5. Harvest agreement

New Business

1. Application for Exemption.
2. Portage Hill Country Club.
3. Oaths for 2015
4. Accept resignation.
5. Up Date on Mining.
6. Treasurer report.
7. Turn out gear for Oxbow
8. Application for B.Y.O.B.

Town Managers Report

1. Ceiling started.
2. Lighting started
3. Soucy Exterior lowest bidder
4. Patching pot holes

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting May 20, 2015

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
APRIL 15, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barry "Beech" Kenney;

Others Present: Larry Duchette, town manager; Corrine Routhier; Anita Theriault

Meeting called to order at 6:30 p.m. by David Pierce.

(Moment of silence for Dan Perreault)

Barry Kenney is sworn in to a new term on the Board by Town Clerk Kathy Gagnon; all other Board members are sworn in as Board members.

Approval of Minutes:

Selectboard reviews the minutes from the March 18, 2015 regular meeting. **Motion made and seconded to approve the minutes from March 18, 2015 as written. All in favor; motion carried.**

OLD BUSINESS

West Road Traffic:

Public wants to know why the trucks continue to haul on West Road when the Fish River Road is supposed to be closed to them. Larry says there is no way to enforce it. The Public feels something needs to be done to decrease the danger due to the trucks; many trucks aren't stopping when they come out of Fish River Rd. Discussion turns to the amount of traffic not stopping at the stop sign at the end of that road, not just big trucks; mention of hiring a constable to enforce things in town. There are also concerns about maintenance on the road from the big trucks and the speed, since the Town is now going to put money in to the road to reclaim it. Discussion turns to the condition of the new road and why the big trucks are using the Fish River Road. Dave concedes you have to have some trucks going through there, like delivery trucks or trucks hauling finished wood. Danny wonders if the Town could ask the Sheriff's dept. to monitor what is going on. Larry says the Sheriff or the State Police don't have enough workforce to handle all of the complaints around the County. Wayne Gagnon wonders if things would be better if we allow un-loaded trucks to enter in, then the loaded trucks will use the other road; that way you don't have the high speeds and risk of them not stopping at the stop sign. It was mentioned that the Town has posted roads in town; loaded trucks should not be on the roads right now. Larry says the problem started off again when there was the train accident behind Pinkham; the trucks started using the Fish River & West Roads again. It was suggested to contact the trucking companies individually to make a complaint. Wayne Law, mill manager for Maine Woods, says they have the same problem in the mill's yard; he would like to know the "problem" truckers and he will see what he can do. The Board feels the real problem is the *local* truckers as opposed to long-haul from other states. Diane Chouinard reiterates that a lot of the dangerous driving comes from the mill workers driving in their personal vehicles. Wayne Law says he will bring it up in their employee safety meeting. Public asks if Larry can ask the State to put up a caution light at the West Road intersection; Larry didn't feel this was feasible. Wayne Law shows a new hand-out that the mill is giving to its truckers about following the

speed limit laws and what empty trucks can and can't do. Beech also thinks the big rocks at the mouth of Fish River Road should be put back to create more of a 90 degree turn for the trucks so they slow down.

Paving Plan:

Bids have been sent out to the contractors; Larry is just waiting for a reply. Lane will be out this week to take a look at things; Steelstone and Trombley have also been contacted. There are only three companies big enough to handle this job. Roads to be done: one mile of West Road to the Fish River Road, to the tracks on East, chip seal on Fox Hill, Sutherland, Hayward, and School Street. (Hathaway will be done another year). Larry explains that chip seal has longevity of about 8 years, and by using chip seal more of the money can be used to pave the longer local roads. Larry says more towns and even the state are using chip seal because it is more flexible. Discussion turns to the quality of the winter sand in Town.

Key Bank:

Key Bank has been awarded the Town's business with the loan for the roads at an interest rate of 1.97% for 3 years.

Scholarship Money Remainder:

There were two students who were to receive a scholarship, only one of them went on to college for the second semester and has already been paid half of what was allocated. The Board has been asked if the Town can pay the remainder of that money to that same student. **Motion made and seconded to pay the remainder of the scholarship money allocated but hasn't yet been paid to the student who received the first portion. All in favor; motion carries.**

Harvest Agreement:

The Town has a new 10 year agreement with Irving for the harvesting of stumpage; Dave feels that Irving already hasn't been performing up to par. Dave has created a list of timeline "rules" for companies harvesting wood on the Town land. **Motion made and seconded to accept the agreement as read. All in favor; motion carries.** Board members talk about the reasons to have dates set for the harvesters (Irving in this current case). Dave says if they don't comply with this agreement, then their contract will be terminated.

NEW BUSINESS

Exemption Applications:

There are two applications for veteran widow exemptions, Lucy Hutchinson and Gloria Curtis. The Board needs to sign approval where it is marked on the second page. Danny and Dave each sign one exemption for approval.

Country Club License:

The Portage Hills Country Club has submitted an application for a liquor license for selling alcohol in the building and on the course. The Board signs the application.

Clerk Resignation:

Kathy Gagnon submitted a letter of resignation as Town Clerk, and all duties related to that position, to the Board. There will be an application process to hire a person to replace her. **Motion made and seconded to accept Kathy Gagnon's resignation. All in favor; motion carries.**

Mining Update:

Theresa Fowler, from Central Aroostook Chamber of Commerce, and Hollie Umphrey, the local representative on the mining issue, give an update on where the mining process is at the state level. Hollie says there are two bills coming to the forefront; one would make it extremely difficult and expensive for mining companies and the other bill is about DEP concerns and insurances. Board discusses the timeline of the bills with Hollie and Theresa. Danny questions whether Irving will be subsidizing the Town if the mining goes through to pay for an increase in tuition the Town has to pay to the Ashland school district. Hollie explains she is only at the meeting to give the Board an update on where the mining issue stands. Hollie and Theresa go on to explain that the Legislature is also holding meetings concerning financing and insurances for the mining companies.

Treasurer Report:

Town Treasurer Corrine has compiled a quarterly report for the Board members. The Board reviews the report. There was discussion about the school payments; public comments asking what would happen if there were more students coming in to town.

Fire Dept. Turn-out Gear:

Portage Lake had a fire fighter here a few years ago who was a rather large gentleman. The Town bought him new turnout gear, then he moved on to another Town's department. The turnout gear has been sitting in the Fire Dept. for all those years. That gentleman is now on the Masardis Fire Dept.; the Town is going to donate his turn-out gear to Masardis to help them out. **Motion made and seconded to donate the turn-out gear to the Masardis Fire Dept. All in favor; motion carried.**

BOYB Applications for Rentals:

The Board has to sign a BOYB/alcohol permit for a function being held at the Pavilion; they will be serving alcohol on the premises and need the permit. Board signs the permit.

TOWN MANAGER REPORT

- >The ceiling and lighting projects have been started in the Municipal Building. NEI will be replacing all of the lights in the municipal building in the next few weeks.
- >There were two bidders for the siding on the municipal building; Soucy Exterior came in as the lowest bidder.
- >Tomorrow the Public Works dept. will start patching potholes, and sweeping roads will start when it rains.

Public Comments:

- >Alyce Bryant-Reece, ATV Club President, gives an update on the new ATV trail. They are going to be using the left-over Acadian World Congress license plates from the 2014 CMA, and the trail will be named the Acadian Heritage Trail. It will run from Portage Lake to Eagle Lake. Marcelle Gagnon has donated an old house trailer for the beams to be used for bridges for the ATV trail. Larry commends

Alyce for her hard work in a short time for the ATV Club. Dave as offered to apply for a motorized vehicle grant for the ATV Club trail; Alyce will let him know when he should start with that.

Appointments & Oaths:

The Board of Selectmen appoint: Larry Duchette as Town Manager, Tax Collector, Deputy Treasurer, Welfare Director, Road Commissioner, and Agent for the Overseers of the Poor; Katherine Gagnon (for the remainder of her employment) as Town Clerk, Election Clerk, Deputy Tax Collector, Deputy Welfare Director, and Registrar of Voters ; Corrine Routhier as Treasurer, Deputy Town Clerk and Deputy Tax Collector; Margaret Pierce as CEO, Building Inspector, Plumbing Inspector, and Health Officer; Joe Chouinard as Animal Control Officer; Planning Board members Pat Kelley, Darey Gagnon, Otis Nelson, Linda Caron, and Teri DeMerchant; Appeals Board members Pat Raymond, Brian Cote, and Mike Bartlett; Budget Committee members Roland Caron, Pat Raymond, Ray Cyr, Christy Dicker, Lou Sandy Boutot, and Judy Moreau; and Brian Cote as Fire Chief. Oaths will be administered at the earliest convenience by the Town Clerk. Hollie Umphrey is also appointed to the Budget Committee, in place of Lou Sandy Boutot.

Meeting adjourned 7:50 p.m.

Next Selectboard meeting is May 20, 2015 at 6:30 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 5/20/15

Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

TOWN OF PORTAGE LAKE, MAINE



Incorporated March 24, 1909
PO Box 255/20 School St.
Portage Lake, ME 04768
207-435-4361/FAX: 207-435-6229
townofportage.clerk@gmail.com
townofportage.manager@gmail.com
townofportage.treasurer@gmail.com

www.townofportage.org

Lawrence Duchette
Town Manager
Portage Lake, Maine 04768

Summer harvesting on town owned land will begin after July 1st and must be completed by October 1st. All of the wood from summer harvests must be hauled by October 15th. Wood must be hauled regularly during the harvest to avoid spoilage.

Winter harvesting on town owned land will begin after January 1st and must be completed by March 15th. All of the wood from winter harvests must be hauled by March 31st.

This includes common/undivided as well as 100% town ownership land.

Failure to adhere to these timelines may result in termination of the harvesting contract with Irving depending on the circumstances.

Irving Representative

Selectboard

David M. Pierce

4/15/15

Daniel Higgins

Barry Kenney

Quarterly Selectboard Financial Update

As of March 31, 2015--First Quarter

Revenues vs. Expenses

Total Revenues to date	\$137,626.58	
Total Expenses to date	\$264,645.50	
Net Gain (Loss)		<u>(\$127,018.92)</u>

2015 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$0.00	\$0.00	\$0.00
Personal Prop.	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

Surplus as of 3/31/15 \$529,150.67

Checking Account

Checkbook Reconciliation Balance

\$204,763.57

Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve	\$66,178.96	
Ministerial School Lot	\$25,737.35	
Road Reserve Fund	\$196,098.24	
Stumpage	\$76,630.54	
Total at NorState		<u>\$364,645.09</u>

Katahdin:

Equipment Reserve ICS	\$49,805.49	
Silviculture ICS	\$190,038.06	
T.I.F. ICS	\$145,288.17	
General ICS	\$216,423.14	
Total at Katahdin		<u>\$601,554.86</u>

TOTAL RESERVES:

\$966,199.95

Total Assets in Banks:

\$1,170,963.52

Real & Personal Property Taxes outstanding principle

Real: 2012

2013	\$27,038.43
2014	\$59,618.95
	<u>\$86,657.38</u>

Pers. Prop:

2012	\$41.15
2013	\$35.42
2014	\$610.40
2013	<u>\$15,551.38</u>
	<u>\$16,238.35</u>

Tax Acquired:

2012	\$50.44	One account affected, previous owner has been
2013	\$49.28	notified and has agreed to make payment to keep the property.
2014	\$44.80	
	<u>\$144.52</u>	

Quarterly Selectboard Financial Update

YEAR TO DATE as of 3/31/15

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$28,000.00	\$9,680.71	\$721.25	\$19,040.54
Town Hall	\$28,000.00	\$5,286.03	\$308.00	\$23,021.97
TH Improvements	\$29,770.00			\$29,770.00
Plan & App. Bds.	\$1,000.00			\$1,000.00
CEO	\$12,500.00	\$3,430.49		\$9,069.51
Annual Dues	\$3,293.00	\$1,603.00		\$1,690.00
Twon Officers	\$75,500.00	\$17,105.40		\$58,394.60
Assessing	\$9,500.00	\$1,031.00		\$8,469.00
Discounts	\$15,000.00			\$15,000.00
Abatements	\$4,000.00			\$4,000.00
County Tax				\$0.00
TIF Reimbursemnt.				\$0.00
Insurance	\$57,000.00	\$16,128.73		\$40,871.27
Genl. Assistance	\$4,000.00			\$4,000.00
Fire Dept.	\$28,000.00	\$2,648.12		\$25,351.88
Animal Control	\$1,125.00	\$35.00	\$97.00	\$1,187.00
Public Works	\$85,500.00	\$11,481.23		\$74,018.77
Cont'd. Svcs.	\$9,500.00			\$9,500.00
NASWA	\$32,758.00	\$8,207.00		\$24,551.00
Transfer Station	\$4,500.00	\$142.00		\$4,358.00
Cemetery	\$2,000.00		\$20.00	\$2,020.00
Beautification	\$2,500.00	\$40.44		\$2,459.56
Silviculture/Frstr.				\$0.00
Parks/Beach/Camp	\$15,000.00	\$234.37	\$428.74	\$15,194.37
Portage Lake Assn.	\$500.00			\$500.00
Snomobile Club	\$2,500.00			\$2,500.00
PL Tourism Cmte.	\$1,500.00			\$1,500.00
PL ATV Club	\$4,000.00			\$4,000.00
Social Services	\$2,810.00			\$2,810.00
Education Commit		\$118,631.28		-\$118,631.28
Education-Subsidy		\$66,381.84	\$66,381.84	\$0.00
Scholarships	\$2,250.00	\$750.00		\$1,500.00
Street Lights	\$8,250.00	\$1,828.86		\$6,421.14
Ashland User Fees	\$16,800.00			\$16,800.00
				\$290,367.33

Spel

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 29, 2015

6:30 P.M.

Call to Order

Attendance

New Business

1. Anthony McKee Quit Claim Deed
2. Appointment for Interim Clerk

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting May 20, 2015

PORTAGE LAKE BOARD OF SELECTPERSONS
SPECIAL MEETING MINUTES
APRIL 29, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Daniel Higgins

Others Present: Larry Duchette, town manager; Corrine Routhier; Kathy Gagnon

Meeting called to order at 6:30 p.m. by David Pierce.

McKee Quit Claim Deed:

Anthony McKee failed to pay his property taxes for 3 years and was automatically foreclosed on by the Town on March 18, 2015. He was given the chance to purchase his property back for all back taxes, interest, and costs, which he did on April 27, 2015. The Town will issue a quit claim deed to release McKee of the liens and get his property out of tax acquired status. **Motion made and seconded to accept McKee's quit claim deed. All in favor; motion carries.**

Interim Town Clerk:

The Board would like to appoint Corrine Routhier as the Interim Town Clerk, interim elections clerk, interim registrar of voters, deputy welfare director, IF&W Agent, Motor Vehicle agent and interim vitals clerk. **Motion made and seconded to approve the appointment. All in favor; motion carries.**

Meeting adjourned at 6:34 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 5/20/15
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

May 20, 2015

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for April 15, 2015

Old Business:

1. Intersection of Route 11 and West Road

New Business:

1. Willy's Jeep?
2. County Tax Commitment
3. Paving Quotes
4. Scholarships
5. Approve Town Clerk
6. Amend Personnel policy
7. Warrants

Town Managers Report:

1. Culverts Ordered
2. Bids for culverts
3. Spring cleanup done
4. Railing at Transfer St.
5. Flags are up
6. Flowers will be here next week

Executive Session per 1 M.R.S.A. § 405(6) (D)

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting June 17, 2015

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
MAY 20, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce; Chairman; Barry "Beech" Kenney;

Others Present: Larry Duchette, town manager; Corrine Routhier; Anita Theriault; Alyce Bryant-Reece;
Ken Fones; Brian Cote

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the April 15, 2015 and April 29, 2015 regular meeting. **Motion made and seconded to approve the minutes from April 15, 2015 and April 29, 2015 as written. All in favor; motion carried.**

OLD BUSINESS

Route 11/West Rd. Intersection:

At the previous meeting members present asked if there could be a light put at the intersection of West Rd. and Route 11; Jim McGinnis from DOT has denied the request because those requests are based on a certain number of accidents at the intersection.

NEW BUSINESS

Willy's Jeep:

The Hose 6 Museum in Bangor called a few weeks ago and said that our Willy's Jeep that was on display there needed to be removed because they were changing their display. The Jeep was delivered back to Town by Marcel Theriault. On Monday's Fire Dept. meeting, members there discussed the Jeep and agreed to give it over to the Historical Society for maintenance, which the Society is willing to take on.

County Tax:

The Town's County Tax bill came in a few thousand dollars less than last year. The Board members sign the tax commitment as assessors for the Town.

Paving Quotes:

All of the paving quotes are in; the contract was signed with Lane for approximately \$449,000. The paving plan will include chip seal on Hayward, Sutherland and Fox Hill Roads because they don't get a lot of heavy traffic; Larry explains that chip seal is a much better quality now than in years past. The money saved from doing chip seal will increase the amount of paving that can be done on West and Cottage roads. Board members and Town Manager discuss the use of chip seal on the Town's roads.

Scholarships:

There are three Portage students who are applying for scholarships, to be paid in 2016. **Motion made and seconded to approve the applications for Freeman Deabay IV, Wyatt Condon, and Justine Nason.**

All in favor; motion carries. These scholarships are contingent on these students passing their first semester.

Town Clerk:

Motion made and seconded to approve Taunja Jandreau as the Town Clerk for Portage Lake. All in favor; motion carries.

Personnel Policy:

Larry proposes changes to the Town's personnel policy to offer sick and vacation pay to part time employees, at a rate half of that of full time employees. **Motion made and seconded to approve the changes to the personnel policy for sick and vacation pay. All in favor; motion carries.** Larry says the math in the Personnel Policy for sick time was wrong in the original policy, and it will be fixed when the other changes are added.

Warrants:

Warrants will be signed at the end of the meeting.

Thank You:

Dave Pierce thanks Danny Higgins for re-doing the flag base and the planting more trees in the Veteran's Park in the Town Square.

Memorial Day Parade:

Brian Cote, Fire Chief, explains that the school band isn't likely to be playing for the Memorial Day parade on Sunday. Brian talked with a few veterans; they will be starting the parade at 11 am. He asks if Larry can contact the school to confirm if the band is playing and try to find other music if not.

TOWN MANAGER REPORT

>The culverts have been ordered for the parts of roads being re-done, the bids have been received. A local contractor received the contract. This bid was for all dry installations; there is one that will have to be pumped out but that hasn't gone to bid.

>Spring clean-up of the Town is 90% done. Danny thanks the ATV Club for helping with the clean-up.

>The railings are up at the Transfer Station, per the Dept. of Labor. Discussion turns to the pile of brush at the Transfer Station and whether to chip it or burn it. Beech suggests Larry call Jake Bartlett; he may be willing to chip a small load.

>The flags are up, and the flower pots should be here next week and will be placed out around town.

Public Comments:

>The ATV Club is applying for a municipal grant. Larry says the Board has to accept it and acknowledgement during a meeting in order for them to apply. Alyce Bryant-Reece and Ken Fones hand out and explain grant paperwork to Dave and Beech (Danny left the meeting early). The grant they are applying for Department of Conservation & Agriculture, parks & lands division. Larry will scan it and send Beech and Dave a copy of it so they can look it over during the weekend. He'd like to meet with Hollie Umphrey, who is the grant writer for the ATV Club, and Alyce to make sure all of their paperwork are in order before the Board makes a decision and/or signs papers. Discussion turns to work on the expansion of the ATV trails from Portage to other towns, and other costs associated with it. Board members discuss the work that the ATV Club has done so far, and the increase in popularity of ATV use.

Next Selectboard meeting is June 17, 2015 at 6:30 p.m.

Meeting adjourned 7:18 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.


Approved: _____

Date


Barry Kenney

Signed: _____

David M. Pierce, Chairperson


Daniel C. Higgins



lawrence duchette <townofportage.manager@gmail.com>

Intersection of Route 11 and West Road

1 message

McGinnis, Jim <Jim.McGinnis@maine.gov>

Fri, Apr 24, 2015 at 1:23 PM

To: "townofportage.manager@gmail.com" <townofportage.manager@gmail.com>

Larry,

Since we spoke on the phone the other day I have researched the crash history of the subject intersection. There are no reported crashes in our database at this location. Our warrants for flashing beacons are based on at least three reported accident in one year that are if a type that would be remedied by installation of a beacon (basically vehicles running the STOP sign because they didn't see the sign).

You mentioned that many crashes are taking place but either they have not made it to our system yet or are non-reportable (<\$1000 damage).

If you have any further questions regarding this matter please contact Brent Bubar at the MaineDOT Presque Isle office (764-2060). Today is my last day here at MaineDOT.

Jim McGinnis

MaineDOT - Northern Region

Traffic Engineer

764-2060

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

June 17, 2015

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for May 20, 2015

Old Business:

New Business:

1. Girl Scouts camp out. 8/7—9. They will be tenting
Outside and cooking over an open fire. And they will
be using the bathrooms. Suggest we wave all fees!
2. B.Y.O.B permits
3. Warrants

Town Managers Report:

1. Culverts are being installed. Vaughn has installed 2 and has 1 more to do on Sutherland
Portage construction will start next week
2. Paving Changes, No Chip seal. Lane will now put 1 ¾ hot top on Sutherland, Fox Hill, Hayward and School St.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting July 15, 2015

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
JUNE 17, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce; Chairman; Barry "Beech" Kenney; Danny Higgins

Others Present: Raymond Cyr; Corrine Routhier; Alyce Bryant-Reece; Rob Reece; Miki Kasmarik; Arthur Routhier

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the May 20, 2015 regular meeting. **Motion made and seconded to approve the minutes from May 20, 2015 as written. All in favor; motion carried.**

OLD BUSINESS

There is no old business.

NEW BUSINESS

Girl Scout Camp-Out:

The local Girl Scouts troop has asked to use the Town Hall grounds for a camp out this summer and would like the use of the Town Hall building for the restrooms. It was suggested by the Town Manager to waive the rental fees related to the Town Hall building for this event. **Motion made and seconded to waive all fees for the rental to the Girl Scouts. All in favor; motion carries.**

BYOB Permits:

There are two BYOB permits associated with the rental of the Pavilion this summer, one for Teresa Krass and one for Trena Penney. These are needed so they can serve alcohol at the Pavilion during their events. Selectboard members sign the permits where needed as approval.

Warrants:

Accounts payable warrants will be signed at the end of the meeting.

TOWN MANAGER REPORT

(report read by Board Chairman)

>Culverts are being installed. There is one more on Sutherland; Portage Construction will start with the big culverts next week.

>There will not be any chip seal applied to the roads this year during the re-paving project. Lane Construction will be putting hot top on the smaller streets rather than chip seal. The apron on the Maine Woods road is going to be 175 feet; Maine Woods will split the cost with the Town for this. Danny would like Vaughn to put some screened gravel on West Road to fill in the big holes while we are waiting for the paving to be done. The Board is also concerned about the second set of railroad tracks on West Road—are they going to be removed? Discussion turns to slowing down the trucks coming out of the Fish Lake Road.

PUBLIC COMMENTS:

Town's facilities and would like to serve or have alcohol on the premises.

>Ray Cyr also asks about getting a sound system for the Big Room here at the Town Hall.

Next Selectboard meeting is July 15, 2015 at 6:30 p.m.

Meeting adjourned 6:40 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved:

7/15/15

Date _____

Barry Kenney

Signed:

David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

July 15, 2015

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for June 15, 2015

Old Business:

New Business:

1. Law Enforcement?
2. Nashville Clerk Duties?
3. Campground Attendant?
4. MMA Board of Directors voting.
5. Quarterly Financial Update.
6. Commitment Date?
7. Warrants

Town Managers Report:

1. Chub Tournament Aug 8
2. Culverts are almost done

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting August 12, 2015

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
JULY 15, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce; Chairman; Barry "Beech" Kenney;

Absent: Daniel Higgins

Others Present: Corrine Routhier; Alyce Bryant-Reece; Rob Reece;

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the June 17, 2015 regular meeting. Motion made and seconded to approve the minutes from June 17, 2015 as written. All in favor; motion carried.

OLD BUSINESS

There is no old business.

NEW BUSINESS

Law Enforcement:

Larry asks the Board if they want to hold a public hearing to hire Ashland's police force to cover Portage Lake for a yearly fee. Preliminary talks would be to have them out here early in the morning in different days, adding up to about 8 hours a week. It would amount to about \$30,000 per year. We would have to pay for the patrolman to represent us in court, if they need to. The Sheriff & State Police are also increasing their patrols in town, but they aren't here enough. Beech is concerned about increasing the budget by \$30,000 if we are already getting coverage from the State. Dave feels the Sheriff/State Police are only here when we call repeatedly to complain, but they don't stay around. Larry says Ashland is open to any kind of deal to help out their budget; Larry has only spoken with Ashland town manager Ralph Dwyer so far about the issue. Larry says we can also hire Cyr Martin directly, rather than do a deal with Ashland. Board members discuss that possibility. Issue was tabled until more information could be obtained.

Nashville Clerk Duties:

Nashville's clerk is going to be retiring soon, and Jim Beaulier has approached the Town about taking over the clerk duties for Nashville for a yearly fee. This would include doing Motor Vehicle registrations and collecting tax money. The Portage office staff doesn't see a problem doing the clerk duties. Board members feel this will be a good idea; they will wait to make a decision until the next meeting when Nashville's representative will be at the meeting.

Campground Attendant:

Fern Wilson and Richard Levesque will no longer be taking care of the campground, which means the Town is without a campground attendant. Larry would like to disconnect the power at the campground, and turn it into a rustic campground. The major expense for the campground is the electricity. Beech feels that the Town should keep the power on down there for the rest of the season, and starting next

year turn it into a rustic campground. Dave would like to shut it off sooner. Larry will create some sort of notice to post the changes. Larry also explains that Jeanne Jones has offered to check on the campground a few times a week, along with the work she already does in checking the Pavilion & beach. Jeanne would also check to make sure the people down there has a permit and she will steer them toward the Town Hall. Larry would like to see Jeanne receive a stipend for volunteering to take on these duties. **Motion made and seconded to keep the electricity on until fall, and next year to get rid of power at the campground. All in favor; motion carried.**

MMA Board of Directors Voting:

The Board members vote and sign for the MMA Board of Directors. This is a yearly thing that the Board members must do.

Quarterly Financial Update:

The Treasurer has prepared the quarterly financial updates for the Board members to review. Beech asks about the Maine energy rebate and when it will be coming back into play. Larry keeps an eye on it daily, and will update the Board when he has any news. Selectboard members discuss the cemetery, and ask about funding a reserve fund for it. Corrine explains how the plot sales work, and that there is a plan to map out the new section beginning in August.

Tax Commitment:

The Board members go over the three options for the mil rate, which are 13.1, 13.25, and 13.45. All are below last year's mil rate of 14. Dave says if the higher mil rate was used, it would give us more of an overlay to put in our savings. Both members agree the 13.1 doesn't give enough overlay. There is a \$10,000 difference in overlay between the higher two mil rate options. **Motion made and seconded to accept 13.25 as the mil rate. All in favor; motion carries. Motion made and seconded to commit taxes on July 23, 2015.**

Local Road Assistance:

The Maine DOT local road assistance program paperwork needs to be signed by the Board members to complete the application so Larry can submit the paperwork.

Warrants:

Accounts payable warrants will be signed at the end of tonight's meeting.

TOWN MANAGER REPORT

>The first annual Chub Tournament will be held on August 8; winner is determined by the weight of the fish caught by them throughout the day. It begins at 8 am and lasts until 3 pm. Portage Lake Association is the co-sponsor of this event. Larry's only concern is what to do with the fish after they are caught.

>The cross culvert is being removed from the tracks on Cottage Rd., a new culvert is being put in across Zephyr Dr. Vaughn will also put in a new culvert at the entrance of the Post Office off of School St. Beech would like to see rip-rap put in on the ends of the culverts. Discussion about the culverts and the new catch basin in front of Pat Goodblood's house.

Public Comments:

>Alyce Bryant-Reece will bring the Town some "NO ATV" signs to put up along the fitness path. On the 25th of July, the new trail will be opened to Eagle Lake. The ATV Club is also having a chicken BBQ at the Pavilion at 4 on that day. Alyce explains the progress with connecting the Portage Lake trails to other trails in the County. Board members and Alyce discuss different options in the woods to connect.

>Corrine lets the Board know that the clerks will be out of the office on Tuesday July 21 and also on Thursday July 30 for training.

Next Selectboard meeting is August 19, 2015 at 6:30 p.m.

Meeting adjourned 7:28 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 8/19/15
Date

Barry A. Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

Quarterly Selectboard Financial Update

As of June 30, 2015--First Quarter

Revenues vs. Expenses

Total Revenues to date	\$211,484.58	
Total Expenses to date	\$543,513.09	
Net Gain (Loss)		<u><u>(\$332,028.51)</u></u>

2015 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$0.00	\$0.00	\$0.00
Personal Prop.	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

Surplus as of 6/30/15 \$442,318.67

Checking Account

Checkbook Reconciliation Balance \$151,577.59

Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve	\$66,294.19	
Ministerial School Lot	\$25,782.17	
Road Reserve Fund	\$196,196.05	
Stumpage	\$76,668.76	
Total at NorState		<u><u>\$364,941.17</u></u>

Katahdin:

Equipment Reserve ICS	\$59,855.45	
Silviculture ICS	\$190,203.92	
T.I.F. ICS	\$145,414.98	
General ICS	\$97,916.28	
Total at Katahdin		<u><u>\$493,390.63</u></u>

TOTAL RESERVES: \$858,331.80

Total Assets in Banks: \$1,009,909.39

Real & Personal Property Taxes outstanding principle

Real:	2012	\$0.00	Pers. Prop:	2012	\$41.15
	2013	\$19,306.28		2013	\$35.42
	2014	\$33,067.04		2014	\$610.40
		<u>\$52,373.32</u>			<u>\$686.97</u>

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

August 19, 2015

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for July 15, 2015

Old Business:

New Business:

1. Nashville Selectmen.
2. Miki Gillilan.
3. Special Entertainment Permit
Deans Motor Lodge.
4. Liquor License for Deans Motor Lodge.
5. Proposed rate change for Pavilion.
6. Peng Cheng, Eagle Scout project.
7. Warrants

Town Managers Report:

1. Paving
2. Kubota Mower
3. MMA Dividend Payment \$977.
4. Chub Tournament

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting September 16, 2015

**PORTAGE LAKE BOARD OF SELECT PERSONS
REGULAR MEETING MINUTES
AUGUST 19, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce; Chairman; Barry "Beech" Kenney; Danny Higgins

Others Present: Alyce Bryant-Reece; Rob Reece; Joe Chouinard; Larry Duchette, Town Manager; Corrine Routhier; Chris Murphy; Al Murphy; Mark Flint; Jim Beaulieu

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the July 15, 2015 regular meeting. **Motion made and seconded to approve the minutes from July 15, 2015 as written. All in favor; motion carried.**

OLD BUSINESS

There is no old business.

NEW BUSINESS

Nashville Clerk Proposal:

Nashville Plantation has approached the Town of Portage to take over clerk services and animal control services for Nashville. They are in a situation where there aren't enough people in their Plantation to do some of these duties; they would prefer Portage Lake to take on some duties. Jim Beaulier explains currently they pay their clerk & tax collector about \$4400 per year, mostly to do motor vehicle registrations, but they aren't opposed to paying more for those services; fee includes insurances. Another position is the voting services; Nashville already pays the Town \$400 per year for that, and pays the registrar of voters \$100 per year. Jim agrees that these positions require a lot of work and certification. Other positions are plumbing inspector and health officer, and Animal Control; a lot of these positions won't require a lot of work, but the Plantation is required to have them. For all of these positions combined, Nashville is paying about \$4700; they would be willing to pay more if the offer is reasonable. Nashville will be having Town Meeting probably the last week of September; they would need an answer and proposal by the end of the first week of September. Larry and the Board will be in touch with any questions. (Al Murphy, Chris Murphy, Jim Beaulier, and Mark Flint leave the meeting)

Miki Gillilan:

Miki Gillilan requested to be put on tonight's agenda, but she has not come tonight.

Dean's Motor Lodge:

Dean's Motor Lodge has submitted renewals for its liquor license and special entertainment permit. A public hearing concerning these permits was held directly before tonight's Board meeting. Board members sign the permit and license where indicated so they can be sent in to the State.

Pavilion Rental Rates:

The Board members are asked to review the current rental rates for the Pavilion. Currently there are separate rates for residents and non-residents, with residents' fee being a donation. The Town Office

workers propose a flat fee for everyone of \$50 to rent and \$50 deposit fee that will be refunded to them if the facility is left in a good condition. The Pavilion costs the Town money every year for toilet rental and maintenance. **Motion made and seconded to make the rental rate \$50 flat fee and \$50 deposit for the Pavilion rental. All in favor; motion carried.**

Eagle Scout Project Request:

Peng Cheng is a member of Boy Scout Troup 179 in Ashland who is looking for an Eagle Scout project. He is asking the Board if his project could be to remove the rocks along the shoreline at the Portage Lake public beach. His Permit by Rule through DEP has been taken care of. Larry will have a place to put the rocks. Peng plans to do this project on the weekends; he isn't sure when he will be starting but it will most likely be following the next school year.

Warrants:

Accounts payable warrants will be signed at the end of tonight's meeting.

TOWN MANAGER REPORT

>The road paving will begin on Monday August 24 with the reclaiming of West and Cottage Rd. Deryl Sponberg has paperwork for Public Works employee Hollie Umphrey to keep track of the paving project for the Town.

>The Kubota lawnmower is starting to get worn; Larry requests that the Town updates it and wants the Board's approval to pursue.

>MMA insurance dividend payment has come in. Last year 50% of it was split among the employees; Larry would like to do that again. **Motion made and seconded to give 50% of the dividend payment to the employees. All in favor; motion carried.**

>The Chub Tournament was a success; chub, perch, sunfish and other junk fish were taken out. Over 380 pounds of junk fish were taken out of Portage Lake. There are plans to expand the derby next year with three different categories and approach big retailers for some prizes.

Public Comments:

>Board members discuss the issue of paying for police force in Town, which was taken up at the Board's last meeting. Danny isn't in favor of it; he feels it would be a huge expense for the Town. Dave says there is a big problem on Fox Hill Road recently with the State Police and Sheriff there multiple times a week. Rob Reece feels there is a problem in getting officers from these departments from the State that we are already paying for. Dave explains the problems at two particular houses on Fox Hill Road and the concern for the neighbors, but he says the Sheriff Dept. doesn't show up enough. Discussion turns to the issue of speeding in town and domestic issues for which a law enforcement presence is needed. Rob Reece suggests the Town to contact the County Commissioners; Larry will call them this week and file a complaint.

>Alyce Bryant-Reece would like to thank Beech for mowing Cub Casey's lawn with his daughter, which teaches her to reach out her neighbors.

Next Selectboard meeting is September 16, 2015 at 6:30 p.m.

Meeting adjourned 7:05 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said

meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 9/16/15
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

September 16, 2015

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for August 19, 2015

Old Business:

1. Nashville

New Business:

1. Sign Municipal Valuation Report
2. Sand Bid went to Portage Const.
3. Adoption of General Assistance Ordinance
4. Ashland request for assistance to purchase
a new ambulance
5. Rapid renewal – Trio
6. Election clerk appointments
7. Fair Point pole application.
8. Warrants

Town Managers Report:

1. Finish paving Thursday and Friday.
2. Shoulder work done.
3. New Tires on Backhoe.
4. Campground Inspection.

Executive Session: 1 M.R.S.A. § 405(6)(D)

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting October 21, 2015

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
SEPTEMBER 16, 2015 at 6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce; Chairman; Barry "Beech" Kenney; Danny Higgins

Others Present: Alyce Bryant-Reece; Rob Reece; Larry Duchette, Town Manager; Corrine Routhier; Judy Moreau; Clayton DeMerchant

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the August 19, 2015 regular meeting. **Motion made and seconded to approve the minutes from August 19, 2015 as written. Motion carried.**

OLD BUSINESS

Nashville Plantation

Nashville Plantation liked the offer from Portage to take over its Clerk duties. They will present it at their annual meeting.

NEW BUSINESS

Municipal Valuation Return:

The Board members sign the Municipal Valuation Return that has to be sent in to the State.

Winter Sand Bid:

The winter sand bid went to Portage Construction at the same price as last year. There will be 600 yards of sand delivered.

General Assistance Ordinance:

The state requires the Town's sign off on the state's general assistance program. These forms have to be sent in to Augusta. The Board signs the necessary papers. Discussion about what the qualifications are to receive general assistance.

Ashland Ambulance Request:

The Town of Ashland is in need of a new ambulance. They have requested that Portage pay 32% of the bill; the ambulance will cost approximately \$232,000. There are two options, for 7 years at \$4,791 or for 10 years at \$3,499.31. Other towns in the area are asked to contribute to the new ambulance; amounts are based on the population in each community. This is something that needs to be voted on at Town Meeting in March; the Board will consider the options and determine which amount will be asked for at the Town Meeting. Danny recommends taking the loan for 10 years; Dave is concerned about the extra amount paid in interest. Judy Moreau wants to know if Portage Lake will have someone on their board of directors and have more to say on how Portage is charged; Larry will look into it. Motion made and seconded to bring this issue in a warrant before the Town Meeting. Motion carried.

Rapid Renewal:

The Town Office is looking into going into the State system of Rapid Renewal for people to re-new their registrations for motor vehicles, boats and RVs online. It costs \$250 for added software for the TRIO accounting system, with another \$150 as a yearly fee. The office feels it would be beneficial especially

for boat registrations in the summer. General consensus of the Board members is it would be a positive thing for the Town.

Election Clerk Appointments:

The Town Clerk has compiled a list of people who are willing to be election clerks for the coming year that the Board needs to approve. **Motion made and seconded to accept the list of election clerks as written. Motion carried.**

FairPoint Pole Application:

FairPoint Communications is requesting permission to place a pole near the corner of Fish River Road and West Road. They are adding the pole to eliminate a large dip in the wire. The Board members sign the pole application forms.

Warrants:

Accounts payable warrants will be signed at the end of tonight's meeting.

TOWN MANAGER REPORT

>Paving will be finished Thursday and Friday, and possibly Saturday. Shoulder work will be done by Lane after the work. David says there is a huge crack in the new pavement on Fox Hill Road; he wants to know what the specs are for the pavement. Also on Fox Hill Road, the sweeper has cut up the road a bit.

>Two new rear tires were purchased for the backhoe this week, one of them developed large bulges; they tires are approximately 4 years old. The new tires are comparable to what other construction companies are using.

>The campground was inspected recently by the State, a new inspector that brought a couple issues to light. We are required to have bathroom facilities for each campsite; we only have one, but she is looking in to whether we are grandfathered. One campsite is too close to the outhouse. At the end of this year the Town will take out the electrical sites. There is really no attendant, but Jeanne Jones has been checking on it and giving people camping permits. Next year it will be a wilderness campsite. Beech suggests having half of the sites as "self-contained units only" in one section.

Public Comments:

>Judy mentions that there are speed bumps on the Mill Road; she wants to know if we can get some for the roads being repaved. Larry says a removable speed bump was purchased today for the end of School Street near the playground. Danny would like to see a speed bump near the mouth of the Mill Road so people will slow down when they get to the stop sign; he suggests Larry contact Maine Woods to find out how much they paid for theirs.

>Alyce Bryant-Reece says the ATV's 15 MPH signs were removed from the telephone poles on Cottage Rd. Neither Larry nor the Board knows who may have done this. Alyce says the ATV Club pays for those signs. Larry will check into it. The Board talks about changing the placement of the signs. Alyce feels if there are no signs up, they will be going much faster than 15 MPH. Dave says they are going faster than 15 MPH on Fox Hill Road.

>Dave Pierce was approached by a Fire Fighter from Eagle Lake who said a few of his friends work in Portage and they might be interested in joining the Portage Fire Dept. This man also thought Eagle Lake and Portage could have a mutual aid contract. Dave will bring this up at the next Fire Dept. meeting, but wanted the Board to be aware of it.

At 7:15 pm motion made and seconded to enter into Executive Session 1 M.R.S.A. § 405(6) (D).

Motion carried. At 7:22 pm the Board exited Executive Session

Motion made and seconded to have Larry Duchette re-write his contract for his position as Town Manager for the terms he proposed, and the Board members will sign their approval at a later date.

Motion carries.

Next Selectboard meeting is October 21, 2015 at 6:30 p.m.

Meeting adjourned 7:24 pm.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 10-21-15
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

Ashland

Town of Ashland, P.O. Box 910, Ashland, ME 04732
 (207) 435-2311 Fax (207) 435-2005
 e-mail: manager@townofashland.org
www.townofashland.org

"Gateway to the North Maine Woods"



Incorporated February 18, 1862

To: Participating Towns and Plantations

September 10, 2015

RE: Ashland Ambulance Service

Ashland has experienced a 78% increase in educational costs over the past five years that has driven our mil rate to 27.5 mils and leaves the municipality fiscally unable to sustain the ambulance service without further assistance from the surrounding towns and plantations. Ashland needs to replace the Ambulance in the spring of 2016 and requests assistance from the participating communities to purchase this vehicle. The quote on a new ambulance is \$231,183.

The services newest ambulance was purchased in 2002, with approximately 150,000 miles of emergency service over county highways and logging roads. This, along with several moose and deer strikes have taken its toll on the ambulance and it has reached the point where its reliability is in question.

Ashland's ambulance service provides 24/7 paramedic staffing utilizing part time employees. The Ambulance Director works full time and fills in for shifts that he is unable to fill by part time employees.

The ambulance service covers 2563 square miles, providing service to Ashland, Masardis, Oxbow Plantation, Garfield Plantation, Nashville Plantation, Portage and the unorganized territories surrounding its coverage area. This area includes all the towns previously listed and encompasses from the bottom of Haystack on Route 163, the unorganized territory surrounding Scapan Lake, south on route 11 to Knowles Corner at the junction of routes 11 and 212, north on route 11 to the bottom of Soucy Hill and west to the Canadian border, covering the unorganized territories.

Ashland will pay for 60% of the ambulance and is requesting assistance as outlined in the following chart for the balance of the purchase. The interest rate is estimated to be 3% but could change and affect the final values. For example; assuming a 7 year loan Portage would pay an additional \$4,798.09 a year above its existing stipend.

MUNICIPALITY	Amb Subsidy	% - \$	Amount - \$	Yearly Payments	
				7yrs	10yrs
ASHLAND	\$0	60%	\$138,709.80	\$22,263.80	\$16,261.02
PORTAGE	\$13,395	32%	\$ 29,849.83	\$4,791.09	\$3,499.31
MASARDIS	\$8,201	20%	\$ 18,275.36	\$2,933.31	\$2,142.43
GARFIELD PLT	\$2,658	6%	\$ 5,923.17	\$950.71	\$694.38
NASHVILLE PLT	\$3,416	8%	\$ 7,612.32	\$1,221.83	\$892.40
OXBOW PLT	\$2,002	5%	\$ 4,461.32	\$716.07	\$523.00
COUNTY	\$11,825	28%	\$ 26,351.20	\$4,229.53	\$3,089.16
Total	\$41,497	100%	\$231,183.00	\$37,106.34	\$27,101.70
			Amount	\$259,744.38	\$271,017.00

Hopefully this will be agreeable to all and Ashland will be able to continue providing quality service to the neighboring communities. I'll need to know your feelings on this so we can proceed with the purchase after the next budget cycle.

Sincerely,

Ralph Dwyer

Ballot Clerks
Town of Portage Lake
Sept 2015

Democrats

Lou Sandy Boutot
Sandy Soucy
Carol Gagnon
Tracy-Snow Cormier
Hollie Umphrey
Judy Moreau
~~Jean McPhearson~~
Betty Benson

Republicans

Hallie Baker
Missy Boutot
Anita Theriault
Diane Chounard
Donna Martin
Cathy Farnum
Fran Condon
Mary Reis
Bonnie Condon


Unenrolled

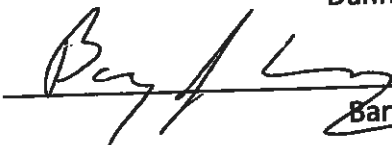
Serena Bonville
Alyce Reece
Alice Higgins
Lucinda Jacobs

We, the municipal officers of The Town of Portage Lake appoint the attached list of election clerks to serve at the voting place during the time the polls are open and as counters after the polls close.

Dated: Sept. 16, 2015


Dave Pierce


Danny Higgins


Barry Kinney

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

October 21, 2015

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for September 16, 2015

Old Business:

1. Nashville \$5980.

New Business:

1. Portage Lake Association.
2. Land adjacent to Cemetery for sale.
3. Quarterly Financial Update.
4. Approve Culvert purchase.
5. Approve Kathy Gagnon for Ballot Clerk.
6. B.Y.O.B. for Tourism Christmas Party.
7. Warrants.

Town Managers Report:

1. Paving and shoulder work done.
2. Brush pile scheduled to be ground at transfer station.
3. Culvert on West Replaced by Rafford.
4. Plow blade in need of repair.
5. Drainage ditch by Kelley's cleaned.
6. Surgery 1st week of November. I will be out until 11/9/15?

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting November 18, 2015

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
OCTOBER 21, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce; Chairman; Barry "Beech" Kenney

Members Absent: Daniel Higgins

Others Present: Jim Kelley; Lawrence Duchette, Town Manager; Corrine Routhier; Rob Reece; Alyce Bryant-Reece; Brian Cote; Taunja Jandreau

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the September 16, 2015 regular meeting. **Motion made and seconded to approve the minutes from September 16, 2015 as written. Motion carried.**

OLD BUSINESS

Nashville Plantation

Nashville Plantation held its annual meeting last Thursday and voted to have Portage Lake take over its clerk duties for a yearly fee of \$5,980. The Town Clerk and Deputy Clerk have contacted the various State offices that need to be told and the paperwork is being worked on. There is also a chance that Larry may take over Nashville's fire warden duties.

NEW BUSINESS

Portage Lake Association:

Jim Kelley, president of the Portage Lake Association, brings a proposal before the Board to have the Town entrusted to hold the PLA's savings account, because the amount is significantly higher than a small, non-incorporated group should house. The Town's accountant is aware of the situation and sees no problem with it. The large amount of money came from membership dues and donations. The money that the Town will hold for the PLA will be used in the event of a milfoil infestation in the lake, or other similar lake-associated disaster. The initial deposit for the account will be \$10,000. Larry recommends that the PLA has a set of rules for which the money is to be managed so in the future, the Town doesn't spend it in any other sort of way and mistake the money for tax money. Jim says if anything happens to the PLA, like it dissolves, then the money will revert to the Town to be used specifically for lake quality issues. **Motion made and seconded to accept the proposal from the PLA. Motion carries.**

Fox Hill Land Offer:

The owner of the land adjacent to the cemetery between Fox Hill Rd. and Route 11 approached the Town to see we would be willing to purchase that pie-shaped piece. The asking price for the parcel is \$15,500, approximately 6 acres. Larry doesn't think the Town has any real use for that piece of land. The Board members feel the price is too high for the land; they don't feel it is something the Town should pursue. Larry will follow up with the owner.

Quarterly Treasurer Financial Update:

The Selectboard review the quarterly financial report from the Treasurer.

Culvert Purchase:

There is about \$9,000 left over from the Road Improvement project this summer and Larry would like to purchase some culverts that will be needed for repairs on Cottage Road next summer; the culverts will likely cost more than \$6,000. Larry has gotten bids from 4 different companies. Also with the left-over money, Larry would like to purchase portable speed bumps to put in various spots in Town. **Motion made and seconded to allow Larry to purchase the culverts and the speed bumps (with signs). Motion carries.**

Ballot Clerk Appointment:

There has been an addition to the list of Ballot Clerks for the upcoming elections; Kathy Gagnon has been added. **Motion made and seconded to appoint Kathy Gagnon as a ballot clerk. Motion carries.**

BYOB License Request:

The Tourism Committee is going to be hosting a Community Christmas Party, and they have asked the Board to approve the application for BYOB. The party will be held at the Town Hall on December 12, 2015. Board members sign the BYOB application. Instead of a fee to get in or a Yankee Swap, there will be a food collection.

Warrants:

Accounts payable warrants will be signed at the end of tonight's meeting.

TOWN MANAGER REPORT

- >Paving and shoulders of the roads are done.
- >Brush pile at the Transfer Station is scheduled to be ground by TNT before the snow comes. Price has not been discussed yet.
- >The culvert on West Road with water running underneath it was replaced by Mark Rafford this past month. The culvert was too far down for Vaughn to be able to handle with the Town equipment. This culvert handles a lot of water in that area and the repair was needed.
- >The blade on the plow truck needs repair; Vaughn has worked on it this week to bend it back enough to use.
- >The drainage ditch near Jim Kelley's (on Cottage Rd.) has been cleaned out and repaired. It was a ditch in between two properties that was filled with a lot of silt and leaves. The Town acquired a Permit by Rule in order to do the work. Jim Kelley compliments the work done on the ditch.
- >Larry will be out of the office the 1st week of November for hip surgery.

Public Comments:

>Alyce Bryant-Reece of the ATV Club says they still don't know if their new bridge has been approved; whoever is in charge of the State grant has been back and forth on the issue. Alyce is working on completing a municipal grant for the ATV trail; she is looking for confirmation from DEP approved contractors to include with the grant. She asked if Beech can help her out; he agrees he is DEP approved through his job, and that Danny is also DEP approved. Beech is concerned that the State may want to have a cross-culvert installed before the final approval. He says everything else looks great around the new bridge.

Next Selectboard meeting is November 18, 2015 at 6:30 p.m.

Meeting adjourned 7:05 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 11-18-15
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

Quarterly Selectboard Financial Update

As of Sept 30, 2015--Third Quarter

Revenues vs. Expenses

Total Revenues to date	Total Expenses to Date	Net Gain (Loss)
\$1,356,434.57	\$988,290.09	\$368,144.48

2015 Tax Commitment	Commitment	Received	Remainder	% Rec'd
Real Estate	\$873,425.48	\$724,044.31	\$149,381.17	83%
Personal Prop.	\$73,794.60	\$71,377.80	\$2,416.80	97%
	\$947,220.08	\$795,422.11	\$151,797.97	

Surplus as of 9.30/15 \$510,597.26

Checking Account

Checkbook Reconciliation Balance

\$246,144.04

Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve	\$66,410.89
Ministerial School Lot	\$25,827.55
Road Reserve Fund	\$196,294.97
Stumpage	\$243,199.11
Total at NorState	\$531,732.52

Katahdin:

Equipment Reserve ICS	\$59,908.24
Silviculture ICS	\$200,000.00
T.I.F. ICS	\$204,826.56
General ICS	\$327,840.12
Total at Katahdin	\$792,574.92

TOTAL RESERVES:

\$1,324,307.44

Total Assets in Banks:

\$1,570,451.48

Real & Personal Property Taxes outstanding principle

Real:	2012	\$0.00
	2013	\$15,529.19
	2014	\$28,986.15
		<u>\$44,515.34</u>

Pers. Prop:

2012	\$41.15
2013	\$35.42
2014	\$610.40
	<u>\$686.97</u>

Quarterly Selectboard Financial Update

YEAR TO DATE as of 9/30/15

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$28,000.00	\$22,057.79	\$2,891.80	\$8,834.01
Town Hall	\$28,000.00	\$12,267.53	\$473.56	\$16,206.03
TH Improvements	\$29,770.00	\$19,130.00		\$10,640.00
Plan & App. Bds.	\$1,000.00			\$1,000.00
CEO	\$12,500.00	\$9,020.78	\$7,185.00	\$10,664.22
Annual Dues	\$3,293.00	\$3,314.66		-\$21.66
Twon Officers	\$75,500.00	\$55,918.60		\$19,581.40
Assessing	\$9,500.00	\$6,470.00		\$3,030.00
Discounts	\$15,000.00	\$13,209.60		\$1,790.40
Abatements	\$4,000.00			\$4,000.00
County Tax	\$72,500.40	\$72,500.40		\$0.00
TIF Reimbursemnt	\$19,086.46	\$19,086.46		\$0.00
Insurance	\$57,000.00	\$40,746.70	\$984.00	\$17,237.30
Genl. Assistance	\$4,000.00	\$233.91		\$3,766.09
Fire Dept.	\$28,000.00	\$8,054.33		\$19,945.67
Animal Control	\$1,125.00	\$282.79	\$101.00	\$943.21
Public Works	\$85,500.00	\$54,087.22	\$365.28	\$31,778.06
Cont'd. Svcs.	\$9,500.00	\$7,663.00		\$1,837.00
NASWA	\$32,758.00	\$24,581.00		\$8,177.00
Transfer Station	\$4,500.00	\$3,333.62	\$1,335.20	\$2,501.58
Cemetery	\$2,000.00	\$1,792.59	\$510.00	\$717.41
Beautification	\$2,500.00	\$428.76		\$2,071.24
Silviculture/Frstr.				\$0.00
Parks/Beach/Camp	\$15,000.00	\$15,270.55	\$1,778.74	\$1,508.19
Portage Lake Assn.	\$500.00	\$500.00		\$0.00
Snomobile Club	\$2,500.00	\$2,500.00		\$0.00
PL Tourism Cmte.	\$1,500.00	\$1,500.00		\$0.00
PL ATV Club	\$4,000.00	\$4,000.00		\$0.00
Social Services	\$2,810.00	\$2,803.20		\$6.80
Education Commit	\$459,525.00	\$352,143.77		\$107,381.23
Education-Subsidy		\$191,309.97	\$191,309.97	\$0.00
Scholarships	\$2,250.00	\$1,500.00		\$750.00
Street Lights	\$8,250.00	\$5,940.56		\$2,309.44
Ashland User Fees	\$16,800.00	\$16,731.80		\$68.20

Other Major Revenues:

Tax Interest				\$5,550.39
MV Excise Tax				\$77,075.54
Boat Excise Tax				\$1,694.80
Revenue Sharing				\$13,320.20

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

November 18, 2015

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for October 21, 2015

Old Business:

New Business:

1. Maine Woods Land Purchase.
2. Felch quotes for accounting services.
3. 8.25% increase in health insurance.

Town Managers Report:

1. Fixed leaks on furnace's.
2. New sign for Pavilion.
3. Brush pile at Transfer station done.
4. Community Christmas party 12/12/15 5pm.
5. Both plows ready.
6. Sand is in shed.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting December 16, 2015

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
NOVEMBER 18, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barry "Beech" Kenney

Members Absent: Daniel Higgins

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Jeff Poirier of Maine Woods Company; Pat Raymond

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the October 21, 2015 regular meeting. **Motion made and seconded to approve the minutes from October 21, 2015 as written. Motion carried.**

OLD BUSINESS

Maine Woods Land Purchase:

Jeff Poirier and Pat Raymond, representing Maine Woods Company, would like to propose that the company purchase a small strip of land about 3 acres behind the mill toward the West Road side. The company will pay for the survey. It would give the company extra room for trucks around the mill yard and purchasing the property would alleviate any issues in the future with the use of the land by the mill. Maine Woods is requesting a decision on the purchase of the property and a letter stating such from the Town so they can take it to the other joint land owners. Larry would like to do this deal without a realtor; he feels Matt Stedman from Irving and Selectman Dave Pierce are qualified to determine a fair market value for the land. Pat suggests a purchase price of \$2,500. Dave says that is a fair price, considering the Mill is a company in town that is a benefit to the town. Larry will contact MMA to determine if the land sale has to go to a Town Meeting to be voted on; if need be he can call a special town meeting on this issue within 60 days. **Motion made and seconded for the Town to accept the proposal of \$2,500. Motion carried.** The next step is for Maine Woods to approach Irving and P&C about the land; they are the other joint owners of the area.

Auditor Contract Quote:

Felch & Co. has submitted a contract proposal for the next three years. Larry says it is roughly a \$250 increase per year. After three years the cost will be \$7,250 based on what we paid in 2015 for auditing or accounting services. **Motion made and seconded to accept the Felch & Co. three-year contract proposal. Motion carried.** Selectboard members sign the contract.

Employee Health Insurance:

There will be an 8.25% increase in the employee health insurance for the coming year; this is a common theme for all insurance companies.

NEW BUSINESS

Warrants:

Selectboard members sign the accounts payable Warrants for this week.

TOWN MANAGER REPORT

- >Some of the pipes coming out of the furnace in the Town Hall were corroded; Daigle Oil came in and cleaned up the furnace and fixe whatever needed to be fixed. Larry says heating costs are down this year; any overages in the expenses this year will be carried over for next year's fuel costs.
- >A new two-sided sign has been ordered for the Pavilion, and a sign will be ordered for the campground to give instructions for anyone wanting to rent a camping spot. We have had luck with people paying for the spots with their credit cards. Costs will be lower considerably for the campground; Larry feels the power should be kept on for another year to see how things go.
- >The brush pile at the transfer station is gone; it cost us \$800 (\$400 per year because it wasn't done last year).
- >The Town's community Christmas Party will be on December 12 at 5 pm. This is a pot luck and BYOB.
- >Vaughn has the plow blade fixed; it was bent considerably and it is now cleaned up and both the plow truck and 1-ton are ready to go for winter.
- >The winter sand/salt is in the shed; we purchased 600 yards this year and there was about 300 yards left over from last year.
- >Larry will be out of the office all week next week for Thanksgiving.
- >Larry says the labor end of the money we receive from Nashville for clerk duties will go to a pay increase for the girls in the office starting in January.

Public Comments:

No public comments.

Next Selectboard meeting is December 16, 2015 at 6:30 p.m.

Meeting adjourned 6:58 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 12-16-15
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

December 16, 2015

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for November 18, 2015

Old Business:

New Business:

1. Matt Stedman from Irving with pricing on stumpage.
2. Move Accounts from NorState to Acadia.
3. Town will not contribute to Spouse's Insurance.
4. Application for Veteran Exemption.
5. Approve increase for office staff.
6. Move State Plumbing Fee.
7. Approve insurance for 24 hr.
work week with employee contribution.
8. Quarterly Financial report.
9. Warrants

Town Managers Report:

1. Christmas tree and Lights up.
2. Working on budget
3. Leaving 12/17 will return 12/28
4. Merry Christmas

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting January 20, 2016

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
DECEMBER 16, 2015/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barry "Beech" Kenney

Members Absent: Daniel Higgins

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Alyce Bryant-Reece; Rob Reece; Matt Stedman of Irving Woodlands

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the November 18, 2015 regular meeting. **Motion made and seconded to approve the minutes from November 18, 2015 as written. Motion carried.**

OLD BUSINESS

No old business.

NEW BUSINESS

Stumpage Plan:

Matt Stedman from Irving Woodlands discusses the current prices for stumpage for the Town. He lets the Board know that prices are drastically down from last year, with the exception of cedar and hardwood. He says there is essentially no poplar market right now. The stumpage rates have dropped by about half for softwood. He discusses with the Board the Town's harvest plan for stumpage for the coming year. Dave would like the Town to only do half the proposed cut for 2016; it still leaves the Town on track with the harvest plan. Discussion turns to focusing the cut on cedar and/or hardwood and whether that is a good idea at this point in time; Discuss the costs to Irving for the cuts and where the inventory/wood has to go to make it beneficial for them. The Board will talk with Larry to determine what direction the Town should take concerning the stumpage cutting over the winter.

Bank Changes:

Larry says a few accounts should be moved from NorState to Acadia FCU because NorState can't insure the total amount of money we have there. The Town has a lot of money at Katahdin now; Larry would like to spread the accounts around to make the money a little safer. The Board agrees, but no motion is made on which accounts to move at this time.

Employee Insurance Policy:

Larry is proposing a change to the Personnel Policy to state that the Town will only pay for health insurance for the employee. Larry was advised to have the Personnel Policy specifically state that spouses will not be insured by the Town, only employees. **Motion made and seconded to amend the personnel policy to state that the Town will not be responsible for spouses' insurance. Motion carries.**

Veteran Exemption Application:

Edward Lorrey has submitted an application for veteran exemption. The Board needs to sign the application, if approved, for it to be effective for next year's tax commitment. Board members sign their approval and date the application effective today.

General Pay Rate Increase:

The Clerks in the office have added duties due to taking over positions for Nashville Plantation this October. Larry would like the Board to approve an increase in the current pay rate for the clerks because of that; the extra pay would come out of the appropriation paid to the Town by Nashville. The Board members agree, and sign an approval form for Larry to file.

State Plumbing Fee Account:

The Treasurer has submitted a request to move some money that is remaining in the State Plumbing Fee general ledger account. The money in the account is supposed to be made to the state each year, and should zero out at the end of the year. The Local Plumbing Inspector and the Treasurer would like the remaining money to be moved into the septic grant general ledger account. **Motion made and seconded to approve moving \$316.25 from the state plumbing fee account into the Town's septic grant account. Motion carries.**

Employee Insurance Contribution:

Larry would like Board approval for the Town to pay for a portion of health insurance for part-time employees, with a contribution from the employee toward the insurance. Currently the Town covers full time employees at 100%. The Board would like more information on this before making a decision.

Preliminary Quarterly Financial Report:

The Treasurer has compiled a preliminary year-end financial report for the Board ahead of the end of year. The Board reviews the report.

Warrants:

Board members will sign the accounts payable warrants before the end of tonight's meeting.

TOWN MANAGER REPORT

- >The Christmas tree in the Town Square and Christmas lights on the poles are up. One of the lights was hit in front of Coffin's; it needs to be removed soon as it is badly damaged.
- >Manager has been working on the 2016 budget; it looks like the amount will be close to last year.
- >Larry will be leaving for a week for Christmas and doctor appointments, will be returning on Dec. 28.
- >Vaughn will be back on light duty on Monday; he has been on leave after suffering a heart attack on December 4. He will be cleaning out the shop and doing some paperwork when he comes back, potentially on the 21st.
- >Danny couldn't be at tonight's meeting, but he dropped off a Christmas card for the other Board members.

Public Comments:

No public comments

Next Selectboard meeting is January 20, 2016 at 6:30 p.m.

Meeting adjourned 7:09 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 1/20/16
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

Schedule B - 2016 1st Half Portage Stumpage Rates \$/Ton

Stumpage rates for wood cut on permitted tracts will be paid as follows:

Town of Portage Lake	
2016	
	Stumpage Rates
SF-SL	\$17.50 ✓ 33.00
SF-SW	\$21.00 ✓
WP-SL	\$18.50 ✓
WP-PW	\$0.00
HE-RP	\$2.00 ✓
TA-RP	\$2.00 ✓
CE-CS	\$25.00 ✓ X
CE-FE	\$22.00 ✓
MH-SL	\$31.93 X
MH-RP/PW	\$11.00 ✓
MH-FC	\$10.00 ✓
MH-HF	\$1.00 ✓
PO-RP/PW	\$5.00 ✓

- Spruce & Fir Logs
- Spruce & Fir Studwood
- White Pine TL - Logs
- White Pine Pulpwood
- Hemlock TL / Pulp
- Tamarack TL / Pulp
- Cedar Shingle
- Cedar Fence.
- Mixed Hardwood Logs - includes Veneer in mix
- Mixed Hardwood Pulpwood
- Mixed Hardwood Flail Chips
- Biomass (HF)
- Poplar TL - Logs

Request to Move Amounts:

Account G 1-217-00 State Plumbing Fee

\$316.25

In working with the local plumbing inspector to determine why this general ledger account has had a balance in it for a number of years, it was determined that the account was not handled correctly by the previous local plumbing inspector. This money is supposed to be paid to the state each year, but the payments must have been made from a different account several years. The LPI has requested that the remaining amount in this account, after the necessary payments to the state are made, be added to the Town's septic grant general ledger account. The total amount to be moved from the state plumbing account into the septic grant account is \$316.25.

Corrine Routhier
Treasurer
December 14, 2015



Dan M. Prince



Quarterly Selectboard Financial Update

As of Dec. 16, 2015--Fourth Quarter Preliminary

Revenues vs. Expenses

Net Revenues to date	Net Expenses to Date	Net Gain (Loss)
\$251,852.81	\$150,849.48	\$101,003.33

2015 Tax Commitment	Commitment	Received	Remainder	% Rec'd
Real Estate	\$873,425.48	\$785,815.28	\$87,610.20	90%
Personal Prop.	\$73,794.60	\$72,635.23	\$1,159.37	98%
	\$947,220.08	\$858,450.51	\$88,769.57	

Surplus as of 12/16/2015 \$508,253.26

Checking Account

Checkbook Reconciliation Balance \$221,242.04

Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve	\$76,489.48	
Ministerial School Lot	\$20,671.12	
Road Reserve Fund	\$63,217.30	
Stumpage	\$196,031.52	
Total at NorState		<u>\$356,409.42</u>

Katahdin:

Equipment Reserve ICS	\$59,943.27	
Silviculture ICS	\$200,000.00	
T.I.F. ICS	\$204,946.37	
General ICS	\$328,031.90	
Total at Katahdin		<u>\$792,921.54</u>

TOTAL RESERVES: as of 11/30/2015 \$1,149,330.96

Total Assets in Banks: \$1,370,573.00

Real & Personal Property Taxes outstanding principle

Real:	2012	\$0.00	Pers. Prop:	2012	\$41.15
	2013	\$4,413.27		2013	\$35.42
	2014	\$24,490.56		2014	\$610.40
		<u>\$28,903.83</u>			<u>\$686.97</u>

Quarterly Selectboard Financial Update

YEAR TO DATE as of 12/16/2015

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$28,000.00	\$27,806.61	\$3,407.30	\$3,600.69
Town Hall	\$28,000.00	\$15,681.49	\$541.76	\$12,860.27
TH Improvements	\$29,770.00	\$19,130.00		\$10,640.00
Plan & App. Bds.	\$1,000.00	\$400.00		\$600.00
CEO	\$12,500.00	\$11,304.49	\$7,435.00	\$8,630.51
Annual Dues	\$3,293.00	\$3,314.66		-\$21.66
Twn Officers	\$75,500.00	\$72,857.26		\$2,642.74
Assessing	\$9,500.00	\$6,545.50		\$2,954.50
Discounts	\$15,000.00	\$13,209.60		\$1,790.40
Abatements	\$4,000.00			\$4,000.00
County Tax	\$72,500.40	\$72,500.40		\$0.00
TIF Reimbursemnt	\$19,086.46	\$19,086.46		\$0.00
Insurance	\$57,000.00	\$48,199.68	\$984.00	\$9,784.32
Genl. Assistance	\$4,000.00	\$233.91		\$3,766.09
Fire Dept.	\$28,000.00	\$22,570.47	\$896.67	\$6,326.20
Animal Control	\$1,125.00	\$821.99	\$165.00	\$468.01
Public Works	\$85,500.00	\$83,700.55	\$641.28	\$2,440.73
Cont'd. Svcs.	\$9,500.00	\$8,823.00		\$677.00
NASWA	\$32,758.00	\$32,758.00		\$0.00
Transfer Station	\$4,500.00	\$4,748.62	\$1,403.20	\$1,154.58
Cemetery	\$2,000.00	\$2,195.59	\$510.00	\$314.41
Beautification	\$2,500.00	\$1,068.19		\$1,431.81
Parks/Beach/Camp	\$23,500.00	\$19,052.98	\$1,488.74	\$5,935.76
Portage Lake Assn.	\$500.00	\$500.00		\$0.00
Snomobile Club	\$2,500.00	\$2,500.00		\$0.00
PL Tourism Cmte.	\$1,500.00	\$1,500.00		\$0.00
PL ATV Club	\$4,000.00	\$4,000.00		\$0.00
Social Services	\$2,810.00	\$2,803.20		\$6.80
Education Commit	\$467,025.43	\$467,025.02		\$0.41
Education-Subsidy		\$217,375.57	\$217,375.57	\$0.00
Scholarships	\$2,250.00	\$1,500.00		\$750.00
Street Lights	\$8,250.00	\$7,755.50		\$494.50
Ashland User Fees	\$16,800.00	\$16,731.80		\$68.20

Other Major Revenues:

Tax Interest		\$8,350.63	\$8,350.63
MV Excise Tax		\$30,611.32	\$30,611.32
Boat Excise Tax		\$1,694.80	\$1,694.80
Revenue Sharing		\$16,524.62	\$16,524.62

Includes \$8,500 for Seaplane Base repairs & Pavilion walls