

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**Regular Select Board Meeting**  
**October 18, 2023**  
**6:30 P.M.**

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1. Call Meeting to Order & Attendance
2. Presentation of Appreciation Plaque
3. Approval of Minutes  
September 20, 2023 regular meeting
4. Old Business:
  - a. Beach Buffer Reclaim Update
  - b. Oak Point Road Access Update
5. New Business:
  - a. Choose 2024 Town Meeting Date
    - a. Last Friday in March 2024 is Good Friday—would like to avoid if possible
  - b. Request to use Agent Fees from Dog licenses for \$25 gift certificate drawing
  - c. BYOB Permit request—PL Snowmobile Club
  - d. Manager's 3<sup>rd</sup> quarter mileage reimbursement request
  - e. Treasurer's Quarterly Financial Update
  - f. Tax Foreclosure Update: All 2021 taxes are paid; no properties going to foreclosure this year
  - g. Payables Warrants
6. Town Manager's Report
  - a. Our 2022 Annual Report won the Supreme designation from Maine Municipal Assn.
  - b. Public Works trucks ready for winter & Doug Burke will be helping Jason plow if needed
  - c. New projector & screen in Big Room is installed and ready for use.
7. Other Select Board Business
8. Public Comments (as time allows)
9. Adjourn

**Next Regular Select Board Meeting:** Wednesday, November 15, 2023

**Upcoming Meetings & Events:**

Nov. 7: Election Day 10am to 8 pm

Nov 12: Harvest Supper @ Town Hall, 5 pm

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
October 18, 2023, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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Members Present: Barry "Beech" Kenney, Bruce Laveway.

Members Absent: Michelle Johnson.

Others Present: Corrine Routhier, Jodi Page, Sarah Bauzenberger, Sandra Bartlett, Larry & Connie Duchette.

Meeting called to order at 6:00 p.m. by Beech Kenney.

**Presentation of Appreciation Plaque:** Larry Duchette was presented with an Appreciation Plaque for 10 years of service as Town Manager of Portage Lake.

**Approval of Minutes:** Selectboard reviews the minutes from the September 20, 2023, regular meeting.  
**Motion made and seconded to approve the minutes for the September 20, 2023, regular meeting as written. Motion carries.**

**OLD BUSINESS**

**Beach Buffer Reclaim Update:** Randy Martin from Central Aroostook Soil & Water is going to help with the project.

**Oak Point Road Access Update:** Mike Umphrey and Scott Bellair visited the old snowsled trail to do a site assessment. Corrine will talk to Scott Bellair to get his opinion on the matter. The Board decided to put any work on hold until there is a plan in place by the DEP and all residents of Oak Point are aware that any road access will increase their property taxes.

**NEW BUSINESS**

**Choose 2024 Town Meeting Date:** Motion made and seconded to hold the Town Meeting on March 22, 2024. Motion carries.

- Last Friday in March 2024 is Good Friday—would like to avoid if possible

**Request to use Agent Fees from Dog licenses for \$25 gift certificate drawing:** (Please note this agenda item lists the wrong fees to be used.) Anyone who registers their dog early will get their name put into a drawing for a \$25 gift certificate to the veterinarian of their choice. **Motion made and seconded to use the late fees for dog registrations to purchase the \$25 gift certificate drawing. Motion carries.**

**BYOD Permit request—PL Snowmobile Club:** Discussion tabled until Michelle is present for voting.

**Manager's 3<sup>rd</sup> quarter mileage reimbursement request:** The Board reviews the Manager's 3<sup>rd</sup> quarter mileage reimbursement request. **Motion made and seconded to accept the mileage reimbursement request. Motion carries.**

**Treasurer's Quarterly Financial Update:** The Board reviews the Treasurer's Quarterly Financial Update. **Motion made and seconded to accept the Treasurer's Quarterly Financial Update. Motion carries.**

**Tax Foreclosure Update:** All 2021 taxes are paid; no properties going to foreclosure this year.

**Payables Warrants:** The Board reviews the Treasurer's warrants and signs them for approval.

### TOWN MANAGER'S REPORT

- A. Our 2022 Annual Report won the Supreme designation from Maine Municipal Association
- B. Public Works' trucks ready for winter & Doug Burke will be helping Jason plow if needed
- C. New projector & screen in Big Room is installed and ready for use

### OTHER SELECTBOARD BUSINESS

**Motion made and seconded to move the regular Selectboard meetings to winter hours starting at 6:30 p.m. now until April 2024. Motion carries.**

**Comments from the Public (as time allows):** Sandra Bartlett asked who Mike Umphrey and Scott Bellair were. Mike Umphrey is an Oak Point property owner and Scott Bellair is a DEP representative.

Next regular Selectboard meeting is Wednesday, November 15, 2023, at 6:30 p.m.

**Regular Selectboard Meeting adjourned at 6:19 p.m.**

#### Upcoming Meetings & Events:

- **November 7<sup>th</sup>: Election Day 10 a.m. to 8 p.m.**
- **November 12<sup>th</sup>: Harvest Supper @ Town Hall 5 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: \_\_\_\_\_

12/19/23

Date

Barry Kenney

Signed: \_\_\_\_\_

Bruce Laveway

Michelle Johnson, Chairperson



## 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

[www.townofportage.org](http://www.townofportage.org)

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October 18, 2023

Request letter to the Selectboard Members

I would like to Request the use of \$25.00 from the dog registration late fees to use for a gift certificate for the early registration drawing. Residents that register their dog(s) before December 19<sup>th</sup>, 2023, will be added to a drawing for a \$25 Gift Certificate for the Veterinarian of their choice.

Thank you,

Sarah Bauzenberger  
Animal Welfare Agent  
Town of Portage Lake

# Quarterly Selectboard Financial Update

As of September 30, 2023--3rd Quarter

## Revenues vs. Expenses, Net

Total Revenues to date	\$1,211,319.92	
Total Expenses to date	\$936,150.01	
Net Gain (Loss)		\$275,169.91

2023 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$936,429.53	\$809,325.39	\$127,104.14
Personal Prop.	\$89,202.90	\$88,364.19	\$838.71
	\$1,025,632.43	\$897,689.58	\$127,942.85

## Checking Account-Katahdin

Checkbook Reconciliation Balance	\$388,658.51
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## Bank Reserve Accounts Status

### NorState:

Fire Dept. Equip Reserve & Savings	\$54,356.33	
ARPA Funds	\$1,395.03	
Ministerial School Lot Stumpage		
Savings & CD	\$57,425.79	
Road Reserve Savings & FLEX	\$231,397.72	
<b>Total at NorState FCU</b>		\$344,574.87

### Katahdin:

PW Equipment Reserve ICS & Checking	\$52,751.40	
Silviculture ICS & Checking	\$202,035.37	
General ICS*	\$457,849.72	
<b>Total at Katahdin</b>		\$712,636.49

\*Genl ICS Savings includes \$288,410.04 for school payments for January to June 2024

### Key Bank

Revaluation Reserve	\$45,288.72	
<b>Total at Key Bank</b>		\$45,288.72

### Acadia FCU:

Cemetery Perpetual Care Prime & Super Saving	\$12,982.21	
Stumpage: Savings & CD	\$409,785.21	
<b>Total at Acadia FCU</b>		\$422,767.42

**TOTAL RESERVES:** \$1,525,267.50

**Total Assets in Banks:** \$1,913,926.01

## Real & Personal Property Taxes outstanding principle

<b>Real:</b>		<b>Pers. Prop:</b>	
2021	\$1,457.51	2022	\$0.00
2022	\$10,447.48		
	\$11,904.99		

# Quarterly Selectboard Financial Update

YEAR TO DATE as of September 30, 2023

## Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$36,200.00	\$30,700.36	\$1,927.83	\$7,427.47
Office Staff	\$84,800.00	\$58,054.50	\$3,220.50	\$29,966.00
Assessing	\$6,500.00	\$1,223.84	\$1,424.33	\$6,700.49
Town Hall	\$23,000.00	\$14,652.61	\$5,585.89	\$13,933.28
Plan & Appeals	\$1,000.00	\$285.00	\$35.00	\$750.00
Code	\$13,000.00	\$4,494.58	\$2,146.25	\$10,651.67
Discounts	\$14,000.00	\$13,886.52		\$113.48
Abatements	\$1,500.00	\$782.47		\$717.53
Annual Dues	\$2,350.00	\$2,377.00		-\$27.00
Insurance	\$69,000.00	\$50,351.86	\$1,057.71	\$19,705.85
Genl. Assistance	\$5,265.00	\$490.30		\$4,774.70
Fire Dept.	\$27,300.00	\$11,919.57		\$15,380.43
Animal Control	\$2,600.00	\$1,467.10	\$190.00	\$1,322.90
Police Patrol	\$2,068.00			\$2,068.00
Cont'd. Svcs.	\$3,800.00	\$876.00		\$2,924.00
Public Works	\$95,000.00	\$69,652.88	\$17,078.12	\$42,425.24
Ash. Transfer Stn.	\$51,705.00	\$41,616.42		\$10,088.58
Transfer Station	\$875.00	\$780.00	\$400.00	\$495.00
Cemetery	\$3,200.00	\$1,653.25	\$1,444.00	\$2,990.75
Beautification	\$1,600.00	\$1,543.18	\$31.00	\$87.82
Rec Dept.	\$1,560.00	\$224.04	\$394.83	\$1,730.79
Parks/Beach/Pav	\$14,000.00	\$11,431.68	\$454.83	\$3,023.15
Seaplane Base	\$5,000.00			\$5,000.00
Campground	\$6,200.00	\$1,890.75	\$2,899.00	\$7,208.25
Snomobile Club	\$2,500.00	\$2,500.00		\$0.00
PL ATV Club	\$2,500.00	\$2,500.00		\$0.00
PL Historical Soc.	\$2,500.00	\$2,500.00		\$0.00
Social Services	\$3,042.00	\$3,041.50		\$0.50
Education Commit.	\$538,613.02	\$394,408.01		\$144,205.01
Education-Subsidy		\$2,963.11	\$2,963.11	\$0.00
Excise Taxes		\$19,217.67	\$94,766.27	\$75,548.60
Street Lights	\$6,720.00	\$4,525.01		\$2,194.99
Ashland User Fees	\$84,202.00	\$84,202.00		\$0.00