

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**REGULAR SELECT BOARD MEETING**  
**February 15, 2023**  
**6:00 P.M.**

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1. Call Meeting to Order & Attendance
2. Approval of Minutes
  - January 18, 2023 regular meeting
  - January 31, 2023 emergency meeting
3. Old Business:
  - a. Retirement Plan—recommended change to Simple IRA from 403b
  - b. New Town Welcome sign
4. New Business:
  - a. Ambulance Service inquiries
  - b. Approval of Warrant Articles for Annual Town Meeting
  - c. Appoint Planning Board members
  - d. West Road small tree removal proposal
  - e. Dual-use Mountain Trail widening request
  - f. Set GA public hearing for March
  - g. Pavilion Rental Fee Adjustment
  - h. Snowmobile Trailers parking issues @ town hall
  - i. Payables Warrants
5. Town Manager's Report
  - a. DOT to pave from Ashland through Portage Lake this summer
  - b. New DOT digital signs put to use on 1/29
  - c. Used front plow has been purchased
  - d. Getting Town Hall buildings & grounds ready for Can Am March 4 & 5
6. Other Select Board Business
7. Public Comments (as time allows)
8. Adjourn

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

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
February 15, 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, Sarah Bauzenberger, Sandra Bartlett, Richard Hoppe.

Meeting called to order at 6:04 p.m. by Michelle Eastman.

**Approval of Minutes:** Selectboard reviews the minutes from the January 18, 2023, regular meeting and the January 31, 2023, emergency meeting. **Motion made and seconded to approve the minutes for the January 18, 2023, regular meeting as written. Motion made and seconded to approve the minutes for the January 31, 2023, emergency meeting as written. Motions carry.**

**OLD BUSINESS**

**Retirement Plan—recommended change to Simple IRA from 403(b):** Since there are no fees associated with a Simple IRA, it has been recommended to the Town to go with a Simple IRA account rather than the 403(b) retirement plan previously selected for Town employees. With the Simple IRA, employees can opt to have the funds taken out before or after taxes. **Motion made and seconded to go with a Simple IRA retirement plan. Motion carries.**

**New Town Welcome Sign:** The Board reviews the choices for the New Town Welcome sign and chose option #1 pending approval from Town residents. **Motion made and seconded to go with option #1 for the new Town Welcome Sign. Motion carries.**

**NEW BUSINESS**

**Ambulance Service inquiries:** Corrine presented the Board with the results of her inquiries into Ambulance Service alternatives and the lengthy process involved in switching. The move would save the Town roughly \$25,000 a year, but is dependent on approval by the State EMS.

**Approval of Warrant Articles for Annual Town Meeting:** The Board reviewed the Warrant Articles for the Annual Town Meeting.

**Appoint Planning Board members:** **Motion made and seconded to appoint Otis Nelson and Dennis Tozier as Planning Board members for 3-year terms. Motion carries.**

**West Road small tree removal proposal:** The Board reviews the tree removal proposal to help alleviate icy roads in the proposed cutting area. **Motion made and seconded to approve cutting a buffer along the roadside no greater than 50 feet in. Motion carries.**

**Dual-use Mountain Trail widening request:** The Snowmobile Club has requested widening of the Mountain Trail 25 feet total length for safety reasons. The Town needs the Board's approval for the section that is jointly owned with Irving. **Motion made and seconded to approve the request to widen the Mountain Trail. Motion carries.**

**Set GA public hearing for March:** The Board discussed dates for a GA public hearing. **Motion made and seconded to hold a GA public hearing on March 15, 2023, at 5:50 p.m. Motion carries.**

**Pavilion Rental Fee Adjustment:** The Board discussed rental fees for the Pavilion. **Motion made and seconded to charge a \$100 rental fee for the pavilion with an additional \$50 refundable cleaning deposit.**

**Snowmobile Trailers parking issues @ town hall:** The Town has had issues this year with vehicles hauling snowmobile trailers parking in the way at the Town Hall. The Board proposes using an area on the Station Road. Signage will be put up. **Motion made and seconded to not allow parking in the Town Hall parking lot by snowmobilers and instead allow them to park on Station Road with the Town plowing out additional space to accommodate them. Motion carries.**

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

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

- a) DOT to pave from Ashland through Portage Lake this summer. DOT will be overlaying from the 4-way intersection in Ashland through Portage.
- b) New DOT digital signs put to use on 1/29.
- c) Used front plow has been purchased.
- d) Getting Town Hall buildings & grounds ready for Can Am March 4 & 5.

#### **OTHER SELECTBOARD BUSINESS**

Michelle discussed an email from Tracy Long regarding a stipend for School Board members. The Board discussed compensation for attendance at School Board meetings by Portage Lake School Board Members. This would need to be on a Warrant Article and approved by Town residents. **Motion made and seconded to approve a \$25 stipend per meeting attended for the School Board of Portage Lake. Motion carries.**

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

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

**Regular Selectboard Meeting adjourned at 7:13 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: 3-15-23

Barry Kenney  
Barry Kenney  
Date

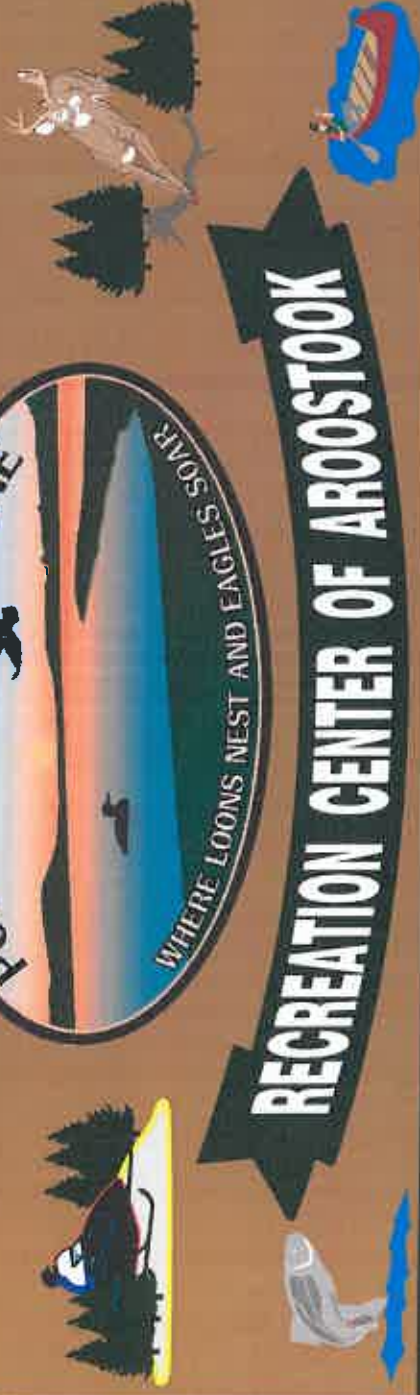
Signed: \_\_\_\_\_

Michelle Eastman  
David M. Pierce  
Michelle Eastman, Chairperson

# WELCOME TO



## RECREATION CENTER OF AROOSTOOK



Ambulance Service Inc. from Fort Kent  
John LaBrie, director

Our cost to join ASI would be approximately \$30,000 annually, and is based on our state valuation rather than per capita. We don't have a contract to sign to be a part of ASI. John visits each town's Budget Committee or Board/Council to discuss the current year's budget and make note of any comments or concerns made there. We will be sent a letter each year along with an itemized listing of what other communities in the service area are paying along with our amount. ASI has designated Northern Maine Medical Center in FK as it's primary hospital, but if one of our residents wishes to go to Cary or PI, the service just has to let dispatch know and get approval from the receiving hospital that they are changing their designation for that run.

John said to make it work with the distance between FK and Portage Lake, it is crucial to have at least 2 residents would need to be designated First Responders, who would then get paid by ASI when they cover any incident until the ambulance shows up. They will be provided with a Jump Kit by the ambulance service, and will be trained by ASI. They will need to be CPR certified, and ASI will pay for schooling if they wish to continue on and become a paramedic or EMT.

The process to change from one ambulance service to another is about a year and half, depending on the timeline of meetings and EMS requirements.

Step 1: Portage Lake would need to hold Public Hearing about leaving Ashland and joining ASI. Then ASI would need to put out a 30 Day Notice for public input then meet with the Board of Directors to approve taking on another community.

Step 2: Ashland would be notified that Portage will be changing services, and they would need to put out a 30 day public notice for public input about that.

Step 3: ASI would notify the State of our intent. The State will review to make sure no area of the state is left uncovered at any time during the process. All areas of coverage will be on the license for that ambulance service, and ASI will need to appoint a back up service in the event that they can't make a call. John said in this case, Ashland would probably be named the back up service as they are closer. He also said the State may not approve Portage moving to Fort Kent due to the distance between the towns and question why we would move to FK if Ashland was closer.

**February 2023**

**Planning Board Appointment Request**

**Please appoint the following people to the Planning Board for 3 year terms each to expire in 2026:**

**Planning Board:   Otis Nelson**

**Dennis Tozier**

