

AGENDA
TOWN OF PORTAGE LAKE
REGULAR SELECT BOARD MEETING
August 17, 2022
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
July 20, 2022 regular meeting
3. Old Business:
 - a. Speech, Expression & Social Media Policy
 - b. ARPA review—need to choose how to spend the remainder of funds
 - c. Campground Electric Repair—estimate of \$7,947
4. New Business:
 - a. BYOB Application—PLA for Pavilion use on August 26
 - b. Request for Special Town Meeting—choose date
 - a. Up to \$35,500 from Road Reserve to crack seal West & Cottage Rds.
 - b. Transfer Station Dept. overdrawn by \$417, pay overage out of surplus? Overlay?
 - c. Request of \$600 from ARPA funds to cover shortage for 2 employees' Hazard Pay
 - c. Municipal Valuation Return approval
 - d. Taxes Received update
 - e. Personnel Policy Review—Sections I & II
 - f. Payables Warrants
5. Town Manager's Report
 - a. Cyndi Mullen resigned as Deputy Clerk; will post job this coming week
 - b. DEF system sensor in the Plow had to be replaced
 - c. Steelstone will be here to pave parking lot around the 1st week of October
 - d. IT upgrades have started in the Big Room and the Conference Room
 - e. Town Office will be closed this Friday August 19 due to scheduling conflicts
 - f. Town Employee Cookout—Sept 1 at 5 pm
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 August 17 at 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
August 17, 2022, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Michelle Eastman, Chairman; Barry "Beech" Kenney.

Others Present: Corrine Routhier, Jodi Page, Sarah Bauzenberger.

Meeting called to order at 6:00 p.m. by Michelle Eastman.

Approval of Minutes: Selectboard reviews the minutes from the July 20, 2022, regular meeting. **Motion made and seconded to accept the minutes for the July 20, 2022, regular meeting as written. Motion carries.**

OLD BUSINESS

Speech, Expression & Social Media Policy: Changes were made as discussed at the last meeting and were sent to the Town of Portage Lake's attorney. It was suggested in paragraph 4, section E, to either change the word "expectations" or to remove the entire section completely. **Motion made and seconded to adopt the Speech, Expression & Social Media Policy with the removal of paragraph 4, section E. Motion carries.**

ARPA review—need to choose how to spend the remainder of funds: There is roughly \$10,000 left of the ARPA funds. The washer and dryer have been put on hold only because it needs to go to town meeting in order to earmark the funds for that purpose. The conference room and big room projects have begun. Hazard pay for town employees has been approved by the town as well. Michelle brought up the bathroom situation for the playground. Corrine suggested replacing the door that always remains open with one that locks and leaving the front door unlocked so that visitors may use the bathroom facilities. Beech would like to see a few AED (defibrillator) machines placed around town. Discussion tabled until next month so Corrine can do some research.

Campground Electric Repair—estimate of \$7947: The quote from Underwood Electric to upgrade the last 3 sites 5, 6 & 7 with the bigger amps is \$7947. That cost is with us digging the trench for the new lines. It was decided to scrap this expenditure. Corrine would like to have the campground surveyed in order to extend the campground and have more sites available for campers. A grant may be available to help with the cost. Beech suggested speaking with Matt Stedman before we have the site surveyed.

NEW BUSINESS

BYOB Application—PLA for Pavilion use on August 26: The PLA is hosting their appreciation cookout on August 26, 2022. **Motion made and seconded to accept the BYOB application. Motion carries.**

Request for Special Town Meeting—choose date: A special Town Meeting will be held at 5:30 p.m. on September 21, 2022, before the regular Selectboard meeting. A special Selectboard meeting will be held on August 31, 2022, at 6 p.m. to approve the warrant articles. **Motion made and seconded to have a special meeting on August 31, 2022, at 6 p.m. to approve the warrants as listed here: \$35, 500 from Road Reserve to crack seal West & Cottage roads, to transfer \$417 from our Overlay account to cover the transfer station, and to request \$600 from the ARPA funds to cover the shortage of 2 employees. Motion carries. Motion made and seconded to have a special Town Meeting on September 21, 2022, at 5:30 p.m. Motion carries.**

- a) **Up to \$35,500 from Road Reserve to crack seal West & Cottage Roads:** Corrine had Peter check out West road because it is starting to crack in places and the cracks are starting to get pretty wide. This is a high estimate, so the warrant article will read “up to \$35,500.” Peter would like to get this done by the end of September if possible. The warrant will be included in the Special Town meeting warrant articles.
- b) **Transfer Station Dept. overdrawn by \$417, pay overage out of surplus? Overlay?:** We received the bill for last year’s license fee in February and paid it. Due to issues from the billing company, it should have been received and paid in August of last year. Essentially, the town paid for two year’s but only budgeted for one. **Motion made and seconded to write the warrant to pay the \$417 overdraft fee from Overlay. Motion carries.**
- c) **Request for \$600 from ARPA funds to cover shortage for 2 employees’ Hazard Pay:** Due to a formula error, Sarah and Maggie were underpaid hazard pay and should have received an additional \$300 each.

Municipal Valuation Return approval: Now that our taxes are done, we need to file our Municipal Valuation return. The Board signed it for approval.

Taxes Received update: The Board was updated on how much the Town has taken in so far on taxes. We are about where we were last year at this time with a little over half of the taxes taken in for real estate. The discount period for paying your taxes early ends on Monday. Since the Town Office will be closed this coming Friday, Corrine will be here on Monday from 7:30 a.m. to noon to accommodate anyone willing to pay their taxes early.

Personnel Policy Review—Sections I & II: The Board reviews the Personnel Policy. Section I remains unchanged. Section II changes were reviewed, updated and approved. **Motion made and seconded to accept Sections I and II with the change C “Conditions Governing Employment” to D and the word “desire” to the word “necessary.” Motion carries.**

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

TOWN MANAGER’S REPORT

- A. **Cyndi Mullen resigned as Deputy Clerk; will post job this coming week:** Cyndi Mullen has resigned as Deputy Clerk effective last Tuesday, August 9, 2022. Changes to the Deputy Clerk position were discussed, mainly the amount of hours worked from 26 to 20 per week with the ability to work more hours if necessary.
- B. **DEF system sensor in the Plow had to be replaced:** A sensor has been ordered. We are just waiting for someone to be able to install it.
- C. **Steelstone will be here to pave parking lot around the 1st week of October:** Steelstone will be here the last week of September, 1st week of October to pave the parking lot.
- D. **IT upgrades have started in the Big Room and the Conference Room:** The IT upgrades have started.
- E. **Town Office will be closed this Friday, August 19, due to scheduling conflicts:** Sarah has the day off and Corrine has training which were all approved prior to the Deputy Clerk’s resignation.
- F. **Town Employee Cookout—September 1 at 5 p.m.:** Corrine would like to have an employee cookout on September 1, 2022, at 5 p.m.

OTHER BUSINESS

Michelle brought up the loans available for people on the Efficiency Maine website. Our Town would need to adopt an ordinance to add us to the list so that these loans can become available for our residents. Corrine will look into it.

Comments from the Public (as time allows):

At 7:03 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 7:25 p.m. The public portion of the meeting resumed at 7:26 p.m.

Next regular Selectboard meeting is Wednesday, September 21, 2022, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 7:27 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: 9/21/22
Date
Barry Kenney
Barry Kenney

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

ARPA Funds Wish List Workbook

Town of Portage Lake is to receive a total of \$39,289.08 from ARPA

	Item	Amount	
1	Fire Dept Washer & Dryer	\$ 8,700.00	K&T Environmental
2	Conference Room IT upgrade	\$ 3,580.00	Greenmark IT
3	Big Room proj. & sound syst.	\$ 7,200.00	Greenmark IT
4	Septic Inspection Estimate TH		Allen's Environmental
5	Hazard Pay	\$ 9,450.00	Stipend by Employee & Hrs worked
		\$ 28,930.00	

Hazard pay can be given to all eligible employees from March 2020 throughout the Pandemic
 Employees include FF, Election Workers, Office Staff, Cleaning Staff, Public Works & Parks

\$ 10,359.08 ARPA funds remaining if Wish List spent
 (not including interest)

Any remaining ARPA funds not spent must be returned back to the US Treasury

Washer ,Dryer for fire fighter turn out gear

From: Tom York <tom.york91@yahoo.com>

Sent: Mon, Aug 29, 2022 at 8:36 am

To: manager@townofportage.org

We offer the Continental model EHO2OPA, # 10241220, 2.8 cu ft 20 lb capacity Soft mount washer w stainless steel basket able to handle 1 or 2 sets of turnout gear per load, logi pro controls, programable, NFPA rated for turnout gear.

The Front load washer with the riser is \$4600.00 .

The washer is 27" wide x 28" deep x 42" high, 120 volt at 15 amp, 3/4" diameter hose inlet hot and cold, 3 year warranty.

Simple to install requires a flat floor and at least a 1" drain

K & T Cannot install for insurance purposes,

Turnout gear once washed can drip dry, but mold can set in very quickly if not vented well. It is not recommended to use high heat above 80 degrees to dry gear , so the New Cabinet airflo dryer with top hangers for drying 2 sets at a time is recommended, it uses a powered fan 120v to dry the gear in the cabinet, cabinet space is 23.5" w x 24.5" x 67.5" tall cabinet cost is \$ 4500.00..

There will be a freight cost for delivery to K & T Fire Equipment for the factory, freight charges are very high , so if you place the order , i will get the freight charges for that day and get it to you for approval. K & T assemble and will deliver it to your location Tom, K & T Fire Equipment 463 2788

TAXES RECEIVABLE UPDATE AS OF 8/17/2022

2022 Tax Commitment

REAL ESTATE TAXES:

Commit: \$851,447.17 **327 Accts. Left to be paid**
Rec'd: \$451,221.96
Bal \$400,225.21

Percentage received as of 8/17/2022 **52.99%**

PERSONAL PROPERTY TAXES:

Commit: \$80,958.30 **17 Accts. Left to be paid**
Rec'd: \$15,180.17
Bal \$65,778.13

Percentage received as of 8/17/2022 **18.75%**

Comparisons:

First month following Commitment:

Tax Year	% Received	
	RE	PP
2016	43.49%	16.37%
2017	NA	NA
2018	44.46%	15.53%
2019	67.96%	95.58%
2020	73.05%	97.24%
2021	52.06%	19.07%
2022	52.99%	18.75%