

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**REGULAR SELECT BOARD MEETING**  
**January 18, 2023**  
**6:00 P.M.**

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1. Call Meeting to Order & Attendance
2. Approval of Minutes  
December 21, 2022 regular meeting
3. Old Business:
  - a. DOT digital signs in Town & possible legislation for road repairs
4. New Business:
  - a. Appoint Registrar of Voters (done every 2 years on odd years)
  - b. Approval of Ballot Clerks for coming year
  - c. Renew Yoga class contract
  - d. Town Facilities Rental Charge Change Proposal
  - e. Choose Town Report Cover & Dedication
  - f. Treasurer Quarterly Update—4<sup>th</sup> Qtr. 2022
  - g. Payables Warrants
5. Town Manager's Report
  - a. Auditor will be here Thursday the 19<sup>th</sup>
  - b. Plow truck repairs—hoses needed
  - c. Utility poles for Snowmobile Club groomer shed have been installed
  - d. Generator is scheduled to have a routine service call
6. Other Business
7. Public Comments (as time allows)
8. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
9. Adjourn

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

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

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Members Present: Michelle Eastman, Chairperson; David Pierce; Barry "Beech" Kenney.

Others Present: Corrine Routhier, Jodi Page, Sandra Bartlett.

Meeting called to order at 6:02 p.m. by Michelle Eastman.

**Approval of Minutes:** Selectboard reviews the minutes from the December 21, 2022, regular meeting. **Motion made and seconded to approve the minutes for the December 21, 2022, regular meeting as written. Motion carries.**

**OLD BUSINESS**

**DOT digital signs in Town & possible legislation for road repairs:** Corrine contacted the DOT and was offered two digital signs, both to be placed on Route 11, one in town and the other up by the Transfer Station. These signs were offered free of charge. Troy Jackman's office was also contacted to see about possible legislation to fix the hill. Troy Jackman's office is sending someone from the DOT to investigate hill to see if anything can possibly be done.

**NEW BUSINESS**

**Appoint Registrar of Voters (done every 2 years on odd years):** Sarah M. Bauzenberger has been appointed the Registrar of Voters for a 2-year term running January 1, 2023, to December 31, 2024. **Motion made and seconded to appoint Sarah M. Bauzenberger as the Registrar of Voters. Motion carries.**

**Approval of Ballot Clerks for coming year:** Motion made and seconded to approve the following Election Clerks for the Town of Portage Lake for the 2023 Election Year: Serena Bonville, Jennifer Brophy, Jodi Page, Sandy Bartlett, Maggie Pierce, Joyia Cyr, Gail Gagnon, Carol Gagnon, Kathrine Gagnon, Jean McPherson, Danica Hartman, Tracy Snow-Cormier, Geraldine Condon, Janice Cyr, Michelle Eastman, Cathy Farnam, David Farnam, Frank Hallett, Pamela Hallett, Debra Holmes, Kimberly Holmes, Chris Johnson, Tammy Kenney, Kimberly Mapley. **Motion carries.**

**Renew Yoga class contract:** The Yoga class contract has been renewed for another year at the same rate of 10%. **Motion made and seconded to accept the lease as written. Motion carries.**

**Town Facilities Rental Charge Change Proposal:** Up until recently, Town clubs and Town non-profit organizations have been able to use the Town Hall building and Pavilion to hold their events at no charge to them. With the recent rising costs of electricity and heating fuel, the Town proposes charging a flat rate fee for these clubs and organizations to hold their special events. These clubs and organizations can still hold their meetings at Town facilities free of charge. The rental deposit fee will still be waived. **Motion made and seconded to charge these clubs and organizations a flat fee of \$20 only for special events held at Town facilities. Motion carries.**

**Choose Town Report Cover & Dedication:** The Board reviews the options for the Town Report cover. The Board chose option #6, a mirror image of the lake. Suggestions were made for the dedication. **Motion made and seconded to dedicate the Town Report to Jim Dumond. Motion carries.**

**Treasurer Quarterly Update-4<sup>th</sup> Quarter 2022:** The Board reviews the Treasurer's Quarterly update for the 4<sup>th</sup> Quarter 2022. **Motion made and seconded to accept the Treasurer's Report. Motion carries.**

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

#### **TOWN MANAGER'S REPORT**

- a) Auditor will be here Thursday, January 19, 2023.
- b) Plow truck repairs—hoses needed.
- c) Utility poles for Snowmobile Club groomer shed have been installed.
- d) Generator is scheduled to have a routine service call.

#### **OTHER BUSINESS**

- Beech asked where the Town stood with Orkin. Orkin has completed their job except for the thresholds around the doors for which they are waiting for parts. Orkin will have to come back in the spring to shore up the exterior points of access for the rodents.
- Dave brought it up to the Board that Larry Duchette should receive a plaque for his years of service to the Town. **Motion made and seconded to present Larry Duchette with a plaque for his years of service to the Town. Motion carries.**

#### **Comments from the Public (as time allows):**

**At 6:34 p.m., a motion was made and seconded to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) for Personnel Matters. Motion carries. A motion was made and seconded to end the Executive Session at 6:50 p.m. The public portion of the meeting resumed at 6:51 p.m.**

**Next regular Selectboard meeting is Wednesday, February 15, 2023, at 6:00 p.m.**

**Regular Selectboard Meeting adjourned at 6:54 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: 2/15/23  
Date  
Barry Kenney  
Barry Kenney

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

## **Town of Portage Lake Appointment of Registrar of Voters**

Pursuant to Title 21-A, Maine Law of Elections, Chapter 3, Subchapter 1, §101, Para. 2, "The municipal officers of each municipality shall appoint in writing a qualified Registrar of Voters by January 1<sup>st</sup> of each odd-numbered year. The Registrar shall serve for 2 years and until a successor is appointed and sworn."

We, the Municipal Officers of The Town of Portage Lake appoint Sarah M. Bauzenberger as a qualified Registrar of Voters. The registrar's term shall run from January 1, 2023 to December 31, 2024.

Date: \_\_\_\_\_

\_\_\_\_\_  
Michelle Y. Eastman

\_\_\_\_\_  
David M. Pierce

\_\_\_\_\_  
Barry J. Kenney

January 18, 2023

Please appoint the following Election Clerks for the Town of Portage Lake for the 2023 Election Year:

Serena Bonville (U)  
Jennifer Brophy (U)  
Jodi Page (U)  
Sandy Bartlett (U)  
Maggie Pierce (U)  
Joyia Cyr (D)  
Gail Gagnon (D)  
Carol Gagnon (D)  
Kathrine Gagnon (D)  
Jean McPherson (D)  
Danica Hartman (D)  
Tracy Snow-Cormier (D)  
Geraldine Condon (R)  
Janice Cyr (R)  
Michelle Eastman (R)  
Cathy Farnam (R)  
David Farnam (R)  
Frank Hallett (R)  
Pamela Hallett (R)  
Debra Holmes (R)  
Kimberly Holmes (R)  
Chris Johnson (R)  
Tammy Kenney (R)  
Kimberly Mapley (R)

Thank you,

A handwritten signature in black ink, appearing to read "Sarah Bauzenberger". The signature is fluid and cursive, with a large initial "S".

Sarah Bauzenberger  
Town Clerk

## Facility Rental Change Proposal

January 2023

Historically Town clubs and Town non-profit organizations have been able to use the Town Hall building and Pavilion at no charge. Many events have been held in these two buildings over years, using electricity and heat—the costs of which get absorbed by the Town Hall and Parks budgets with no income to offset them.

However, with the recent rising costs of electricity and heating fuel, I am proposing charging the clubs a flat fee of either \$10 or \$15 for the use of these facilities each time these clubs and organizations hold a function. These organizations include the Snowmobile Club, ATV Club, Historical Society, local church organizations, and the town's Summerfest Committee. I know some of the events held can last hours and use up a lot of heat or power. With this change, we can recoup some of the cost of the maintenance of the facilities and still allow these clubs to turn a profit for the events that they hold.

This would *not* be in effect for any meetings held, only for larger functions that lasts longer than an hour. And the rental deposit fee would still be waived.

Corrine Routhier, Manager/Treasurer

# Quarterly Selectboard Financial Update

As of December 31, 2022--Third Quarter

## Revenues vs. Expenses, Net

Total Revenues to date	\$1,194,751.21	
Total Expenses to date	\$1,106,695.78	
Net Gain (Loss)		<u>\$88,055.43</u>

2022 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$851,447.17	\$809,441.43	\$42,005.74
Personal Prop.	\$80,958.30	\$80,353.94	\$604.36
	<u>\$932,405.47</u>	<u>\$889,795.37</u>	<u>\$42,610.10</u>

## Checking Account-Katahdin

Checkbook Reconciliation Balance	<u>\$187,709.55</u>
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## Bank Reserve Accounts Status

### NorState:

Fire Dept. Equip Reserve & Savings	\$53,159.46	
ARPA Funds Checking	\$19,128.88	
Ministerial School Lot Stumpage		
Savings & CD	\$56,354.73	
Road Reserve Fund	<u>\$229,580.89</u>	
<b>Total at NorState FCU</b>		<u>\$358,223.96</u>

### Katahdin:

PW Equipment Reserve ICS & Checking	\$52,182.78	
Silviculture ICS & Checking	\$196,849.60	
*General ICS Savings	<u>\$395,519.88</u>	
<b>Total at Katahdin</b>		<u>\$644,552.26</u>

\*Genl ICS Savings includes \$250,203 for school payments for January to June 2023

### Key Bank

Revaluation Reserve Savings	<u>\$45,040.01</u>	
<b>Total at Key Bank</b>		<u>\$45,040.01</u>

### Acadia FCU:

Cemetery Perpetual Care Savings	\$12,960.48	
Stumpage: Savings & CD	<u>\$298,509.22</u>	
<b>Total at Acadia FCU</b>		<u>\$311,469.70</u>

**TOTAL RESERVES:** \$1,359,285.93

**Total Assets in Banks:** \$1,546,995.48

## Real & Personal Property Taxes outstanding principle

### Real:

2020	\$0.00
2021	<u>\$11,229.87</u>
	\$11,229.87

### Pers. Prop:

2021	<u>\$0.00</u>
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# Quarterly Selectboard Financial Update

YEAR TO DATE as of December 31, 2022

## Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$33,500.00	\$35,527.58	\$4,030.58	\$2,003.00
Office Staff	\$81,500.00	\$76,834.98	\$8,709.00	\$13,374.02
Assessing	\$2,000.00	\$1,268.51		\$731.49
Town Hall	\$20,000.00	\$20,165.20	\$1,679.97	\$1,514.77
Plan & Appeals	\$1,400.00	\$1,295.00		\$105.00
Code	\$10,500.00	\$12,936.08	\$4,010.00	\$1,573.92
Discounts	\$14,000.00	\$12,743.14		\$1,256.86
Abatements	\$2,185.00	\$1,119.20		\$1,065.80
Annual Dues	\$2,530.00	\$2,530.00		\$0.00
Insurance	\$65,000.00	\$59,440.10	\$1,356.00	\$6,915.90
Genl. Assistance	\$5,559.00	\$293.19		\$5,265.81
Fire Dept.	\$28,000.00	\$21,776.61	\$1,904.44	\$8,127.83
Animal Control	\$2,350.00	\$1,911.91	\$319.00	\$757.09
Police Patrol	\$2,068.00			\$2,068.00
Cont'd. Svcs.	\$3,700.00	\$1,295.00		\$2,405.00
Public Works	\$77,300.00	\$69,643.03	\$294.68	\$7,951.65
Ash. Transfer Stn.	\$45,175.00	\$45,174.48		\$0.52
Transfer Station	\$608.00	\$1,025.00	\$417.00	\$0.00
Cemetery	\$3,000.00	\$1,474.86	\$350.00	\$1,875.14
Beautification	\$1,500.00	\$357.33	\$125.00	\$1,267.67
Rec Dept.	\$1,806.00	\$245.75		\$1,560.25
Parks/Beach/Pav	\$14,500.00	\$12,403.77	\$412.49	\$2,508.72
Seaplane Base	\$5,000.00			\$5,000.00
Campground	\$4,600.00	\$4,964.90	\$6,565.85	\$6,200.95
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	\$3,222.00	\$3,121.50		\$100.50
Education Commit	\$500,406.00	\$500,406.00		\$0.00
Education-Subsidy		\$18,582.33	\$18,582.33	\$0.00
Excise Taxes		\$89,688.54	\$117,851.18	\$28,162.64
Street Lights	\$8,560.00	\$8,030.52		\$529.48
Ashland User Fees	\$60,637.00	\$60,636.17		\$0.83