

AGENDA
TOWN OF PORTAGE LAKE
REGULAR SELECT BOARD MEETING
April 12, 2023
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Choose Chairman for ensuing year
3. Approval of Minutes
March 15, 2023 regular meeting
4. Old Business:
 - a. ARPA Usage: Fire Dept Appliances
 - b. Ashland Subsidies Issue Update
5. New Business:
 - a. PHCC Liquor License & Special Amusement Permit
 - b. Pavilion Rental BYOB Permit—McMillon
 - c. Private function Liquor License—required for the caterer
 - d. 2023 Office Appointments
 - e. State Ratio Declaration
 - f. Personnel Policy Update to add Retirement Plan to Employee Benefits
 - g. Quarterly Treasurer Report
 - h. Payables Warrants
6. Town Manager's Report
 - a. Paul Soucy has been let go; Maggie Pierce is interim CEO until a replacement can be found. Ads have been posted
 - b. EV Charger has been built and shipped; electrician hoping to install by early May
7. Other Select Board Business
8. Public Comments (as time allows)
9. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
10. Adjourn

Next Regular Select Board Meeting: Wednesday, May 17, 2023

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
April 12, 2023, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Michelle Eastman, Chairperson; Barry "Beech" Kenney, Bruce Laveway.

Members Absent:

Others Present: Corrine Routhier, Jodi Page, Arthur Routhier, Reuben Caron, Herb McPherson.

Meeting called to order at 6:01 p.m. by Michelle Eastman.

Choose Chairman for ensuing year: Motion made and seconded to keep Michelle Eastman on as Chairperson for the ensuing year. Motion carries.

Approval of Minutes: Selectboard reviews the minutes from the March 15, 2023, regular meeting. Motion made and seconded to approve the minutes for the March 15, 2023, regular meeting as written. Motion carries.

OLD BUSINESS

ARPA Usage-Fire Dept. Appliances: Motion made and seconded to approve the purchase of a washing machine for the Fire Department using ARPA funds. Motion carries.

Ashland Subsidies Issue Update: Legislators are looking into the issue. We are still waiting on the detailed reports from Ashland that were requested. We are also looking into the cost of a forensic audit.

NEW BUSINESS

PHCC Liquor License & Special Amusement Permit: The Board reviews the liquor license application from PHCC as well as the special amusement permit. Motion made and seconded to approve the PHCC liquor license and special amusement permit. Motion carries.

Pavilion Rental BYOB Permit-McMillon: The Board reviews the Pavilion rental BYOB permit. Motion made and seconded to accept the BYOB permit. Motion carries.

Private function Liquor License—required for caterer: The Board reviews the liquor license for a private function. Michelle recused herself from the discussion and voting as it is for her wedding in August. Motion made and seconded to accept the private function liquor license. Motion carries.

2023 Office Appointments: Motion made and seconded to appoint Corrine Routhier as Town Manager, Treasurer, Tax Collector, Agent for Overseers of the Poor, Road Commissioner, E-911 Officer, and Freedom of Access Officer. Motion carries. Motion made and seconded to appoint Sarah Bauzenberger as Town Clerk, Motor Vehicle Agent, Inland Fisheries & Wildlife Agent, and Animal Welfare Agent. Motion carries. Motion made and seconded to appoint Margaret Pierce as Interim Code Enforcement Officer, Interim Health Officer, Interim Plumbing Inspector, and Interim Building Inspector. Motion Carries. Motion made and seconded to appoint Todd Allen as Animal Control Officer. Motion carries.

State Ratio Declaration: The Board reviews the State Ratio Declaration. Last year's rate was at 104%. This year's rate is 87%. Towns are allowed to go up to 10% higher for their declared ratio amount. The Board chooses to go with a ratio of 96%. Motion made and seconded to choose a ratio of 96%. Motion carries.

Personnel Policy Update to add Retirement Plan to Employee Benefits: The Board reviews the Personnel Policy Update. **Motion made and seconded to accept the Personnel Policy Update adding the Retirement Plan to Employee Benefits. Motion carries.**

Quarterly Treasurer's Report: The Board reviews the Quarterly Treasurer's Report. **Motion made and seconded to accept the report as written. Motion carries.**

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

TOWN MANAGER'S REPORT

- a) Paul Soucy has been let go; Maggie Pierce is interim CEO until a replacement can be found. Ads have been posted.
- b) EV Charger has been built and shipped; electrician hoping to install by early May.

OTHER SELECTBOARD BUSINESS

- The Board reviews the fuel consumption spreadsheet Corrine prepared comparing our fuel consumption over prior years.
- Corrine was notified of an MMA Elected Officials workshop via Webinar Wednesday, April 26.
- Beech asked Corrine to notify Jason of a project that needs to be done. There is a culvert on the corner of the building sticking out with jagged edges that needs to be cut down and covered.
- Michelle asked if some areas around the Town sign could be cleaned up. She is referring to the area around the sign that was for the Fish River Scenic Byway sign where two posts are sticking out from damage sustained to the sign this winter. The other area is where the posts for the St. John Valley sign are which was damaged a few years ago. Corrine will email the DOT to see what can be done.

Comments from the Public (as time allows):

At 6:46 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 7:03 p.m. The public portion of the meeting resumed at 7:04 p.m.

Next regular Selectboard meeting is Wednesday, May 17, 2023, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 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: 5/17/23

Date

Barry Kenney
Barry Kenney

Signed: Bruce Laveway

Bruce Laveway

Michelle Eastman
Michelle Eastman, Chairperson

2023 Appointments

Please make a motion & vote on each name individually:

Corrine Routhier: Town Manager
 Treasurer
 Tax Collector
 Agent for Overseers of the Poor
 Road Commissioner
 E-911 Officer
 Freedom of Access Officer

Sarah Bauzenberger: Town Clerk
 Motor Vehicle Agent
 Inland Fisheries & Wildlife Agent
 Animal Welfare Agent

Margaret Pierce: Interim Code Enforcement Officer
 Interim Health Officer
 Interim Plumbing Inspector
 Interim Building Inspector

Todd Allen: Animal Control Officer

Quarterly Selectboard Financial Update

As of March 31, 2023--First Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$42,035.86	
Total Expenses to date	\$246,497.73	
Net Gain (Loss)		<u>(\$204,461.87)</u>

2023 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

Checking Account-Katahdin

Checkbook Reconciliation Balance	<u>\$200,717.73</u>
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$53,466.63	
ARPA Funds	\$11,401.15	
Ministerial School Lot Stumpage		
Savings & CD	\$56,705.61	
Road Reserve Fund	\$229,637.50	
Total at NorState FCU		<u>\$351,210.89</u>

Katahdin:

PW Equipment Reserve ICS & Checking	\$52,356.58	
Silviculture ICS & Checking	\$200,524.90	
General ICS	\$267,979.06	
Total at Katahdin		<u>\$520,860.54</u>

Key Bank

Revaluation Reserve	\$45,069.14	
Total at Key Bank		<u>\$45,069.14</u>

Acadia FCU:

Cemetery Perpetual Care	\$12,965.27	
Stumpage: Savings & CD	\$394,749.53	
Total at Acadia FCU		<u>\$407,714.80</u>

TOTAL RESERVES:

\$1,324,855.37

Total Assets in Banks:

\$1,525,573.10

Real & Personal Property Taxes outstanding principle

Real:

2021	\$10,375.69
2022	\$22,570.31
	<u>\$32,946.00</u>

Pers. Prop:

2022	<u>\$24.23</u>
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Quarterly Selectboard Financial Update

YEAR TO DATE as of March 31, 2023

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$36,200.00	\$13,141.82	\$575.34	\$23,633.52
Office Staff	\$84,800.00	\$18,229.40	\$686.00	\$67,256.60
Assessing	\$6,500.00	\$262.77	\$104.56	\$6,341.79
Town Hall	\$23,000.00	\$8,069.54	\$487.09	\$15,417.55
Plan & Appeals	\$1,000.00	\$50.00	\$35.00	\$985.00
Code	\$13,000.00	\$1,472.26	\$770.00	\$12,297.74
Discounts	\$14,000.00			\$14,000.00
Abatements	\$1,500.00			\$1,500.00
Annual Dues	\$2,350.00	\$1,927.00		\$423.00
Insurance	\$69,000.00	\$19,384.17		\$49,615.83
Genl. Assistance	\$5,265.00	\$273.16		\$4,991.84
Fire Dept.	\$27,300.00	\$1,563.65		\$25,736.35
Animal Control	\$2,600.00	\$932.10	\$53.00	\$1,720.90
Police Patrol	\$2,068.00			\$2,068.00
Cont'd. Svcs.	\$3,800.00			\$3,800.00
Public Works	\$95,000.00	\$29,547.71	\$1,250.00	\$66,702.29
Ash. Transfer Stn.	\$51,705.00	\$12,926.13		\$38,778.87
Transfer Station	\$875.00	\$184.00		\$691.00
Cemetery	\$3,200.00			\$3,200.00
Beautification	\$1,600.00	\$1,042.48	\$17.00	\$574.52
Rec Dept.	\$1,560.00	\$100.00		\$1,460.00
Parks/Beach/Pav	\$14,000.00	\$110.91	\$224.83	\$14,113.92
Seaplane Base	\$5,000.00			\$5,000.00
Campground	\$6,200.00		\$32.00	\$6,232.00
Snomobile Club	\$2,500.00			\$2,500.00
PL ATV Club	\$2,500.00			\$2,500.00
PL Historical Soc.	\$2,500.00			\$2,500.00
Social Services	\$3,042.00			\$3,042.00
Education Commit		\$125,101.53		-\$125,101.53
Education-Subsidy		\$390.63	\$390.63	\$0.00
Excise Taxes		\$606.60	\$25,313.97	\$24,707.37
Street Lights	\$6,720.00	\$1,424.68		\$5,295.32
Ashland User Fees	\$84,202.00			\$84,202.00

Fuel Oil Usage by Month & Year

	2020	2021	2022	2023
January	442.9	434.6	584.5	166.2
February	226.1	400.8	442.5	363
March	459.7	239.4	414.9	226.4
April	185.6	189	171.3	
May	182.1	172.6		
June				
July				
August				
September	311.6		123.3	
October		138.3		
November	203.5	138	56.6	
December	430.7	422.9	350.6	
	2442.2	2135.6	2143.7	755.6

*2022 was a very warm year comparatively, and the heat pump was used in the office & conference room in Nov & Dec instead of the oil heat

*2023 the heat pump was used to heat the main office, except for a few cold snaps of -30, and all other heat sources were turned down to about 56 degrees

Diesel Usage by Month & Year

	2020	2021	2022	2023
January	256.8	213.2	200.9	326.9
February	284.3	212.9	262.3	211.7
March	317.8	289.3	332.7	165
April	40.9	72.4	55	
May	107.2	218		
June	167		53	
July	156.4	216		
August	88.9		200	
September	56			
October				
November	317.4	342.1		
December	176.5	288.7	227.6	
	1969.2	1852.6	1331.5	703.6

*2022 saw a change-over in Public Works personnel, and for most of June & July, and then in October the equipment was used minimally