

**TOWN OF PORTAGE LAKE
AGENDA
SELECT PERSONS MEETING
January 8, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of December 11, 2002 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Planning Board on Land Use Ordinance
2. PLSC Parking Request
3. Portage Lake Rec. Dept. Update
4. Lewis Cousins on Shoreland Zone Violation
5. CanAm Races

NEW BUSINESS:

1. Appoint Registrar of Voters
2. Quote for Overhead Door Repair
3. Tentative Budget for 2003
4. Cooperative Pre-commercial Thinning Statement
5. Dedication of Town Report

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

January 8, 2003

7:00 P.M.

Gloria Curtis, Chairperson, called the meeting to order at 7:00 P.M.

Present: Gloria Curtis, Chairperson; Patrick Raymond, Selectperson; Rita Sinclair, Town Manager; Lewis Cousins, CEO; Ken Hodsdon, Terry Overlock, Barb Pitcarin, Gerry Condon, Planning Board Members; Shirley Nason, resident; Pam Cusack, PLSC President and Rec. Director; Laura Bouchard, resident.

A motion was made by Pat Raymond to accept the minutes of the December 11, 2002 meeting as written. motion seconded by Gloria Curtis. Motion carries.

The Selectpersons reviewed and approved the Treasurer's Warrants.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Planning Board on Land Use Ordinance - Delayed
2. PLSC Parking Request -Delayed
3. Portage Lake Rec. Dept. Update - Delayed

4. Lewis Cousins on Shoreland Zone Violation - Lewis Cousins, CEO, presented to the Selectpersons a the violations and remedies for the Parker Sutherland violation. Pat stated he wasn't prepared to make a decision on this at this time. Lewis updated the Board on what had transpired since the initial application. when asked how the amount of the fines was decided, Lewis stated that it was what was suggested by the Planning Board. Gloria Curtis asked about the time frame and Lewis replied that April 1 for the fines, and July 1 if Parker Sutherland decides on the other option. Lewis also stated that the Selectpersons actually set the fines.

Pat Raymond made a motion to table this until the Board has had a chance to review it. Gloria Curtis seconded the motion. Motion carries. A meeting will be scheduled for Friday, January 17 at 3:30 P.M. to sign the Consent Agreement and Compliance Order.

Gloria Curtis returned the meeting to #2 on the Agenda.

2. PLSC Parking Request - Pam Cusack reported that Spring Fling is going to be a huge event this year. There are plans to do an American Flag which will take over 1500 sleds. An aerial picture will be taken. The PLSC would like to plow the Senior Park, Station Road, and the Artesian well area to set up vendors. Everything will be set up Thursday and continue into Friday, and Saturday until 5

P.M. Several activities are planned throughout the weekend. Pat Raymond asked about law enforcement. Pam responded that State Troopers and Game Wardens will be available.

Pat Raymond made a motion to give permission to the PLSC to use the Senior Park, Station Road, and the Artesian well area. Motion seconded by Gloria Curtis. Motion carries.

3. Portage Lake Rec. Dept. Update - Pam Cusack reported to the Board some of the activities that were ongoing for the children and adults in Portage Lake. She asked the Board to revisit their request for flooding the Tennis Court for a skating area. They would also like to make a parking area in the back of the building by plowing the area between the municipal building and the sand/salt shed. Gloria Curtis said the Board would discuss it and get back to them.

1. Planning board on Land Use Ordinance - Ken Hodsdon stated that the Planning Board wished to discuss with the Board of Selectpersons the Land Use Ordinance. At the last meeting when Ken approached the Board, he didn't feel the Board would be support the ordinance if it were to be revisited. The Planning Board also wants to take the opportunity to look at a sewer system around the lake. More people are moving in and building bigger and better homes, some with two bathrooms. Someday there won't be room for septic systems.

Terry Overlock believes the vote on the Land Use Ordinance should be in open Town Meeting where questions can be answered. The big thing is to have it align with our Comprehensive Plan.

Barb Pitcarin said it needs to be promoted to preserve our way of life as it is unique. We need to protect what we have. In my line of work there are daily calls from people from away looking for property in a rural setting.

Lewis Cousins stated that the new ordinance would be replacing the 1974 Ordinance, and it can be amended at any time.

Gloria Curtis said the Board would review that part of the ordinance that applies to Portage Lake. and get back to the Planning Board.

5. CanAM Races - Rita Sinclair reported that she had been approached by Jim Dumond on behalf of the races for a waiver of the rental fees for the building. The Board of Selectpersons agrees to the waiver of the rental fees but not the cleaning deposit.

NEW BUSINESS:

1. Appointment Registrar of Voters - Pat Raymond made a motion to appoint Katherine Gagnon as Registrar of Voters. Motion seconded by Gloria Curtis. Motion carries.

2. Quote for Overhead Door Repair - The Town Manager presented a quote for \$1,500 to the Board for their review. This work is in progress due to an emergency involving the door not opening when the fire truck was called out.

3. Tentative Budget for 2003 - The Town Manager stated that this would be available to the Board for their review within the next few days.

4. Cooperative Pre-commercial Thinning Statement - The Town Manager presented a statement from Irving for Portage Lakes share of the cost. Pat Raymond said this is to be paid out of the money from stumpage.

5. Dedication of Town Report - The Town Manager suggested that the Town Report be dedicated to Bud Clark for his contributions to the community. Pat Raymond and Gloria Curtis agreed that Bud would be a good candidate.

SELECT PERSONS CONCERNS:

Pat Raymond - Ken Weston from Woodland does roadside cutting. He would be listed under Ken's Mowing at 496-6262. Perhaps you can get a quote for cutting on West Cottage Road.

Has Laura mentioned any new projects for 2003? Rita ^{said} ~~said~~ she had heard of nothing at ~~his~~ ^{this} point in time.


Gloria Curtis - Questions on plowing. West Road wasn't plowed beyond the Fish Lake Road on January 4. Later that afternoon there was 4 inches of snow that hadn't been plowed. Station Road hadn't been plowed at all. All roads need to be plowed.

At this point the Board discussed the request for parking behind the municipal building. Pat Raymond made a motion to deny parking in the area behind the municipal building. Gloria Curtis seconded the motion. Motion carries. The Senior Park is available for that purpose.

The Board also discussed the flooding of the Tennis Court for a skating area. Pat Raymond made a motion to deny the request for flooding the Tennis Court to use as a skating area. Gloria Curtis seconded the motion. Motion carries. The Board recommends that the Rec. Department look into the Senior Park for a skating rink.

Meeting Adjourned at 9:00 P.M. (Time 2 hrs.)

APPROVED:


Gloria Curtis


Patrick Raymond

Gary Chance

**TOWN OF PORTAGE LAKE
AGENDA
SPECIAL
SELECTPERSONS MEETING
January 17, 2003
3:30 P.M.**

Call Meeting to Order

Roll Call

BUSINESS FROM FLOOR:

OLD BUSINESS:

- 1. Decision on Consent Agreement and Compliance Order**

The Board of Selectpeople
Announce that for the purpose of
filling a vacancy
in the office selectperson and under
30-A M.R.S.A. 2528
using Special Shortening Provision
for Nomination Papers,
to be available at the Town Office
beginning January 29, 2003 and
shall be filed no later than
February 18, 2003 at 4:30 PM

**TOWN OF PORTAGE LAKE
AGENDA
SELECT PERSONS MEETING
January 22, 2003
7:00 P.M.**

Rescheduled

Call Meeting to Order

Roll Call

Approve Minutes of January 8, 2003 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. 2003 Tentative Budget

NEW BUSINESS:

1. Resignation
2. Meeting of Shareholders 1/28/03, 7 AM @ Dean's

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
January 24, 2003
Rescheduled from January 22, 2003
4:00 PM**

The meeting was called to order by Gloria Curtis, Chairperson.

Present: Gloria Curtis, Chairperson; Patrick Raymond, Selectperson; Rita Sinclair, Town Manager.

A motion was made by Pat Raymond and seconded by Gloria Curtis, to accept the minutes of the January 8, 2003 meeting as written.

The Treasurers Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: Dispensed with as there was none.

OLD BUSINESS:

1. 2003 Tentative Budget - Town Manager presented the Board with a tentative budget for 2003. The Board will have a work session following this meeting to discuss this budget.

NEW BUSINESS:

1. Resignation: Town Manager, Rita Sinclair, presented a Gary Chance's resignation to the Board of Selectpersons. Pat Raymond made a motion to accept Gary's resignation. Gloria Curtis seconded the motion. Motion carries.

Pat Raymond then made a motion to use the Special Shortening Provision for nomination papers to be available at the Town Office on Wednesday, January 29, 2003 and shall be filed no later than February 18, 2003 at 4:30 P.M. Gloria Curtis seconded the motion. Motion carries.

2. Meeting of Shareholders 1/28/03, 7 AM @ Dean's - Rita Sinclair reported that Laura Audibert had called to invite the Board to a meeting of the shareholders. This is a breakfast meeting and then a tour of the work areas will be conducted. The Board is welcomed to attend the tour as well.

SELECTPERSONS CONCERNS:

Pat Raymond - A written policy is needed for times to check on building permit, i.e. starting date (estimated) and then time for CEO to go for inspection on property/plumbing. This should be done case by case. If there is a problem, the Board needs to be notified as soon as possible. Lewis should have input and then the Board will write a policy and give it to him to have on file.

Gloria Curtis - None

Pat Raymond made a motion to adjourn the meeting and enter a budget work session. Gloria Curtis seconded the motion. Motion carries. (Time 1 hr.)

Work Session ended at 8:30

APPROVED:



Gloria Curtis



Patrick Raymond

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
February 5, 2003
7:00 PM**

The meeting was cancelled as Pat Raymond was the only selectperson present.

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
February 14, 2003
4:00 P.M.**

Rescheduled from Feb. 6, 2003

Call Meeting to Order

Roll Call

Approve Minutes of January 22, 2003 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Shoreland Violation Decision
2. Signatures on Stumapge Permit Amendment
3. Equipment Repairs

NEW BUSINESS:

1. Request for Article and Appropriation

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

February 14, 2003

7:30 PM 4:00 RS

The meeting was called to order by Gloria Curtis, Chairperson.

Present: Gloria Curtis, Chairperson; Patrick Raymond, Selectperson; Rita Sinclair, Town Manager; Daniel Higgins, resident.

A motion was made by Pat Raymond, and seconded by Gloria Curtis, to accept the minutes of the January 24, 2003 meeting as written. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: Dispensed with as there was none.

Gloria Curtis moved on to **NEW BUSINESS:**

1. Request for Article and Appropriation - Dan Higgins approached the Board with a request for an Article in the Warrant for Town Meeting seeking an appropriation for \$2,000 to pursue grant writing for the Town of Portage Lake. Possibly Lewis Cousins could work on this, or the Board may have other possibilities.

Gloria Curtis stated that the Board would take this into consideration. At this point Dan Higgins left the meeting.

Discussion followed regarding focus on what the Town is looking for in grants.

The Board directed the Town Manager to write an Article pertaining to Dan Higgins request.

Gloria Curtis made a motion to do away with the taping of the minutes. Pat Raymond seconded the motion. Motion carries. Pat also recommends looking into purchasing equipment to tape the minutes without interruptions.

OLD BUSINESS:

1. Shoreland Violation Decision - The Board had received a copy of the letter Lewis Cousins had received regarding an offer from Parker Sutherland's attorney. The board of Selectpersons decided to stay with the fine imposed and eliminate all costs associated with the Sutherland Violation except for the attorney fees.

Pat Raymond made a motion to counter offer the \$2,500 fine plus all attorney fees. Gloria Curtis seconded the motion. Motion carries.

The Board gave a directive to Lewis Cousins is to send notice of their decision and to specify that the response should be directed to the Board of

Select persons, not to Attorney Solman. Also, remind Mr. Sutherland that this is costing more as time passes.

SELECT PERSONS CONCERNS:

Gloria Curtis - received a call from an upset resident about the plow being out on West Road on such a good day. The town was paying overtime for nothing. Gloria wasn't aware that it was Paul Nason and not our regular employee in the truck. Rita Sinclair said she was out of town but had spoken with Kathy Gagnon that morning about the weather and wasn't aware of anything that needed to be done. Gloria stated she had called Vaughn to check on the arrangement that was made for coverage. Vaughn said Paul was only to go out if it stormed. Rita Sinclair added that although no one had called Paul out, he had mentioned to Kathy that Gloria had called him. Rita will talk with Paul about this and remind him that he is not to go out unless he is called.

Gloria also asked if Portage Construction was asked to do the road side of the beach. Rita had only asked him to open up the beach. She will find out if Vaughn had made other arrangements.

Pat Raymond - Plow for spare truck. the V plow would work on the drifted in areas. Where is the sweeper wing that goes with the V plow? Rita stated that she only knew of the V plow and wasn't aware that there was a sweeper wing. Pat asked that it be looked into.

Pat mentioned that Dan Higgins told him that the fence on the Tennis Court was bent, but that he hadn't done it.

Pat asked if evaluations were completed. Rita stated that they would have them for the next meeting. She also asked if the meeting would be on the 19th, as scheduled, or if it needed to be rescheduled. Gloria stated that if it were later on the 19th that she would be able to attend. The time of the meeting was rescheduled to 7:30 PM.

After discussion, the Board decided to carry the full balance of the Portage Recreation account.

Gloria recommends that Vaughn get Dan Higgins and try to shelf the banks on West Road. If it works, it will help get some of the snow moved.


Pat asked Rita about the pebbles on the table. A snowmobiler from Pennsylvania had come into the office complaining that the sander had thrown rocks and broken the window in the cap on his pickup. He had already spoken with Vaughn earlier and claimed it was a rock "this big", holding his hands to show the size of an orange. Vaughn didn't see any rocks or glass inside the truck, so he directed Mr. Wolfe to the office. Rather than come to the office he left with the truck to get it

cleaned up and tape the window. The Board suggested contacting the state highway department to inquire how they handle such situations.

A motion to adjourn (5:30) was made by Pat Raymond and seconded by Gloria Curtis. Time 1 hr. 30 min.

APPROVED:


Gloria Curtis


Patrick Raymond

**TOWN OF PORTAGE LAKE
AGENDA
SELECT PERSONS MEETING
February 19, 2003
7:30 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of February 14, 2003 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Hall Rental - Deposits
2. Furnace Update

NEW BUSINESS:

1. Article for Warrant
2. FEMA Grant for Snow Removal
3. Annual Review - Executive session

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
February 19, 2003
7:30 P.M.**

The meeting was called to order by Chairperson, Gloria Curtis, at 7:30 P.M.

Present: Gloria Curtis, Chairperson; Patrick Raymond, Selectperson; and Rita Sinclair, Town Manager.

Pat Raymond made a motion to approve the minutes of the January 22 meeting as written. Gloria Curtis seconded the motion. Motion carries.

The Treasurers Warrants were reviewed and approved by the Board of Selectpersons.

BUSINESS FROM FLOOR: Disbursed as there was none.

OLD BUSINESS:

1. Hall Rental Deposits - The Town Manager reported that the local organizations were not paying a cleaning deposit when they used the hall. If the hall isn't left the way it was found it means more cleaning for our person to do. This should not have to come out of the Town's budget. Both Selectpersons agreed that a deposit must be paid by all organizations who use the building.

2. Furnace Update - Town Manager, Rita Sinclair, reported that the furnace had gone out over the weekend. Daigle oil was able to get it going again and has ordered the necessary part. She has requested an estimate for replacing some major pipes on the boiler. These pipes are corroded and will eventually rupture. Pat Raymond suggested a cost for replacing the furnace with something more economical for the Town. It would also be interesting to gather data regarding totals for furnace repair since it was purchased. Rita will work on gathering that information. Pat also suggested having a light system set up that would warn us if the furnace went out.

NEW BUSINESS:

1. Article for Warrant - The Town Manager presented an article for the Town Meeting Warrant for the Board's approval. The Board requested one change and the article will be acceptable.

2. FEMA Grant for Snow Removal - Rita Sinclair reported that she has requested the information on the FEMA reimbursement for snow removal due to the sever storm in February. This information is not available at this time.

3. Annual Review - Executive Session - Gloria Curtis made a motion to enter into Executive Session at 7:50 P.M. to discuss evaluations. Pat Raymond seconded the motion. Motion carries.

The Board came out of Executive Session at 8:45 P.M.

Pat Raymond made a motion to approve a 3% raise for Vaughn Devoe, Kathy Gagnon, and Rita Sinclair, if the voters pass the budget at the March 28, 2003 Town Meeting.

Recommendations made were to log all long distance calls, keep roadside litter picked up, and adhere to the 4:30 closing of the office.

The meeting was adjourned at 9:00 P.M. (Time 1 hr., 30 min.)

APPROVED:



Gloria Curtis, Chairperson



Patrick Raymond, Selectperson

**TOWN OF PORTAGE LAKE
AGENDA
SELECT PERSONS MEETING
March 5, 2003
7:30 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of February 14 and 19, 2003 Meetings

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Letter of Protest
2. Update on Complaint
3. Equipment Repairs

NEW BUSINESS:

1. Policy Statement
2. Trash Removal Statement
3. Assessor's Notice
4. Warrant for Town Meeting

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
March 5, 2003
7:30 P.M.**

The meeting was called to order by Chairperson, Gloria Curtis at 7:30 P.M.

Present: Gloria Curtis, Chairperson; Patrick Raymond, Selectperson; and Rita Sinclair, Town Manager.

Pat Raymond made a motion to approve the minutes of the February 19 meeting with a correction to item #3 under NEW BUSINESS. This needs to include "if the voters pass the budget ---". Motion seconded by Gloria Curtis. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Board of Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Letter of Protest - The Town Manager presented a letter of protest from Laura Bouchard of Lakeside Cabins. Mrs. Bouchard feels that the driveway is a private drive and doesn't want a street name assigned to it. She stated several reasons why this should not be allowed. The Board of Selectpersons feel that the letter is untimely since E 911 was a lengthy process and was just recently completed. Rita Sinclair will respond to Mrs. Bouchards letter.

2. Update on Complaint - The Town Manager reported that she had contacted MDOT in regards to Mr. Wolfe's complaint on the rocks from the sander breaking a window in the cap of his truck. Their policy is to send it to the Augusta office and have MDOT's attorney make a decision. The Board would like to have Mr. Wolfe submit two estimates for repairing the window for their review.

3. Equipment Repairs - The Town Manager reported that the Public Works plow truck was still out of service. Sullivans had given an estimate of \$1,500 to repair the rear end on the truck. Pat Raymond had asked if they had said what caused this to happen. Rita Sinclair replied that they had not but she would make a point of speaking with the mechanic to see if he could answer that question. He had implied that we should have the truck back by the weekend.

NEW BUSINESS:

1. Policy Statement - Rita Sinclair asked if the board had any objections to changing the Rental Policy to include "or the Town Manager" where it now reads "decision of the Board of Selectmen" and making the kitchen as part of the hall

2. **Trash Removal Statement** - Rita Sinclair presented a statement from D.C's Trash Away for review by the Board of Selectpersons. Rita stated that this is the first statement the Town has received in three years. Although trash removal is something that is visibly being done, we are not in the habit of paying bills without a statement.

3. **Assessor's Notice** - Rita Sinclair provided a 2003 Assessor's Notice for the Selectperson's signatures. This notice is provided in the Town Report.

4. **Warrant for Town Meeting** - The Selectpersons reviewed the Articles for the Warrant for Town Meeting presented to them by the Town Manager. The Articles were signed as presented.

SELECTPERSONS CONCERNS:

Pat Raymond - Practice of cleaning up after storms has to change. The Town Manager stated that she believed there was some miscommunication between herself and public works employee, Vaughn Devoe. She would speak with Vaughn Devoe and Paul Nason to clarify this matter. Pat stated that the banks can be pushed back when there is some free time.

A written policy needs to be in place for Town employees. If the Town Manager is not around, then Gloria or Pat are to be called to make financial decisions.

Bid notices need to be sent out for trash removal. Check on a dumpster for the Town. If it is within reason, then it could be set up here at the Municipal Building. The trash could be picked up at the campground and beach to be brought to the dumpster. Request bids for service as we have it now and for a dumpster.


Gloria Curtis - Intended for Vaughn to go out with Danny to wing back banks.

Pat requested that Laura Audibert be contacted to see if she can attend the next meeting or possibly one late Friday afternoon.


Pat also asked about bids for building the toilets.

Meeting adjourned at 8:45 P.M. (Time 1:45 hrs) ^{RBS}

APPROVED:



Gloria Curtis



Patrick Raymond

**TOWN OF PORTAGE LAKE
AGENDA
SELECT PERSONS MEETING
rescheduled from March 19, 2003
March 21, 2003
4:30 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of March 5, 2003 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Land Management Update/Laura Audibert
2. CEO Update/Lewis Cousins
3. Equipment Repairs/ Truck #1 and #2
4. Cemetery Proposal
5. Office Equipment Replacement

NEW BUSINESS:

1. Letter of Recognition
2. Street Sweeping Services
3. Aroostook County Empowerment Zone
4. FEMA Funding for Snow Removal

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
March 21, 2003
4:30 P.M.**

The meeting was called to order at 4:30 P.M. by Gloria Curtis, Chairperson.

Present: Gloria Curtis, Chairperson; Patrick Raymond, Selectperson; Lewis Cousins, CEO; Laura Audibert, Forester; and Rita Sinclair, Town Manager.

Pat Raymond made a motion to set aside all business until Laura Audibert had made her presentation. Motion seconded by Gloria Curtis. Motion Carries

OLD BUSINESS:

1. Land Management Update - Laura Audibert presented the Board with progress made to date. She showed areas of work on the map and the areas that are projected for the near future. Pat Raymond asked if there were any problems with the cutter. Laura said there were none as he knows the Town's objectives. Pat asked that he stay on to complete the project. Laura stated that she would put together a more formal report for 2002. The relationship with Irving is going well.

The other topic is the Tree Farm. The Board is quite interested in participating in this program. Laura said all the Town has to do is apply and decide where the signs should be placed. Pat asked that the road be blocked to traffic. People will be able to walk in without competing with vehicles. Laura said that Irving is planning on that, and that they will be reseeding the area by the curve. She will get back to the Board with any required paperwork for the Tree Farm.

Laura stated her appreciation to the Town for standing behind her. This has given her a great opportunity to do foresting as she knows it. Pat sees no need for the management plan to change, even with a new Board of Selectpersons. Pat remarked that the Town needs to spend a little to save a lot.

Laura reported that she has spoken with Glenn Cusack about ATV and mountain bike trails. Glenn seemed more interested in the biking as there is no access to other trails for ATV's.

Pat and Gloria confirmed that the Board is pleased with the progress being made at present.

At this time the Board decided to proceed with item #2.

2. CEO Update - Lewis Cousins presented the Board with recent communications with Luke Rossignol, representing Parker Sutherland. The present settlement agrees to \$2,500 in fines, \$500 in attorney fees, and installing a bathroom, which Lewis said has nothing to do with the present settlement. He

also stated that it would be good to get this over with as it is costing more as time passes.

Pat Raymond made a motion to sign the agreement as soon as item #7 is clarified. Gloria Curtis seconded the motion. Motion carries.

Gloria returned to the agenda as printed.

Pat Raymond made a motion to approve the minutes of March 5, 2003. Motion seconded by Gloria Curtis. Motion Carries.

The Treasurer's Warrants were reviewed and signed by the Board of Selectpersons.

BUSINESS FROM FLOOR: None

NEW BUSINESS:

3. Equipment Repairs/Truck #1 and #2 - Town Manager, Rita Sinclair reported that both trucks were back in circulation. Towing, repairs, and labor were expensive for Truck #1. Truck #2 had two flats in the course of 1 day. Rita also reported that she had discussed the problem on #1 with the mechanic at Sullivan's, Bernier's, and one from Whited Ford in Bangor. They had all stated that the demands on that truck are more than its capabilities. Since the tires didn't spin, the weakest part gave out. Ben, at Sullivan's, discovered that the U bolts should have been larger than those we used. Somewhere in the history of repairs, a smaller bolt was used and any repairs made after that were consistent with the previous part ordered. When the U bolt broke, the rear end deopped. The Board also needs to be aware that when Vaughn was going over the truck this week, he noticed that the welding where the frame was broken is letting go. That repair was made prior to 1997.

Gloria asked about new truck and how long it could last before it would need repairs. Pat stated it should be 5 years or more with good maintainance. The Town may want to make a comparison between a new truck and contracting out.

Rita suggested that the Town also consider the money that is in the reserve account for a down payment, and that which is going into the reserve account each year for payments. This way the Town wouldn't be taking on a payment that would create more of a burden for the taxpayers.

4. Cemetery Proposal - The Town Manager presented a proposal from Bridgham Engineering Services for mapping the new part of the cemetery. Neither Gloria nor Pat were familiar with this proposal and asked that it be filed.

5. Office Equipment Replacement - Rita reported that the computer tower that she was concerned about had finally quit. Netherlands Office Products had to

mirror the information from the old tower to the new one and after a few minor corrections, we are back to normal.

NEW BUSINESS:

1. Letter of Recognition - The Board of Selectpersons reviewed a copy of the letter James Camp and family sent to Ashland Ambulance in recognition of Shelley Bolstridge's professionalism at the scene of the accident at J & R Lumber back in December. They commended her not only for the medical attention that she gave but also the support and control she offered to everyone involved.

2. Street Sweeping Services - Rita Sinclair presented a bid proposal from Mike's Sweeping for the roads in Portage Lake. This is the same company that did the roads last year. Pat recommended that another bid be requested to be able to make a comparison. As an addendum, Rita said there was someone interested in purchasing the sweeper, as is. Rita went on to explain that the previous Board had recommended that we stop using it, as it was causing more problems for the Town truck. The sweeper attaches to the front of the truck and all the dust and dirt is sucked into the breather. Is the Board interested in selling? Pat suggested that we wait until we are sure that we are not going to use it again.

3. Aroostook County Empowerment Zone - The Town Manager briefed the Board on upcoming legislature that would include all of Aroostook County in the "Zone". This would make all communities eligible for money allocated to the county.

4. FEMA Funding For Snow Removal - The Town Manager reported that she had attended the meeting in Presque Isle relating to Federal money made available to reimburse the Towns for expenses incurred for the snow storm of February 4 -5. It appears that Portage Lake will be eligible for some reimbursement.

SELECTPERSONS CONCERNS:

Pat Raymond - An inventory of equipment should be done so the Board knows what we have and the condition that it is in. The equipment can be lined up and the Board would have the opportunity to look at it. Rita stated that this is an excellent idea and will see that it is arranged.

Bids for trash removal should go out, including a dumpster for the municipal building.

Call ACAP for mowing. Maybe the Lennie McHatten knows some students looking for summer work.

Post notices in town for Transfer Station Attendant and Mowing.

Policy for employee spending.

Gloria Curtis - Trash on West Road. Rita stated that she was aware of it and had made attempts to contact the property owner. Gloria suggested sending a letter, or have Vaughn pick it up (take pictures first) and then send a bill.

Meeting adjourned at 6:30 P.M. (Time 2 hrs.)

APPROVED:



Patrick Raymond





Town of Portage
Forest Management Activities
Periodic Report
March 21, 2003

Timber Harvesting

All timber harvesting done to date has been with Woody Logging from Ashland. Three cable skidders or 2 skidders and a small feller-buncher were used in all areas.

Area 1, adjacent to the west town line was harvested during the late fall.

- Deer buffer and cover "clumps" left intact;
- Softwood blowdown salvaged;
- Overmature hardwood and risky softwood removed.
- No cedar or hemlock harvested;
- Future ATV/Mountain bike trail cut through area, consistent with planned location.

Area 4, behind Maine Woods mill area, harvested during February.

- Deer buffers and cover "clumps" left intact;
- Poplar overstories removed in small blocks to release regeneration;
- Marked wood in sensitive, heavy use deer areas;
- "Risky" fir and poor quality softwood harvested in large mixed wood area;
- Red maple targeted for harvest since they produce good quality deer browse;
- Snowmobile trail buffered with ~50' uncut strip.

Area 5, on road to Pinkham, harvest began in December, paused in early February and resumed in late February. Should be completed by March 28.

- Deer buffers crossing area left intact;
- Buffer along zoned wetland left intact;
- Marked wood (overmature fir, small poplar) in small southern mixedwood area;
- Poplar overstories removed from most other areas, to release abundant 6' - 10' tall softwood regeneration;
- Scattered softwood and poplar trees left for wildlife and vertical structure;
- Healthy spruce left in areas where blowdown risk is lower;

Area 2, near ledge pit along west town line, is scheduled to be started March 26.

- Deer corridor forms back line in mixedwood block, no cutting in corridor;
- Marked wood in cedar areas to limit crown closure openings;
- Poor quality and risky spruce and fir have been marked for removal, no cedar or hemlock;

Road Construction

A 0.75 mile all-season road was built to access Area 4 behind the Maine Woods mill. The ROW width is 45-50' and the road shoulders will be seeded with a wildlife mix in April or May.

The current plan is to block the road at its entrance with boulders. Walkers will be encouraged to use the road, but wheeled vehicles will not be allowed. This is in conjunction with a new IFW program to vary hunting opportunities. A sign will be posted listing the support of the Town of Portage, Irving Woodlands and IFW.

Precommercial Thinning

In October, Irving Woodlands used its contracted thinning crews to thin 72 acres of young softwood stands along the road leading west at 2 mile on the Rocky Brook Road. The residual stands contain roughly 1000 trees per acre and should now increase their growth rate substantially.

Forester Supervision

- Irving has designated Laura as the primary forester on the harvesting jobs. She is responsible for
- Determining the management objectives;
- Writing the Harvest Plans for each block;
- Filing all necessary regulatory paperwork;
- Meeting with IFW biologist on plans;
- Ribboning all buffer and property lines;
- Ribboning harvest blocks;
- Marking individual trees to be harvested, where necessary;
- Inspecting the jobs usually twice per week;
- Writing inspection reports;

Irving's Responsibilities

Forester Pierre Dancause has been assigned as the Harvesting Supervisor for Woody's operation. He is responsible for:

- Making sure the prepared wood meets the mill specs;
- Deals with Woody's contract and pricing issues;
- Visits the job once per week to check inventory, but usually does not go in the woods.

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
April 2, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Board of Selectpersons Election

Approve Minutes of March 21, 2003 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Roads Update
2. Street Sweeping Services
3. Trash on West Road
4. FEMA Reimburement for Snow Removal

NEW BUSINESS:

1. Appointment of Municipal Officials
2. Employee Policy
3. Proclamation on Behalf of NMDC
3. Paving Verses Chip Sealing

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

**April 2, 2003
7:00 P.M.**

The Selectpersons meeting was called to order at 7:00 PM by acting Chairperson, Pat Raymond.

Present: Pat Raymond, Stephen Belanger, Gerald Cormier, Selectpersons; and Rita Sinclair, Town Manager.

The first nature of business was nominations for a Chairperson. Steve Belanger nominated Pat Raymond and Gerry Cormier seconded the nomination. Pat accepted the nomination.

A motion was made by Steve Belanger and seconded by Gerry Cormier to approve the minutes of the March 21, 2003 meeting. Motion carries.

The Treasurer's Warrants were reviewed and approved by the Board of Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1 Roads Update - Rita Sinclair provided pictures of the flooding on West Road and explained what has been done to date to relieve the problem. This is the area that needs proper ditching and drainage as soon as weather permits. The Hathaway Road was also a point of discussion. Both residents have lodged complaints on the condition of the road from Rt. 11 to the tree line, which is the section of road that has not been repaired. Vaughn Devoe scraped the road in order to reduce the mud. The road needs to be built up and proper ditching done to alleviate the problem.

2. Street Sweeping Services - The Town Manager presented verbal quotes from Delmont Woods & Sons, and Caron's Street Sweeping to compare to that of Mike & Son's Street Sweeping. A motion was made by Steve Belanger and seconded by Gerry Cormier to contract Mike's Services for street sweeping. Motion carries.

3. Trash on West Road - The Town Manager explained what had transpired on West Road to the new Selectpersons. The sheriff's department has been contacted since the Town Manager was unable to get the property caretaker to co-operate. As soon as the snow goes down, pictures will be taken and if clean up by the Town is necessary, a bill will be sent to the property owner.

4. FEMA Reimbursement for Snow Removal - The Town Manager reported that she has received the necessary paperwork to apply for up to 75% reimbursement for additional costs incurred for the snow storms on February 2 - 4. Hopefully this application will be approved.

NEW BUSINESS:

1. Appointment of Municipal Officers - Gerry Cormier made a motion to approve the appointments of officers except that of Civil Defense Director. Steve Belanger seconded the motion. A job description for Civil Defense Director has been requested prior to making an appointment. Motion carries.

2. Employee Policy - The Town Manager presented a policy for the Selectpersons to review. Pat Raymond explained why he had requested this policy to be enacted. Steve Belanger asked to what degree this would be carried. Pat stated that it would apply to everything as purchases and contracting services should not be an employee decision. The Town Manager should make all authorizations and in her absence it should be a Selectpersons decision. Suggestions were made to simplify the policy and bring it back to the Board for approval.

3. Proclamation Behalf of NMDC - The Town Manager presented a proclamation for services rendered by NMDC to be signed by the Selectpersons. This proclamation will be posted in the NMDC booth at the "Community Development Day at the Legislature" on Friday, April 25, 2003. This proclamation is to show legislators and the DECD staff that CDBG plays an important role in our community. The Selectpersons reviewed and signed the proclamation.

4. Paving Verses Chip Sealing - The Town Manager has requested bids from Aroostook Asphalt, Lane Construction, Steelstone Industries, and Trombley Industries for paving and chip sealing. Aroostook Asphalt is the only company out of the four that does chip sealing. After discussion the Selectpersons targeted the smaller roads (Sutherland, Stockford, Hathaway) to be done first.

SELECTPERSONS CONCERNS:

Pat Raymond - None

Steve Belanger - None

Gerry Cormier - Spring clean up for the Town. Gerry asked what we could take at the transfer station for debris and if it were possible to have the Town pick up items that people needed to dispose of. The Town Manager said it would be better to find a local volunteer with equipment that could remove some of the items mentioned rather than making it a Town liability. She may be able to find someone to head up a clean up committee.

A motion was made by Steve Belanger and seconded by Gerry Cormier to adjourn the meeting at 9:30 P.M. (Time 2 hrs. 30 min.)

APPROVED:


Patrick Raymond

Gerry Cormier


Stephen Belanger

**TOWN OF PORTAGE LAKE
AGENDA
ASSESSORS
&
SELECTPERSONS MEETING
April 16, 2003
7:00 P.M.**

ASSESSORS MEETING:

Call Meeting to Order

Attendance

Business From Floor

SELECTPERSONS MEETING:

Call Meeting to Order

Roll Call

Approve Minutes of April 2, 2003 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Land Management - Stumpage Agreement
2. Road Update - Sutherland & West
3. Employee Policy
4. Furnace Re-piping Quote
5. Job Description - Civil Defense Director

NEW BUSINESS:

1. Bangor & Aroostook Tax Settlement
2. Verizon Pole Permit
3. Request for Biological Survey
4. Veterans Exemption

**TOWN OF PORTAGE LAKE
ASSESSORS
&
SELECTPERSONS MEETING
APRIL 16, 2003
7:00 PM**

The Assessors meeting was called to order at 7:00 PM by Chairman, Pat Raymond.

Present: Pat Raymond, Steve Belanger, Assessors; Rita Sinclair, Town Manager; Mrs. Morneault, resident; Dan Pelletier, Irving Forester.

No one present had any concerns with the assessment on their property.

Steve Belanger made a motion to adjourn the meeting. The motion was seconded by Pat Raymond. Meeting adjourned.

The Board of Selectpersons meeting was called to order by Chairman, Pat Raymond.

Steve Belanger made a motion to dispense with the minutes and the Treasurers Warrants at that time. Motion seconded by Pat Raymond. Motion carries.

BUSINESS FROM FLOOR: Ruth Morneault, resident of Portage Lake, requests that their driveway name be changed from Morning Drive to Morneault Drive. She stated that they didn't know that there was a committee for naming driveways. Pat Raymond stated that they discouraged using names unless they were already named. Mrs. Morneault explained there were two other residences there and they use the Morneault driveway. She is concerned that if the driveway is named Morning Drive that people will think it will access the lake. She said they were not aware of public meetings for naming the streets for E 9-1-1. Pat Raymond stated that we will check into the situation to see if the street can be named Morneault Drive. Mrs. Morneault apologized for being so late in making her request. She then thanked the Board and left the meeting.

OLD BUSINESS:

1. Land Management - Dan Pelletier presented the scale tally sheets to the Board to clarify the statement the Town had received along with the stumpage check. Pat Raymond stated he had a problem with the timeliness of reports and stumpage payments. Discussion followed on the handling of the wood and the cutter. Pat stated that other than timeliness, it is satisfactory. The thinning and cutting is impressive. Dan Pelletier assured that all product was pulled. Laura Audibert has done a good job. Pat asked that Dan relay to Jim Dube that the Town is requesting timely reports.

Dan presented a new Stumpage Agreement for the Board to review and sign if they are satisfied with it. Pat stated that revisions would have to be made as time goes by.

Dan also presented a copy of a scholarship agreement for Portage Lake. It's a \$1,000 scholarship made up of \$500 from Irving and a \$500 match from the Town. Pat remarked that the timing is off for this year. Steve Belanger stated that he served nine years on the board of Selectpersons and a scholarship never went to a Forestry student. Rita Sinclair said the wording needs to be corrected and the Town will include it in the warrant for the 2004 Town Meeting. Dan suggested a meeting of this nature more often. He stated that he would see about the stumpage check for January through March.

At this time the Board reviewed the minutes and a motion was made and seconded to approve the minutes of the April 2 meeting. Motion carries.

The Board of Selectpersons reviewed and approved the Treasurer's Warrants.

2. Road Update - Rita Sinclair presented a copy of CES's findings on Sutherland and West Roads for the Board to review. Pat Raymond said a decision need to be made on what roads we are going to fix and if they will be paved, chip sealed or have a binder. A description of what is needed has to be developed. Steve Belanger asked if this could be started by Memorial Day. Pat responded that the paperwork needs to get done.

Steve Belanger made a motion to put out bids for 2 weeks in the Star Herald. Pat Raymond seconded the motion. Motion carries. A date needs to be set for the bids to be in.

Pat stated that Paul Nason expressed interest in mowing for the town.

Rita stated that the sander needs some work on the rust. Sand blasting would eliminate the rust better than sanding with a hand tool. Suggestions were rental or Kelly Condon.

3. Employee Policy - A motion was made and seconded to enact the Employee Policy.

4. Furnace Re-piping Quote - Rita explained to the Board that the pipes over the boiler are corroded to the point of leaking. Steve Belanger made a motion to accept the quote from Doc to fix the pipes. Motion seconded by Pat Raymond. Motion carries.

5. Job Description/Civil Defense Director - Rita presented a job description to the Board. The Board directs the Town Manager to find out if the Town is required to have a Civil Defense Director. This item is tabled until there is more information available.

NEW BUSINESS:

1. Bangor & Aroostook Tax Settlement - Rita Sinclair presented information to the Board so a motion could be made to accept the settlement on property taxes owed to the Town by the B&A RR. Steve Belanger made the motion to accept the amount of money to be paid by B&A Trustees and to have paid to the special attorneys for the settlement Portage Lakes share of fees. Motion carries.
2. Verizon Pole Permit - Rita Sinclair presented the Board with a permit request from Verizon to st a pole on East Cottage Road. The Board signed the permit.
3. Request For Biological Survey - The Town Manager presented a request for a survey to be done north of Oak Point and all findings would be sent to the Town. the Board agreed to the survey.
4. Veterans Exemption - An application for a Veterans Exemption was presented for a signature. Pat Raymond signed the application.

SELECTPERSONS CONCERNS:

Pat Raymond - Transfer Station wood pile needs to be burned or removed. Rita will get back to the Board with the particulars on burning, hauling, or grinding.

Rita Sinclair asked the board if anyone would be able to attend a seminar that was being held in Presque Isle on Personal Property and Real Estate Assessments. The Board directed the Town Manager to attend. Steve Belanger made a motion to contact Ray Gannon to assess industrial area. Motion seconded by Pat Raymond. Motion carries.

Motion to adjourn at 9:45 PM (Time 2 hrs. 45 min.)

APPROVED:



Patrick Raymond



Gerry Cormier



Stephen Belanger

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
May 7, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of April 16, 2003 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Bangor & Aroostook Motion for Settlement
2. Bids For Trash Removal
3. E 9-1-1 Update
4. Applications For Summer Positions - Possible Executive Session

NEW BUSINESS:

1. Portage Hills CC Liquor License
2. Portage Lake Dog Warrant
3. Planning Board Vacancies
4. Universal Waste Charges
4. Roadside Mowing
5. Scholarship Application
6. Town Manager Training 5/9 & 5/15

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

**May 7, 2003
7:00 P.M.**

The Selectpersons meeting was called to order at 7:00 PM by Chairperson, Patrick Raymond.

Present: Patrick Raymond, Chairperson; Gerald Cormier and Steven Belanger, Selectpersons; Rita Sinclair, Town Manager.

The minutes were reviewed and personal property issues were discussed by the Board of Selectpersons. Pat Raymond wanted to review the property listed by Irving's garage. Bouchard and Son's has equipment and a trailer in the lot next to Irving's garage. Steve Belanger asked about the Civil Defense Director's position. Rita Sinclair reported that there is no mandate for a Civil Defense Director.

A motion was made by Gerry Cormier and seconded by Steve Belanger to approve the minutes as written. Motion carries.

A motion was made by Steve Belanger and seconded by Gerry Cormier to not fill the position of Civil Defense Director at this time. Motion carries.

The Treasurer's Warrants were reviewed and approved by the Board of Selectpersons. Pat Raymond broached the Stumpage permit pointing out item 14, 15 and 9, which regard interest for payments. Rita Sinclair asked if the Board if they wanted to bill Irving for the number of days that the stumpage payment was late. Pat suggested that the new stumpage agreement be highlighted to bring attention to this. Rita Sinclair stated that Jim Dube had dropped of an "updated Stumpage Agreement" with some price changes. Pat stated that the Board did not have to sign the agreement tonight. Pat had some questions on the prices and would like to check on the market. This item was tabled until the next meeting.

BUSINESS FROM FLOOR: Dispensed with as there was none.

OLD BUSINESS:

1. Bangor & Aroostook Motion for Settlement - The Town Manager presented a motion for the Selectperson's signatures regarding the B & A Railroad settlement for the Selectperson's to sign. The previous motion did not include the total amount owed for special attorney's services. A motion was made by Steve Belanger and seconded by Gerry Cormier to rescind the previous motion. A new motion was made by Gerry Cormier and seconded by Steve Belanger to accept

the proposal for settlement for taxes due from Bangor & Aroostook Railroad.
Motion carries.

2. Bids For Trash Removal - Bids for trash removal from D.C's Trash Away and Bob's Sanitation were read by the Board of Selectpersons. DC's Trash Away bid was for \$640 for for the municipal building and the beach/campground. Bob's Sanitation bid was for dumpsters only. He proposed a dumpster at the municipal building, beach, and campground for \$650 per year. His second proposal was for one dumpster at the municipal building for \$450 for the year. A directive was given to contact Bob's Sanitation to get a proposal for garbage cans to make the bids more comparable.

3. E-911 Update - Rita Sinclair stated that there was a moratorium imposed at the March 1999 Town Meeting to prevent road name changes. Also, information was pulled from the E-911 guide to verify the numbering and the naming of roads. Pat stated he had spoken with an E-911 committee member who stated that the road naming and numbering was cut and dry. Rita Sinclair stated she had written to the Bouchard's and included copies from the E-911 guide referencing the naming and numbering of roads. A motion was made by Steve Belanger and seconded by Gerry Cormier to have the E-911 names stay as they are. Unanimous vote - motion carries.

4. Applications for Summer Positions - The Board reviewed the applications for Public Works assistant and the Groundskeeping position. Discussion followed on both positions. The two Public Works applicants are both qualified with CDL licenses and Hazmat training. The Town Manager will call Mr. Carns in for an interview with herself and Vaughn Devoe and make a decision from there.

The Groundskeeping position also has two applicants. The Board recommended hiring residents for the position. Rita Sinclair will call Sandra Robertson in to discuss the position. A probationary period will be in effect for both positions.

The Transfer Station position has already been filled by Mr. Lyons. Public Works assistant starts as soon as possible, and Groundskeeping for mowing starts prior to Memorial Day.

NEW BUSINESS:

1. Portage Hills CC Liquor License - Rita Sinclair presented the PHCC Liquor License to the Board for Signatures.

2. Portage Lake Dog Warrant - The Board of Selectpersons signed the Warrant for late fees and possible court proceedings for those who have not licensed their dogs.

3. Planning Board Vacancies - There are two vacancies on the Planning Board due to term expirations. They are Ken Hodsdon's and Terry Overlock's. Although

Ken has stated he is willing to fill the vacancy on the Board of Appeals. A motion was made by Steve Belanger and seconded by Gerry Cormier to appoint Ken Hodsdon to the Board of Appeals. Motion carries.

4. Universal Waste Charges - Rita Sinclair presented a schedule of fees imposed by Tri Community for several items now considered hazardous waste. Jim Nadeau will have Bob Martin who is licensed for hazardous waste bring his trailer to the Portage Lake Transfer Station one Saturday per month. Pat Raymond asked what the other Towns were going to do? Rita stated that she was the first to call and was waiting for Jim Nadeau to get back to her.

5. Roadside Mowing - A copy of H. P. Fairfield Inc. rental of a machine that mows and cuts brush. Pat Raymond presented Ken Westins telephone number as he has the same type of machine. He doesn't know what his fees are but he can recommend his work. Rita will contact Mr. Westin and ask for a proposal for roadside mowing for Portage Lake.

6. Scholarship Application - Rita Sinclair presented an application from Robyn Caron for the Portage Lake Scholarship. The Board asked that this application be put on file and see if another student applies before graduation.

The proposal from Irving for a joint scholarship for a forestry student was discussed. The requirements and the Town needs to be changed. Pat recommended that when Rita contacts Jim May she mention the scholarship to see if Prentice and Carlisle would be willing to add to the scholarship.

7. Town Manager Training 5/9 & 5/15 - The Town Manager requested to go to Human Relations Workshop in Augusta on May 9 and to the Tax Collector and Treasurer's School on May 15 in Orono. Pat Raymond asked if the office would be covered, which it would be. The Board approves of the workshops.

SELECT PERSONS CONCERNS:

Gerry Cormier - Calls from concerned citizens. When will the tennis court be painted and will it be kept as a bike and skateboard area. Rita stated that the previous Board had granted permission for the kids to use the tennis courts to skateboard and rollerblade. It has turned out that they are not picking up their ramps or their garbage.

A motion was made by Steve Belanger and seconded by Gerry Cormier to close the tennis court to skateboarding and rollerblading. Unanimous vote. Motion carries.

Pat Raymond recommended to allow them to use the basketball court until work starts there. If enough interest is shown, a request for a skating area should be given consideration.

Truck frame breaking out again. The Town Manager reported that the frame was broken in two places and where it had been repaired before was letting go. It was suggested to call Eldon York for repairs.

Pat Raymond - Concerns with the litter in back of the building and on West Road from Rt. 11 pass the Senior Park. The roofing on one of the canopies at the beach has come off and needs repair.

A request from Cub Casey for dust control on Station Road. Calcium should be applied when it gets dry and dusty. Some calcium should be put down before the parade.

Speaker System for the Veterans to be heard when speaking on Memorial Day. Rifa presented two systems for the Board to decide on. Gerry Cormier made a motion to expend up to \$500 for a speaker system. Motion seconded by Steve Belanger. Motion carries.

Hathaway Road - Rock or stone needs to be purchased to line the ditch and build check dams.

Motion to adjourn by Steve Belanger at 10:05. Seconded by Gerry Cormier. Motion carries. (Time 3 hrs.)

APPROVED:


Patrick Raymond


Gerald Cormier


Steven Belanger

**TOWN OF PORTAGE LAKE
AGENDA
SELECT PERSONS MEETING
May 21, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of May 7, 2003 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Hathaway Road Project Bids
2. Bids for Trash Removal
3. Scholarship Awards
4. Paving Estimates
5. Stumpage Agreement - 2003

NEW BUSINESS:

1. July Festivities - Barb Pitcairn
2. ATV Trail Complaint
3. Planning Board Appointment
4. Board of Appeals Vacancy

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
May 21, 2003
7:00 P.M.**

The Selectperson's meeting was called to order at 7:00 P.M. by Chairperson, Patrick Raymond.

Present: Patrick Raymond, Chaiperson; Gerald Cormier and Steven Belanger, Selectpersons; Rita Sinclair, Town Manager; residents, Barb Pitcairn, Glenn Cusack, Dave Pierce, Clarence "Bud" Clark, Arlene and Bob Carns.

A motion was made by Gerry Cormier and seconded by Steve Belanger to set the minutes aside to address public concerns. Motion carries.

BUSINESS FROM FLOOR: Dave Pierce, spokesperson for for the residents on Fox Hill Road, stated that they were concerned with the condition of the road and would like to have it paved. The culverts that were replaced have sunk and the gravel that was used to fill in is now causing a bump. Pat Raymond responded that there would only be patching for this year. The culverts will have cold patch to fill in. The areas to be worked on this year are the Hathaway and Stockford Roads, and Sutherland Street. Bob Carns stated that the shoulders are gone and patching would not work. Pat stated we have a limited budget and we will stretch it as far as it will go. Gerry stated that if there is money left in the budget after these projects are completed, we will try to do whatever we can. If nothing this year, then it will be on the agenda for next year.

Bud Clark stated that obviously the Hathaway Road is priority one. There are seven residences on the Fox Hill Road and only three on the Hathaway Road. Pat stated that the residents on the Hathaway Road were sinking in six inches of mud. Fox Hill has cracks and the shoulders need work, but as far as a major build up, it won't be this year. Bud Clark also remarked that it had become a safety issue. He reminded the board that a vehicle run into his house. The road is only seventeen (17) feet wide and when two vehicles meet one of them has to go out over the hot top. More discussion followed regarding the condition of Fox Hill Road.

Bud Clark asked if it would be possible to have some cones put out when there is a funeral to keep people from parking on the grass. The "Keep off the Grass" signs don't last. This was agreed to by the Board of Selectpersons.

Gerry Cormier thanked the Fox Hill residents and they in turn thanked the Board for their time, and left the meeting.

The Board moved into New Business to hear Barb Pitcairn and Glenn Cusack.

NEW BUSINESS:

1. July Festivities - Barb Pitcairn requested permission to use the Town Square and some picnic tables to have the Pig Roast. The Tourism Committee will not be putting the Pig Roast this year, and since there are people already planning on attending, I have found people who are willing to help. There will also be a street dance with a live band. This will take place on July 5th and will start at 4 PM. Barb also requested the use of the kitchen to get food ready. She stated that a sheriff will be hired for the dance and the band stops playing at 10 P.M. and a clean up crew will be here until 11P.M.

A motion was made by Steve Belanger and seconded by Gerry Cormier to let Barb use the Town Square for the 5th of July festivities. Motion carries.

2. ATV Complaint - Glenn Cusack presented the Board with a map of the trail for ATV's. Dave Barry complained about the trail being so close to his property and he's not happy with that. Glenn explained that the trails can't follow the road due to the logging trucks. Laura and I have changed the trail so that it is away from the Barry property, but there's a major wetland so we have had to move it again. We will not be using the snowmobile trail on Dave Barry's property. Laura Audibert will look at this before it becomes a definite trail.

The Board returned to reviewing the Minutes and the Treasurer's Warrants.

A motion was made by Gerry Cormier and seconded by Steve Belanger to accept the minutes as printed. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

OLD BUSINESS:

1. Hathaway Road Project Bids - Four Bids were received for the Hathaway Road Project. Bids are: Langille Const: \$24,885; Shamrock Const: \$17,089; Portage Const: \$12,658; and North Atlantic Const. \$19,452.

A motion was made by Gerry Cormier to give the contract to Portage Construction with the culvert being removed. Motion seconded by Steve Belanger. Motion carries. Request a time frame for starting the project.

2. Bids For Trash Removal - Bids from D.C.'s Trash-Away and Bob's Sanitation were reviewed. Gerry Cormier made a motion to accept the proposal made by D.C.'s Trash-Away. Motion seconded by Steve Belanger. Motion carries. The Board directed the Town Manager to write a letter to Bob Martin to explain the decision. D.C.'s Trash-Away is to start June 1st.

Lewis Cousins, Code Enforcement Officer arrived with a request to give the Board an update on a permit approved by the Planning Board. Lewis explained that Alcide Bouchard, owner of Lakeside Cabins, had applied for a permit to expand a

cabin. The Planning Board approved the application even though it was for more than a 30% expansion with the stipulation that there be no more expansions, ever. The Planning Board allows a 30% expansion but they granted a 57% expansion. Lewis stated that the Planning Board has no authority to grant more than a 30% expansion. It was voted unanimously to approve. Lewis said he had talked to Ken Hodsdon and he decided what they would do. The Board felt under the Home Rule Law they could make that decision.

Lewis did state that Alcide Bouchard does have a safety issue so that he could get a variance. Rich Baker of DEP in Augusta called to say the Planning Board has no authority to make that decision.

Last year there were issues with the Bouchard and Sutherland permits and the State can step in and fine the Town for not enforcing the ordinance. Gerry was on the Appeals Board at the time and stated it was made very clear that the town can be fined for not complying with the ordinance.

Pat asked what the guidelines were. Lewis responded that the decision should have been made by the Appeals Board. He stated that he did issue a "Stop Work Order."

Gerry asked if the Board has the power to overrule the Planning Boards decision. Lewis answered no, but you have the authority to appeal and you can authorize the Town Manager to do the paperwork.

Pat Raymond suggested sending a letter to the Planning Board to see if there are any objections to have the Board of Appeals review their decision. If the Board of Appeals decides they need to change the decision then the Planning Board will have to back down. If the Planning Board would like to meet with the Board of Selectpersons, prior to making a decision, we will be glad to meet with them.

3. Scholarship Awards - Rita Sinclair presented another scholarship application to the Board to review. Robin Caron and Mariechen Cyr are the applicants. Steve Belanger made a motion to split the \$1,000 scholarship between the two applicants. Gerry Cormier seconded the motion. Motion carries.

4. Paving Estimates - Rita Sinclair presented estimates to the Board to review. The Board requested copies to review at their leisure and also clarification on binder verses chip seal.

5. Stumpage Agreement for 2003 - The Board signed the original Stumpage Agreement and stated if Irving had questions they could bring them to the June 4th Selectpersons meeting. Items such as the 60 day payment period, and #9, 14, and 15 need to be highlighted.

NEW BUSINESS:

3. Planning Board Appointment - Rita Sinclair stated the Margaret Pierce is interested in being a member of the Planning Board. A motion was made by

Gerry Cormier and seconded by Steve Belanger to appoint Margaret Pierce to the Planning Board. Motion carries.

4. Board of Appeals Vacancy - Rita informed the board that Ken Hodsdon had come into the office and said he had decided not to accept the appointment to the Appeals Board.

SELECT PERSONS CONCERNS:

Gerry Cormier - has received complaints about the ramps and trash on the tennis courts. Rita stated that she had spoken with the boys who were using the courts and told them they needed to clean up their mess. She also said she was in the process of writing letters to the boys and their parents to ask them to clean up the court. Pat suggested that if they haven't removed the ramps by the end of the week to have Vaughn move them over to the basketball court.

Basketball courts - Gerry asked if the Town was going to request bids for the work to be done on the courts. Rita stated that the surface has to be removed and drainage tile put in. Pat stated that it needed to be decided what was going to be done and then see who will do the work.

A motion was made by Steve Belanger and seconded by Gerry Cormier to adjourn at 9:45 PM. (Time 2 hrs. 45 min.)

APPROVED:



Patrick Raymond



Gerry Cormier



Steve Belanger

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
JUNE 4, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of May 21, 2003

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Personal Property Proposal
2. Hathaway Road Update
3. Campground Update
4. Mowing Update

NEW BUSINESS:

1. Rec Director/Pam Cusack
2. ATV Trail Grant Application/Sue Beaulieu
3. Board of Appeals Appointment
4. School Budget

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

**June 4, 2003
7:00 P.M.**

The Selectpersons meeting was called to order at 7:10 P.M. by Chairperson, Patrick Raymond.

Present: Patrick Raymond, Chairperson; Steven Belanger, Selectpersons; Rita Sinclair, Town Manager; Pam Cusack, Rec. Director; Glenn Cusack and Sue Beaulier, ATV Club; residents: Dave, Debbie, and Ryan Roy; Jean Clark, Barbara and Garrett Finley; Janice Labbe; Roberta, Nicholas, Marcus, and Lucas Belanger; Justin and Nick Cusack; Sandra, Ian and Sean Robertson.

A motion was made by Steve Belanger to postpone the regular order of the meeting to hear those present for Business From Floor. Motion seconded by Pat Raymond. Motion carries.

1. Rec. Director/Pam Cusack - Pam spoke as Rec. Director and stated that she had two items to address as Rec Director. The first was to brief the Board of Selectpersons and to request permission on the upcoming events for July Celebration. On the 12th of July there will be kayak races, a street dance, and fireworks. On the 13th, which is Sunday, there will be a parade followed by a softball game. Steve Belanger asked if there would be sheriff on duty. Pam stated there would be. At this Time Gerry Cormier joined the meeting. Pat Raymond briefed him on what had transpired.

Steve Belanger made a motion to grant permission to Pam Cusack to have her July festivities. Pat asked who was putting this on as far as the Rec Department was concerned. Pam stated that she heads it up and will get the different organizations and businesses in town to sponsor the events.

Gerry Cormier seconded the motion made by Steve. Motion carries.

Pam stated her second item was in regard to the letter she received regarding the skating on the tennis courts. She received a letter the same day that everyone else did. She felt a decision was made without contacting her as Rec Director. She felt that the decision was rather harsh if it was based on the trash that was left on the court. The alternative was for them to use the basketball court. She asked the Board if any of them have ever skated. The basketball court is too dangerous for the kids to skate on. The decision to allow the kids to use the tennis court was one of the best made. She would like to work out a comprise. Pam asked the Board for their input. Pat Raymond stated that the first issue he had was when he looked at the tennis courts, he saw the trash and that the ramps were strewn around. He felt that we were putting money into the courts to improve them and the privilege to use them was being abused. He saw that nothing had been done at the next meeting and the public works man cleaned it up. Roberta Belanger asked if anyone had told the kids to clean it up.

Rita Sinclair stated that they were allowed to use the court with conditions. They were supposed to move their ramps and clean up after themselves. This hasn't been the situation. The Town cleaned up all the trash, bottles, and cans, only to have more of the same back there in a couple of days. More discussion followed. It was asked if there were complaints. Gerry stated he had received some complaints on the use of the courts. People don't feel that they can use the court because of the ramps. He also realizes that the kids need space. Gerry stated that we are trying to make this a tennis court. He agreed with Pat that the tennis court is not a place for ramps. Pat stated that the original money was grant money dedicated for a tennis court. He feels that as soon as the basket ball court is done it will be a multi-use facility. Steve Belanger stated that the trash and the ramps being left there caused the problems. Gerry asked if they had a plan and that maybe there should be an appropriation for a skate area. Pam stated she would like to see the kids have a second chance. If they mess up, they lose it. If there are decisions to be made in the future, I would like to be notified first. More discussion followed relating to rules and a time frames. Gerry stated that once we have a list of rules we will make a motion to the use of the courts. Pat Raymond asked what the basic concern was and what would she suggest be done. Pam stated she had been to the previous Board twice for a skating rink. Gerry believes we should have a skating rink and there is a lot a property where we could set up a rink.

Garret Finley asked why the volleyball net was there if the court was only supposed to be used for tennis. Rita Sinclair reported that the Town did not place the volley ball net or posts there. Whoever did lost the caps to the posts and as soon as the caps are found, or replaced, that net and added posts will be removed.

The Board agreed to let half of the Tennis Court be used for skating and rollerblading and that a set of rules be presented at the next meeting.

The Board thanked those present for their input.

2. ATV Trail grant Application/Sue Beaulier - Sue explained the requirements of the grant and that the Town is the entity for the grant as it is for the snowmobile trail grants. We need the Towns approval so that we can submit the application. Steve Belanger asked if in-kind services are allowed. Sue stated that they were not. Glenn has estimated \$21,000 worth of work to have everything completed. She aid the state is very particular about deadlines. Glenn added that the trails will also be used for ATV's, bikes, snowmobiles, and horses. He stated the ATV Club will be eligible for more money by having multi-use trails.

Pat thanked Sue and Glenn for the information.

At this point the Board returned to the Agenda for their meeting.

A motion was made by Steve Belanger and seconded by Gerry Cormier to accept the minutes as written. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

OLD BUSINESS:

1. Personal Property Proposal - Rita Sinclair presented a proposal from Ray Gannon for updating the mills and larger businesses in Town. Steve Belanger made a motion to accept the proposal made by Ray Gannon to update personal property assessments. Gerry Cormier seconded the motion. Motion carries.

2. Hathaway Road Update - Rita Sinclair reported that there are areas on the ditch that did not have stone and the effect the last rain had on those areas. The Board agreed that those areas needed to be done as well. Pat suggested that the check dams be lowered in the center. Gerry suggested the town contact a hydrologist through Soil & Conservation or DEP for input on the bottom end of the Hathaway Road. Pat stated that Al Murphy suggested creating a sediment pond.

Portage Construction has not mentioned a start date. Gerry suggested waiting two weeks. June 16th, weather permitting, will be the start date.

3. Campground Update - Rita Sinclair reported that Don McCalister had contacted her with his recommendations to the Department of Human Services to license the campground as a Wilderness Campground. There will be a minimal licensing fee and stipulations to adhere to in order to be a licensed campground. The Town will not be able to increase the campgrounds size, which is not a consideration since there isn't room to expand.

4. Mowing Update - The Board reviewed the proposal/costs associated with hiring Ken's Mowing service. Steve Belanger made a motion to hire Ken's Mowing Service to do the roadside cuttings. Gerry Cormier seconded the motion. Motion carries.

NEW BUSINESS:

1. Rec Director/Pam Cusack - Previously covered.

2. ATV Trail Grant Application/Sue Beaulier - Previously covered.

3. Board of Appeals Appointment - Rita Sinclair reported she had spoken with Ted Condon at Pat's recommendation, and Ted agreed to serving on the Appeals Board. Steve Belanger made a motion to appoint Ted Condon to the Appeals Board. Motion seconded by Gerry Cormier. Motion carries.

4. School Budget - Rita Sinclair stated that she could not come up with the figures for the increase in valuation that the school had in the proposed budget. She has nothing that relates to the figures used. She will pull the Towns actual valuation and also call the Superintendent, Roland Caron, to discuss the math and get the number of students from Portage Lake. Pat suggested contacting our School Board representative to get input. There is an informational meeting June 9 which is the night before voting day. Gerry asked if there was anything the Board

of Selectpersons do in terms of school budgets. Rita will call MMA to get some legal input.

The Board reviewed the estimates on the paving of Sutherland St. and the Stockford Rd. After much discussion the Board asked for clarification on Lane's estimate on Sutherland St. concerning the "area to be excavated."

A directive was given to the Town Manager to contact Lane Construction for an estimate repairing/paving on the basketball court.

SELECTPERSONS CONCERNS:

Pat Raymond - Call Don Everett to have the dock put in at the Seaplane Base. Where is the dock for the Hathaway Road? If it can be anchored safely, up it in. Not a priority.

Transfer Station - Chip or burn? Rita will call DEP to inquire about the licensing. Also contact Shaw to see if they will chip at a later date.

Truck Frame - Rita reported that it was just completed.

Motion to adjourn at 10 PM. (Time 3 hrs.)

APPROVED:


Patrick Raymond


Gerald Cormier


Steven Belanger

**TOWN OF PORTAGE LAKE
AGENDA
SELECT PERSONS MEETING
JUNE 18, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of June 4, 2003

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Tennis Court Rules
2. ATV Use Permit
3. Road Update and Compliant
4. School Budget
5. Stumpage
6. Basketball Court

NEW BUSINESS:

1. Sheriff's Office Work Project
2. Roadside Mowing Proposal
3. Planning Board Resignation and Appointments
4. Tree Farm Certification
5. Public Work Summer Hours
6. Scholarship Thank you / Request
7. Tentative Meeting Schedule

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
JUNE 18, 2003
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairperson, Patrick Raymond.

Present: Patrick Raymond, Chairperson; Steven Belanger and Gerald Cormier, Selectpersons; Rita Sinclair, Town Manager. Resident present, Diane Chouinard.

Steve Belanger made a motion to approve the minutes of the June 4, 2003 meeting. Motion seconded by Gerry Cormier. Motion carries.

A motion was made by Steve Belanger to set aside other business and hear Business From Floor. Motion seconded by Gerry Cormier. Motion carries.

BUSINESS FROM FLOOR: Diane Chouinard stated she has a complaint about the dust from the Fish Lake Road. Pat Raymond responded that there will be some calcium put down on Friday. Irving has agreed to maintain the roads and they will spread calcium after they grade from now on. Diane stated that she had heard through the mill that they were talking about a new road. Pat replied that they were, due to safety and health issues.

The Board returned to regular business.

The Selectpersons reviewed and signed the Treasurer's Warrants.

OLD BUSINESS:

1. Tennis Court Rules - The Board reviewed the list of rules submitted by Pam Cusack. The Board added a few rules to the list presented. Gerry suggested that the ramps be removed rather than just moved to the West side of the court. Pat Raymond was concerned with the damage that will be done by dragging the ramps off the court once it is painted. Gerry understood that the rollerblading and skate boarding would not continue once the court was painted. Pat and Steve replied that this was not their impression. Gerry would like to see the ramps removed to eliminate liability. Rita will get back to Pam with additions to the list. Gerry Cormier made a motion to add changes (1. No food or drink, except water on the courts and 2. Ramps must be removed after use) prior to painting and striping, and that the Rec. Director will be called back in to discuss what can be done from there. Steve Belanger seconded the motion. Motion carries.

2. ATV Use Permit - The Town Manager presented the Board with a Use Permit required by the state before they will process the ATV Grant application. This needs to be accepted by the Board of Selectpersons.

A motion was made by Steve Belanger to accept the ATV Use Permit with adjustments made tonight. Motion seconded by Gerry Cormier. Motion carries.

3. Road Update and Complaint - The Town Manager stated that the complaint was heard under Business From Floor. The Board had asked about the progress on the Hathaway Road. The Town Manager stated that the work was going well. The gravel for the surface has not yet been delivered. Pat Raymond was concerned with dust control. He recommended having calcium spread from Rt. 11 to the end of the work area. The Town Manager also reported that she had contacted Lane about Sutherland Street to clarify the "area to be excavated" and that needs to be added to the 70 ton for a total of 150 tons at \$50.95 per ton.

A motion was made by Gerry Cormier and seconded by Steve Belanger to give Lane the contract for Sutherland Street and Stockford Road. Motion carries.

Public Works Department will put the gravel on the Sutherland Road and level with backhoe. Prior to paving a grader will go over the gravel to level it off. Pat Raymond suggested contacting Frank Sprague of Beaver Construction for prices for gravel. Stockford Road needs ditching on the right side going in. There are trees growing up to the edge of the road. The other side is a drop off so there isn't much that can be done there.

4. School Budget - The Town Manager reported that the figures are from previous years valuation. She received a copy of the form the state sends the school for calculations. The superintendent had called to say the number of students for 2003 was 39. This budget is for July 2003 through June 2004. There was much discussion as to the calculations used. Pat Raymond stated that we can't do the math and have it come out to agree with the 70% valuation rate and the 30% pupil rate. Gerry Cormier attended the public hearing and he was told that whatever the towns pay is based on the 70/30 valuation. Pat Raymond stated it looks as though Portage is paying 100% based on valuation.

It was decided that if Alan Hitchcock doesn't understand the equation, then invite Roland Caron to the Board meeting so the we can have a better understanding of how the calculations are made.

5. Stumpage - The Town Manager reported that the Town received a check for stumpage but no documentation to back it up.. Two calls have been made to request the information, but no response has been received.

6. Basketball Court - Rita Sinclair reported that Lane has quoted a paving price of \$14,350. If Public Works removes the pavement and installs drainage tile it will save some money. Discussion followed on what needed to be done for work and if the court could be made smaller. Pat would like to look at the court to see what would have to be done. Tabled until next meeting.

NEW BUSINESS:

1. Sheriff's Office Work Project - the Town Manager has received a letter explaining a new program with the Corrections Department. This would be a work program for prisoners. The Sheriff's Department is accepting projects. Several suggestions were made by the Board of Selectpersons. The Town Manager will contact the Sheriff's Department for more information.

2. Roadside Mowing Proposal - The Town Manager stated she had not received figures for the mowing. Portage Construction said they have a bushhog and a mower that will do the job. Pat stated the Board will look at a proposal if they submit one.

3. Planning Board Resignation and Appointments - Rita Sinclair submitted a copy of Glenn Cusack's resignation. The Board made a motion to appoint Tom Mastro to the Planning Board. They asked that Dave Pierce be contacted to see if he would be willing to serve on the Board of Appeals.

4. Tree Farm Certification - A letter has been received congratulating the Town on being accepted as a Tree Farm. A copy of a certification record was enclosed. Pat asked that a copy be sent to Laura Audibert. Pat asked if there had been any questions about the Tree Farm sign. Rita has tried to contact Dan Pelletier several times but with no success.

5. Public Works Summer Hours - Rita Sinclair reported that Public Works is working four 10 hour days on a trial basis. Pat asked what they do on rainy days. Rita stated if we have bad weather, Bob will go home. Discussion followed on the hours and any problems that may arise. Rita stated that much has been accomplished on rainy days, such as stripping floors, painting walls, and replacing floor tiles.

6. Scholarship Thank you/Request - A thank you card has been received from Mariecien Cyr for the scholarship she received. A call from Mr. McHatten was received asking if the Town would be willing to defray the payment on Mariecien's scholarship until next year as she has received a full scholarship. The Board does not want to carry over the scholarship money. Pat stated that was done last year and if that money is not used it needs to be granted to the other student. Rita said she would contact the student to find the status of her grades.

7. Tentative Meeting Schedule - A schedule was presented to the Board for their approval. The schedule is accepted by the board.

SELECTPERSONS CONCERNS:

Rita asked Pat to sign the papers from Key Bank as Chairperson.


Gerry Cormier - Is there a project for roads in Cemetery. He requested a copy of Vaughn's priority list to view at the next meeting.

Steve Belanger - None

Pat Raymond - None

Motion to adjourn at 9:10 P.M. (Time 2 hrs. 10 min.)

APPROVED:


Patrick Raymond


Gerry Cormier


Steve Belanger

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
JULY 9, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of June 18, 2003

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Tennis Court Rules
2. Road Update - Stockford Rd
3. Basketball Court Update
4. Planning Board Appointment

NEW BUSINESS:

- 1.
- 2.
- 3.
- 4.
- 6.

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

July 9, 2003

7:00 P.M.

The meeting was called to order at 7:00 P.M. by Chairperson, Patrick Raymond.

Present: Patrick Raymond, Chairperson; Gerald Cormier and Steven Belanger, Selectpersons; Rita Sinclair, Town Manager. Pam Cusack, Rec Director arrived later in the meeting.

A motion was made by Steve Belanger to accept the minutes with a correction to the decision on the scholarship awarded. Gerry Cormier seconded the motion. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Tennis Court Rules - Pam Cusack was not available to discuss the rules for the Tennis Courts. Discussion followed as to the liabilities involved having obstacles in the way of tennis players. The Board wants the rules posted. Pam as Rec. Director will have to see that the rules are followed. The signs can be printed, laminated and hung on the fence to the tennis courts.

2. Road Update - Rita Sinclair reported she had hired Shamrock Construction to try to break up the outcropping of ledge in the ditch that is being dug on Stockford Road. Langille Construction has a machine operated jackhammer that would be able to break up the ledge. The hourly rate is in question at this point. Pat Raymond asked about Sutherland Street. Rita stated that she would like to wait until Lane is ready to pave so the gravel area will not be disturbed before paving. Pat stated that the Hathaway Road needs be finished. The bottom part (lakeside) needs to be built up and shape the area where the water flows to complete that road. Discussion followed on paving verses chip sealing and what the Board might consider doing on the Hathaway Road. Pat asked what the time frame is on finishing the Stockford Road. Rita said she wasn't sure, it would depend on what progress was made this afternoon and if more ledge was involved.

3. Basketball Court Update - Pat reported he had looked at the court and could see why there were problems with drainage. More discussion followed on what would happen with the surface water in the spring. The Board went out to the court to discuss the options available to improve the basketball court.

Upon returning to the conference room, Gerry Cormier made a motion that he would work with Vaughn Devoe of Public Works to redesign the basket ball

courts and present the Board with a proposal that would be acceptable. Motion seconded by Steve Belanger. Motion carries.

Pam Cusack had arrived and Pat returned the meeting to Tennis Court Rules. Pam had questions regarding the changes made by the Board on the Tennis Court Rules. # 3 Must keep ramps on the left side of the Tennis Court at all times and remove ramps when finished. She asked if this had to be done every time they used it. Gerry stated this had to be done because the court is designed as a tennis court and with the added apparatus it creates a liability. Pam stated she had originally had this in the rules, but the kids said it would be impossible to remove them because of the weight of the ramps. It would be impossible for them to do alone. Pam stated she knew that the town had received money to build the court and does that mean it always has to be a tennis court. The Town Manager stated there were questions to be answered regarding future use of any area that was created with federal funds. Pam stated she was at the point where she didn't know what to do. Pat suggested dividing the court with fencing of some kind to create a barrier to protect those who chose to play tennis. Pat stated that the other change the Board had was no food or drink, other than water, on the court. Pam asked if that would apply to the tennis players as well. Pat stated it applies to everyone who uses the courts. More discussion followed on dividing the tennis court, the weight of the ramps and the possibility of replacing them with lighter weight materials. Steve Belanger stated that the kids could continue using the court as they do now, but once it is painted they would have to discontinue using the ramps.

Pam asked if there were more outlets available for connections for the band for the dance on Saturday. The Town Manager stated that there are outlets on the outside wall that will be made available and she would see that the building would be accessible.

4. Planning Board Appointment - The Town Manager asked the Board to appoint Dave Pierce to the Planning board

Gerry Cormier made a motion to appoint Dave Pierce to the Planning Board. Motion seconded by Steve Belanger. Motion carries.

NEW BUSINESS:

Nothing listed on agenda. Several areas to be completed before moving on to new projects.

SELECT PERSONS CONCERNS:

Pat Raymond asked about the school budget. Rita reported that she had spoken with our School Board Representative, Alan Hitchcock, and he was unable to explain the method used to calculate Portage Lake's assessment. Alan knows it is a 70/30 but he can't explain the math. I invited Roland Caron to attend the

meeting, but he had prior commitments. He agreed to attend the July 23 meeting. Discussion followed on the calculations, but it still not clear how the 70/30 percentage works for Portage Lake.


Gerry Cormier - Lake access on east side of lake. An individual has asked if the Town was looking at putting in another access to the east side of the lake. Gerry stated that he remembered it had been brought up at a town meeting to look at a right of way to make another boat launch. Rita replied that it had, but all of the right of ways are either overgrown or have had easements granted to residents to install a septic system. Pat Raymond reminded the Board of what transpired when the existing boat landing was built. There was also an opportunity to do something at the seaplane base, but the Town wasn't interested. Pat asked where on East would we put a boat launch? Rita stated that the widest right of way on the east side is twenty feet. That doesn't leave room for parking. Pat said the upper end of the lake (Hathaway Road) is too narrow and shallow to accommodate large boats. That, too, has no room for parking. Gerry suggested checking into the dock at the Seaplane Base. There is room to park across the street at the site of the old artesian well.


Pat suggested calling Parks and Recreation for docks to get information.

Steve Belanger - None

Motion by Steve Belanger, second by Gerry Cormier, to adjourn at 8:45 P.M.
(Time 1 hr. 45 min.)

APPROVED:


Pat Raymond


Gerry Cormier


Steve Belanger

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
JULY 23, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of July 9, 2003

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. School Assessment
2. Tennis Court Update
3. Road Update
4. Basket Ball Court

NEW BUSINESS:

1. URIP Certification 2003-2004
2. Election MMA Officers
2. Roadside Mowing
3. Skate Park
4. Commitment Meeting
5. Liquor License

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

**July 23, 2003
7:00 P.M.**

The meeting was called to order by Chairperson, Patrick Raymond at 7:00 P.M.

Present: Patrick Raymond, Chairperson; Steven Belanger and Gerald Cormier, Selectpersons; Rita Sinclair, Town Manager; Roland Caron, Superintendent of MSAD #32; Mr. & Mrs. Carmichael.

A motion was made by Steve Belanger to dispense with the minutes and hear Roland Caron on the school budget. Motion seconded by Gerry Cormier. Motion carries.

OLD BUSINESS:

1. School Budget - Roland Caron, Superintendent of MSAD #32 explained the process and the steps used to calculate the assessment for the Town of Portage Lake. This assessment is based on the Towns 2001-2002 valuation. He also stated that since the district has no outstanding debt, it hurts when applying for allocation for a new building. Pat Raymond stated that the school board representatives do not understand how the formula works. Actually there are five steps to take to calculate.

Mr. Caron also reported that due to the plant closing in Ashland, their evaluation may have to be recalculated. This will effect the assessment for all the towns. This will be retroactive and it may be to Portage's benefit.

The Board of Selectpersons thanked Mr. Caron for coming in.

The Board returned to the agenda with **BUSINESS FROM FLOOR:**

Mr. Garol Carmichael is requesting an easement from the town for an area to install a leachfield. Lewis Cousins, CEO for the Town of Portage Lake has been to the lot to measure. He referred Mr. Carmichael to Bill Hersey. Pat Raymond asked Mr. Carmichael if his camp was seasonal or year round. He responded that it was used throughout the year, but they don't live there. Pat asked if there was any opposition. Being none, Gerry Cormier made a motion to grant the Carmichaels and easement and they are to work closely with Lewis Cousins and follow the site plan. Steve Belanger seconded the motion. Motion carries.

Any cost incurred in drawing up the easement will be billed to Mr. Carmichael.

Pat Raymond returned the meeting to the regular agenda.

A motion was made by Gerry Cormier to accept the minutes as presented. Motion seconded by Steve Belanger. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons, except for one who had questions on the expenditure for Fire Works. Discussion followed on recreation and fire works.

OLD BUSINESS cont'd:

2. Tennis Court Update - The Town Manager presented a proposal of \$5,450 from Maine Tennis & Track to paint and stripe the tennis court. Since the balance of the account is \$2,136.16 the proposal was turned down by the Board of Selectpersons.

3. Road Update - The Town Manager reported that the Stockford Road is ready for paving but Sutherland Street needs to have some drainage work done before paving can be done. When Public Works finishes with that, they will be back on the Hathaway road to finish the ditches and raise the road bed at the lower end. Pat Raymond expressed a concern for the roadside. The check dams need larger stone and the culvert and pot hole need to be graveled.

4. Basket Ball Court - Tabled until next meeting.

NEW BUSINESS:

1. URIP Certification 2003/2004 - The Town Manager presented the paperwork for signatures by the Selectpersons in order to receive the money allocated for local road assistance. The Selectpersons signed the certification.

2. Election of MMA Officers - The Board reviewed the nominations and signed the necessary paperwork.

3. Roadside Mowing - The Town Manager reported that the mowing had been completed except for Fox Hill. She would contact Mr. Westin regarding this, otherwise, she was pleased with the work that had been done.

4. Skate Park - The Town Manager reported that she had contacted the Bureau of Parks and Recreation regarding the basket ball court and what would be required to change the size of the court and possibly the use of the court. A letter must be written to the Bureau of Parks and Recreation requesting to change the use or size of the court. Since so much time has passed since the court was built, there may be grant money available. There may also be grant money available for a skate park. Pat would like to see Gerry's design and see if we can get funding for this. Steve stated he would like to see a skate park coincide with the basket ball court. It would be nice to have a multi purpose flat surface.

5. Commitment Meeting - Rita stated that if the updated figures came in for the businesses, she would be ready to have the Board set a tax rate for commitment. Next Wednesday or Thursday would be acceptable to all Selectpersons.

6. Liquor License - The Town Manager presented Deans Liquor License for signatures. Since there was no opposition, the Board signed the license.

SELECTPERSONS CONCERNS:

Pat Raymond excused himself as a Board member to present a request by Seven Islands. Pat reported that the new road that is being built through the woods is on Town owned land for approximately 100 feet. Seven Islands is requesting permission for a "right of passage" in order to continue with the road.

A motion was made by Steve Belanger and seconded by Gerry Cormier to have a letter drawn up granting a "Right of Passage". Motion carries.

Steve Belanger - None

Gerry Cormier - None

Meeting adjourned at 9:00 P.M. (Time 2 hrs.)

APPROVED:



Patrick Raymond



Steve Belanger



Gerry Cormier

**TOWN OF PORTAGE LAKE
AGENDA
PUBLIC HEARING
&
SELECTPERSONS MEETING
August 6, 2003
7:00 P.M.**

PUBLIC HEARING

1. Special Entertainment License

SELECTPERSONS MEETING

Call Meeting to Order

Roll Call

Approve Minutes of July 23, 2003

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. School Assessment
2. Rec. Dept.
3. Road Update
4. Basket Ball Court

NEW BUSINESS:

1. Resignation
2. Request For Easement
3. 2003 Tax Rate

**TOWN OF PORTAGE LAKE
PUBLIC HEARING
&
SELECTPERSONS MEETING
August 6, 2003
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairperson, Pat Raymond.

Present: Pat Raymond, Chairperson; Steve Belanger, and Gerry Cormier, Selectpersons; Rita Sinclair, Town Manager; Peter and Brad St. Peter of Portage Construction Co.; Pam Cusack, Rec. Director.

A motion was made by Gerry Cormier, and seconded by Steve Belanger, to dispense with order of business to hear Business From Floor. Motion carries.

NEW BUSINESS:

2. Request For Easement - Peter and Brad St. Peter of Portage Construction Co. are requesting an easement on West Road for Dana Sylvester for a septic system. This system will be installed behind Carmichaels. Pat Raymond stated that the dimensions of the site and a plan from Bill Hersey are needed to process the necessary paperwork. Also, any costs incurred would be that of the property owner. Brad presented a copy of the site plan for the second field.

A motion was made by Gerry Cormier to approve an easement for Dana Sylvester, with any costs incurred to be that of the property owner. Motion seconded by Steve Belanger. Motion carries.

OLD BUSINESS:

2. Rec. Dept. - Gerry Cormier had questions of Pam Cusack as Rec. Director and the check issued for Fire Works. Gerry stated that he understood that money for the fire works was to come from local businesses. Pam apologized if there was a miscommunication. Gerry referred to the minutes of June 4. Pam presented a copy of the (Rec.) budget to the Board to show that the fire works were included.

Pat Raymond stated that the original question was, "Do we use recreation money for fireworks?" Gerry stated that it goes back to the last meeting where we discussed the parameters for the different organizations and how they can use that portion of the budget. He wasn't aware that it was included in the budget. Steve Belanger stated that it should be brought up to the Board or the Town Manager before money is expended. Pat stated that policies need to be set so that they will stay even after Board members leave. The Board should be made aware by the Town Manager of these expenditures before they are made.

The Town Manager asked if, even though there was a line item budget, it needs to be brought to the Board. Pat responded, yes, so that the Board knows what is being spent and when. That's why policies are needed to set parameters.

The budget needs to be presented to the Board before it goes to the Budget Committee. The Board agrees that there needs to be written policies.

Pam Cusack asked if her letter had been presented to the Board, to which the Town Manager responded that this was the first meeting since her letter was submitted. The Board of Selectpersons read Pam's letter of resignation as Rec. Director. The Board thanked her for her service and time to the town.

A motion was made by Gerry Cormier to accept Pam's resignation. Motion seconded by Steve Belanger. Motion carries.

3. 2003 Tax Rate - Steve Lemay was present to answer any questions the Board might have regarding the calculations for the Tax Increment Financing (TIF) amount. After discussion on the amount of overlay and what this can be used for, the Board decided on a .0165 mill rate for 2003.

A motion was made by Steve Belanger, and seconded by Gerry Cormier, to set the mill rate for the 2003 tax year at .0165. Motion carries.

Pat Raymond returned the meeting to the agenda by reviewing and signing the Treasurer's Warrants.

OLD BUSINESS:

1. School Assessment - The Town Manager presented copies of the letter received from Superintendent, Roland Caron, regarding the legislation passed lowering Ashland's assessment due to the Boralex plant closing. This means a slight reduction in Portage Lakes school assessment. The decrease amounts to \$251.67 per month. This does not effect the amount budgeted for the 2003 tax year as the figures were the last to be entered.

3. Road Update - The Town Manager reported on the work in progress on the Stockford Road, Sutherland Street and the Hathaway Road. The amount of rainfall has threatened the Hathaway Road with flooding. The roadbed needs to be raised from the end of the turn-out to the cross culvert before Dan Higgins road to prevent flooding and a wash out.

A motion was made by Steve Belanger to continue to add ledge to raise the roadbed. Motion seconded by Gerry Cormier. Motion carries.

4. Basket Ball Court - Gerry Cormier presented a proposal for a smaller court with a 1 1/4 inch raise from sides to center. The size will be reduced from 10,000 to 6,000 square feet. Discussion followed on how and when the work will be done. The Public Works Department can do the excavating and raising the court. A dozer will be required to level the surface.

Pat Raymond stated that the roads are a priority over any other projects.

SELECTPERSONS CONCERNS:

Steve Belanger - Post position for Recreation Director stating that any volunteer may contact the Town Office for further information.

Pat Raymond - Policy needs to be in place before positions are filled.

Gerry Cormier - Ashland Sign Shop may be competitive in prices for signs. It would be good to keep the business local. Concern expressed as to the signs being reflective.

Rita Sinclair - East Cottage Railroad Crossing Project has been on the books since 1998 without any progress being made. A response to my letter of inquiry was received stating that due to the financial issues with Bangor and Aroostook Railroad and their ultimate bankruptcy filing, the project was placed on indefinite hold. Now that Montreal, Maine & Atlantic Railway has acquired the rail operations, the projects are still a consideration. Although this particular project is not one of the eight scheduled for 2004. The Town Manager asked the Board if they wished to hold the Towns share of the funding until 2005. The Board wishes to keep the money set aside in hopes that the project will not be abandoned.

Motion to adjourn by Steve Belanger at 9:15 P.M. Motion seconded by Gerry Cormier. Motion carries. (Time 2 hrs. 15 min.)

APPROVED:


Patrick Raymond


Steven Belanger


Gerald Cormier.

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
August 21, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of July 23 and August 6, 2003

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Road Update
2. Tennis Court Update
3. Tax Reform
4. TIF Return 8/27/03

NEW BUSINESS:

1. Portage Lake Association
2. Request For Easement/Purchase
3. Signatures For County Warrant Return
4. Mandatory MV Training - 9/16 or 17/2003

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
August 21, 2003
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairperson, Pat Raymond.

Present: Pat Raymond, Chairperson; Gerry Cormier, Selectperson; Rita Sinclair, Town Manager; Dwight Sewell and Harry Helfrich of the Portage Lake Association. Steve Belanger was absent.

A motion was made by Gerry Cormier to accept the minutes of the July 23 and August 6, 2003 meetings as written. Motion seconded by Pat Raymond. Motion carries.

A motion was made to dispense with other business until the Portage Lake Association had been heard. Motion carries.

Under NEW BUSINESS:

1. Portage Lake Association - Dwight Sewell presented a copy of their intention to apply for a grant in 2004 for funds to prevent the spread of aquatic plants. These grants are made available through Lake Environmental Association in Bridgeton, but they are under the direction of DEP. The money available comes from the additional fees charged when you register your boats. Dwight stated that since Portage Lake is so shallow there is a high possibility that the lake could become infested. Since there is cost sharing involved we have to come up with \$2,000. The intent is to ask the Town for \$500 and the Lake Association would give \$500 and the remainder would come from volunteer services. This grant application was presented to the Association last year, but there was no time to get the grant written and presented by the deadline. We would like to have the grant done as a joint application with the Town and the Portage Lake Association. We will work on the application to have it ready this fall. This will have to go to Town Meeting for an appropriation. We have talked with Fern Wilson about inspecting boats at the landing, if the grant is successful, and she is willing to do it. There are students from UMPI that have taken a course in this and will be available to do inspections. Other Lake Association members are willing to do inspections in various areas as well.

Harry Helfrich stated that the Town has a vested interest in the invasive aquatic plants. No study has been done in Maine, but a study was done in Vermont and New Hampshire on the effect the milfoil had on the value of lakefront property. Preliminary evidence shows a drop of 12,000 per camp valuation if invasive plants are found in the lake. The Town would have to increase the mill rate considerably to make up the loss for the lakefront property. It would be much cheaper if attempts are made to prevent invasion. We will have more facts and figures at a later date. I really think the Town of Portage Lake and the Lake

Association owe it to the residents and the members to do everything we can to keep this out.

Pat stated that putting the real estate aside, we need to protect the lake. Neither Selectperson has a problem with proceeding with this project. Pat stated that the Lake Association has done well with the buoys and the interest they have in the lake.

The Lake Association members thanked the Board for their time and left the meeting.

Gerry Cormier made a motion to have an article in the Warrant for the Town Meeting in March 2004 for \$500 for the Portage Lake Association for matching funds for a grant to prevent the spread of invasive aquatic plants.

OLD BUSINESS:

1. Road Update - the Town Manager reported to the Board that additional work had to be done on Sutherland Street due to the spring in the roadbed. She also presented pictures to the Board so they could see the amount of water found under the road surface. An additional pipe was added after some of the road materials had been removed. Ledge was added to firm up the base and then gravel to make it ready for binder. Pat asked about the shoulder work and Rita replied that would be completed next week.

The Hathaway Road, to be completed, should be graded and rolled. If it's done now we shouldn't have to do it again in the spring. Pat would rather leave it as it is now. It looks good the way it is.

The Town Manager asked if the Board wanted Public Works to focus on the West Road after the shoulder work is done. The Board agreed that the area of flooding on West Road is of primary concern. Gerry asked if there was any money left. Rita stated that Lane had not been paid for the paving yet and there had not been money appropriated for Road Improvements. There is money left, but not a significant amount. Discussion followed on contracting for materials in the future.

2. Tennis Court Update - Rita reported that Mr. Jackson had stopped in today and was upset that I was not here when he stopped by. He didn't leave any information. Rita stated that she had an unexpected meeting in Caribou this morning and was unable to be here when Mr. Jackson arrived.

3. Tax Reform - The Town Manager presented information to the Selectpersons to review at their will. Hopefully this will give the Board some insight for the November referendum in case residents have questions.

4. TIF Return 8/27/03 - The Town Manager explained the return to Maine Woods through the TIF Program. The amount is not what was calculated in the commitment, only because we can't project that Maine Woods will take advantage of the 2% discount. The return check will be issued on Wednesday, August 27 which is within the five days allowed by the Plan.

Pat asked if there were any more old business. Gerry asked about the basket ball court, and if anything will be done this fall. Pat said it would depend on what they would allow us to do.

NEW BUSINESS:

2. Request for Easement/Purchase - The Town Manager reported that Maryann Caron had asked about the easement she was granted for a septic system not showing on the map. She is requesting an easement, or a purchase, to square up her lot. Pat asked who owned the land next to her property. Rita said she believed it was the School Lot. Pat is not an advocate of selling Town owned land. Rita will search for the easement and proceed from there.

3. Signature For County Warrant Return - The Board discussed the amount of tax and what the Town receives for services. The Board signed the return.

4. Mandatory MV Training - 9/16 or 9/17 - The Town Manager requested permission for Kathy to attend the training on the 17 in Presque Isle. The office would have to be closed because the Town Manager will be on vacation. The only other class available at a later date would be in Veazie. The Board agreed to close the office on the 17 for Kathy to attend the training.

SELECTPERSONS CONCERNS:

Gerry Cormier - has noticed that boats pull into the seaplane base dock and appear to not know whether they can pull up to the dock or not. Pat stated that was a question he had when the lease was being discussed. Is this only for planes or is it for everyone? Discussion followed on the dock and who maintains it. Pat and Gerry agreed that a sign needs to be placed there stating that it is "Public Access" dock.

Rita Sinclair - Updated the Board on the NAWSP meeting she attended. They have requested that the meeting be held at the Portage Lake Municipal Building.

Meeting adjourned at 8 P.M. (Time 1 hr.)

APPROVED:


Patrick Raymond


Steven Belanger


Gerry Cormier

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
September 3, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of August 21, 2003

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Road Update
2. Tax Reform
3. Informational Meeting 9/25/03
4. Manager's Absence

NEW BUSINESS:

1. Abatement
2. Equipment Repair
3. Key Bank CD Signature

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
September 3, 2003
7:00 P.M.**

The meeting was called to order at 7:00 P.M. Chairperson, Pat Raymond.

Present: Pat Raymond, Chairperson; Steve Belanger and Gerry Cormier, Selectpersons; Rita Sinclair, Town Manager.

A motion was made by Gerry Cormier, and seconded by Steve Belanger, to accept the minutes of the July 23 and August 21, 2003 meetings. Motion carries.

The Treasurers Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Road Update - The Town Manager reported that the paving projects were completed on Stockford and Sutherland Streets. The shoulders on both roads have been completed and Public Works has moved to the West Road and has started shooting grades. The backhoe will not be able to reach the back slope. An excavator would be able to cover the area, but I don't know how long it would take to do the project. Dan Higgins said that if Vaughn was willing to run the excavator, we could use it. Steve asked how long we would need the excavator. Rita stated that we are looking at ditching 800 feet. After more discussion the Board decided to meet at 5 P. M. on Thursday on West Road to look at the area that needs to be ditched.

2. Tax Reform - The Town Manager presented the Board with the final update on the Tax Reform. This is informational and can be added to the previous reports given to the Board.

3. Informational Meeting - The Town Manager reported that there would be an informational meeting on September 25 at 11 A.M. at Dean's Restaurant. The Aroostook Manager's Association would be meeting at that time and would like to have as many Managers, Selectpersons, and Superintendents as possible attend the meeting. There will be representatives from Maine Municipal Association attending to discuss the Tax Reform questions on the November referendum.

4. Manager's Absence - The Town Manager reported that she would be leaving Saturday morning, September 6, and would not be back in the office until September 22. The Town employees have been directed to contact either Pat Raymond or another Selectperson should any problems arise. They will also have written instructions to be followed in the Town Manager's absence.

NEW BUSINESS:

1. Abatement - The Town Manager presented an abatement for Norman St. Peter's hanger. Randy Tarr has inspected the interior of the hanger and has decreased the value of the building due to construction quality. His recommendation is to abate 4,000 on the value of the building.

Steve Belanger made a motion to abate Norman St. Peter \$4,000 on the value of his building. Motion seconded by Gerry Cormier. Motion carries.

2. Equipment Repair - The backhoe has been running rough, and loosing power. Vaughn has replaced the fuel filter and that didn't take care of it. We have had Dana Cameron who works for Southworth Milton look at it. He flushed the tank and it has rust in it. The cost to replace the tank is \$407. The Board questioned the cause of the rust inside the tank. Rita stated that the backhoe is used almost on a daily basis. Causes were discussed and Rita said she would call Dana and ask what would cause something like this to happen.

3. Key Bank - Papers for CD need to be signed by Pat and returned to the bank.

SELECTPERSONS CONCERNS:

Gerry Cormier - Tennis Courts - When will they be painted? Rita stated that she had not heard back from Mr. Jackson on painting the tennis courts.

Basketball Courts - Has a letter been sent to request a amend the court size. Rita stated she had not gotten the letter out yet.

Sign for the dock at the Seaplane base - Sign has been ordered.

Canopy on the beach (third one down) is ready to fall down. Rita will see that it gets removed.

Pat Raymond - Gate on old dumpsite is open - Rita stated that Reggie Goodblood travels through there with his skidder to get to his property.

Steve Belanger - Road through the woods. Pat responded that they are waiting for permits. Rita stated that she has not received a response from the letter she wrote stating that the Board was agreeable to a Right of Passage over the Town owned land. Pat responded that we probably would not hear from anyone. They will use that letter as documentation.

A motion was made by Steve and seconded by Gerry to adjourn. Motion carries.
(Time 1 hr. 15 min.)

APPROVED:


Pat Raymond


Steve Belanger


Gerry Cormier

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
September 24, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of September 3, 2003

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Winter Sand Bids
2. West Road Ditching
3. Tax Reform Meeting @ Deans 11A.M.
4. Material Disposal (canopy roofs)

NEW BUSINESS:

1. General Assistance Ordinance
2. School Board Resignation
3. Plan for Public Works
 - A. Basketball Court
 - B. Turn Out on Cottage Road
 - C. Khambaty Water Problem
 - D. Street Signs (delayed)
 - E. Sand/Salt Preperation

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
September 24, 2003
7:00 P.M.**

The meeting was called to order by Chairperson, Pat Raymond, at 7:00 P.M.

Present: Pat Raymond, Chairperson; Steve Belanger and Gerry Cormier, Selectpersons; Rita Sinclair, Town Manager.

A motion was made by Steve Belanger and seconded by Gerry Cormier to approve the minutes of the September 3, 2003 meeting as written. Motion carries.

The Treasurers Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: A motion was made by Gerry Cormier and seconded by Steve Belanger to dispense with business from floor. Motion carries.

OLD BUSINESS:

1. Winter Sand Bids - Four requests for bids had been sent out. One return bid was received from Portage Construction for \$6,632 for 800 yards of winter sand. Any additional sand would be at the price of \$8.29 per yard. Discussion followed regarding the cost and delivery and the volume delivered. A motion was made by Steve Belanger and seconded by Gerry Cormier to accept the bid from Portage Construction Co. Motion carries.

2. West Road Ditching - The Town Manager reported that the project has been completed as directed. She expressed concern with the shoulder of the road being so low that it appears to contribute to the slope of the ditch. Pat Raymond stated that due to time constraints this was all that would be done this year. The Board is satisfied with the work completed. Pat stated that next spring we will be able to see where to go with this project.

3. Tax Reform Meeting @ Deans at 11 A.M. - The Town Manager reminded the Board of the luncheon meeting at Deans on Thursday, September 25. This meeting will be an informational meeting to discuss the citizens initiative for tax reform.

4. Material Disposal - The Town Manager asked for the Boards input on the canopies from the beach. The sills and posts have been disposed of as they were full of carpenter ants. Does the Board wish to put the canopies back up? Pat asked that the canopies be stored for the winter. They are an icon to the beach. Steve agreed that e should keep them through the winter.

NEW BUSINESS:

1. General Assistance Ordinance - The Town Manager presented the MMA Model Ordinance GA Appendixes to the Board for signatures. Discussion followed relating to the allowances for Aroostook County. The Board signed the Ordinance appendixes.

2. School Board Resignation - Alan Hitchcock submitted his resignation from the MSAD #32 School Board. Alan has been called to active duty and will not be able to fulfill his duties. A motion is made by Gerry Cormier and seconded by Steve Belanger to accept Alan's resignation. Motion carries. Pat suggested writing a letter to thank Alan for his services.

3. Plan for Public Works -

A. Basketball Court - The Town Manager has not received a response from the Bureau of Parks and Lands relating to the request for the basketball court. Does the Board wish to pursue the removal of the pavement from the tennis court? If it is going to be done this fall, it should be before Public Works has sand and salt to take care of. Steve Belanger makes a motion to remove the pavement on the basketball court and bring in ledge to the raise the court to the dimensions in Gerry's proposal. Motion is seconded by Gerry Cormier. Motion carries.

B. Turn Out on Cottage Road - Rita reported that the turn out at the end of Cottage Road poses a problem with water not draining. We would like to haul some ledge in to build this up to solve the problem. Do we get the ledge from the Town Pit or do we purchase it from a local contractor? Discussion follows on the amount of ledge needed and if this could also be used for the basketball court. The directive given is to haul ledge from the Town Pit with the possibility that any extra could be used for the basketball court.

C. Khambaty Water Problem - The Town Manager explained the problem with the water from the cross culvert running through the Khambaty property. Mr. Khambaty stated that he never granted an easement for the cross culvert. He is tired of waiting for something to be done and wants the Town to do something. Since that conversation, the Town Manager she spoken with Bill Good (a previous employee) and has learned that the state maintained the road at the time the cross culverts were installed. If an easement was granted it would have been to the state. The Town Manager will contact MDOT to follow up on the possibility of an easement.

D. Street Signs (delayed) - The Town Manager reported that she had contacted White Sign to get a completion date and was told that the signs would be completed later than anticipated. Arrangements are to be made for shipping possibly with a local trucker. Pat Raymond will contact someone he knows from the area to pick up the signs. Rita stated that the posts are the expensive part for freight. She would be willing to pick up the plates as soon as they are ready.

E. Sand/Salt Preparation - Reported as another project to complete.

The Town Manager has a request from D.P. Corporation (Plumbing & Heating) to bid on oil for the municipal building and public works. He did not quote a price for the Town, but would guarantee it would be cheaper than what we are paying now. The Board suggested contacting other oil companies with a request for bid.

SELECTPERSONS CONCERNS:

Pat Raymond - Wing post for spare plow truck can be ordered.
Remove old hay bales on the Hathaway Road.

Motion to adjourn by Steve Belanger; seconded by Gerry Cormier. (Time 1 hr. 20 min.)

APPROVED:


Pat Raymond


Steve Belanger


Gerry Cormier

Town of Portage Lake

P.O. Box 255
Twenty School Street
Portage Lake, Maine 04768

Telephone (207)435-4361
FAX (207)435-6229

October 1, 2003

Memo to Selectpersons:

Enclosed is a tentative schedule for the next quarter. Please advise if this is agreeable with you so that I may post the dates of the meetings.

Also, the pavement has been removed from the basket ball courts. This amounted to far more than I imagined, due to the thickness of the pavement. We have inquired about ways to dispose of it, without having to haul it to Ft. Fairfield. If you are aware of anyone or any businesses who need fill, please let me know.

I neglected to mention at our last meeting, that MMA Convention is October 8-10 in Augusta. Please let me know if you wish to attend. I have not made plans to attend this year, but will do so if the Board so directs. Cost for 1 day is \$65 and \$85 for 3 days. The Thursday night banquet is an additional \$22. Please let me know by Friday, October 3, of your decision. Additionally, I would not need to pay for a motel room as I have family in the area.

Thank you for your time and prompt attention to the above matters,

Respectfully,



Rita M. Sinclair
Town Manager

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
October 8, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of September 24, 2003

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Winter Sand Response
2. Basketball Court
3. Tennis Court Proposal
4. School Board Appointment

NEW BUSINESS:

1. Proposed State Valuation
2. Veterans Exemption
3. Property Transfers
4. Employment Application
5. Estimate for Dock at Boat Landing
6. Bankruptcy Claim

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
October 8, 2003
7:00 P.M.**

The meeting was called to order by Chairperson, Pat Raymond, at 7:00 P.M.

Present: Pat Raymond, Chairperson; Steve Belanger and Gerry Cormier, Selectpersons; Rita Sinclair, Town Manager.

A motion was made Gerry Cormier, and seconded by Steve Belanger, to accept the minutes of the September 24, 2003 meeting as written. Motion carries.

The Selectpersons reviewed and signed the Treasurer's Warrants.

BUSINESS FROM FLOOR: A motion was made by Steve Belanger, and seconded by Gerry Cormier, to dispense with Business From Floor. Motion carries.

OLD BUSINESS:

1. Winter Sand Response - The Town Manager presented a letter from Portage Construction Co. Inc. stating that they would not be able to comply with the October 22 delivery date due to the lateness of the notification. The letter did not state when they would be able to deliver. The Town Manager had spoken with Brad St. Peter on September 25 and stated that Portage Construction had received the bid. Brad had called to find out if they had received the bid award so he would know which screen to use. He also stated that Portage Construction had another job to do that required a larger screen.

Discussion followed regarding what could be done if Portage Construction did not deliver. The Town Manager has called Portage Construction and left a message on the answering machine, but has not received a return call. She will call early tomorrow, Thursday, October 9, to try to speak to Peter in person. She stated she would also call other contractors to see if there may be other options.

2. Basket Ball Court - The Town Manager reported that Public Works employees had removed the pavement and found a bed of clay underneath of 2 feet of gravel. They have measured out the court and shot grades to know the depth of fill needed to raise the court. Gerry Cormier reported that he had discussed the site with Vaughn. He will bring the gravel from the sides to the top of the court and drainage tile will be placed around and across the court to direct the water to the front of the lot, not towards the municipal building. The grade will be 2" per 10 feet. There should be enough distance to allow this. Steve asked if ledge would be added to the top, to which Gerry replied there would be no need for it.

Rita reported that she had spoken with Mike Gallagher of Bureau of Parks and Lands. He stated there was no problem with the change of use, and there

may be grant money available to the Town for restructuring the court. Grant applications will be out in January of 2004 and results would be in by June.

3. Tennis Courts - The Town Manager presented a proposal from Mr. Jackson, owner of Top of the Line, of \$5,500 for painting and striping the tennis courts. Since it is so late in the year, and the Town has limited funds to complete this project, Mr. Jackson suggested purchasing the paint now and completing the project in the spring. Rita has spoken with John Edgecomb of Mapleton and this is what they are going to do. The Town would be locked into a price for paint and could request the additional money at the next Town Meeting. Discussion followed regarding the possibility of not having the funds appropriated to complete the project at the annual Town Meeting. Steve Belanger made a motion to reject the proposal this year. Since there was no second to the motion, the item was tabled.

4. School Board Appointment - Geraldine Condon has requested to be a candidate for school board. Gerry Cormier made a motion to appoint Gerri Condon to the school board. Motion seconded by Steve Belanger. Motion carries.

A motion was made by Steve Belanger to use the special shortening provision for nomination papers to be available on October 9 and returned by October 21, 2003 in accordance with 30-A M.R.S.A. 2528. Motion seconded by Gerry Cormier. Motion carries.

NEW BUSINESS:

1. Proposed State Valuation - The Board of Selectpersons reviewed the Proposed State Valuation for 2004. This is an increase of 4,850,000 from last year.

2. Veterans Exemption - An application from Robert Reece was reviewed and signed by Pat Raymond, Chairperson.

3. Property Transfers - The Town Manager presented the most recent property transfers to the Board for their review so that they would have a better idea of what property is selling for in Town.

4. Employment Application - An application has been received for a spare plow person. The Town Manager asked for the Boards input and they recommended checking on the applicants experience for plowing snow.

5. Estimate for Dock at Boat Landing - The Town Manager presented a quote from Lakeside Performance for a dock at the boat landing. Pat Raymond suggested contacting the state for funding. There may be money available to upgrade the dock. It was noted that the panels are coming out of the dock at the

Seaplane Base. The panels would have to be screwed in to prevent this from happening.

6. Bankruptcy Claim - A letter was presented to the Board on a claim filed for John and Terry Despres property. The Town Manager was hesitant to pass this on to the Town's attorney since the property owners had stated they were going to abandon the property. Pat Raymond asked how much money was owed in taxes. Since the amount is minimal, Pat suggested that this be put on hold.

A motion was made by Steve Belanger and seconded by Gerry Cormier, to wait to see what happens. Motion carries.

SELECT PERSONS CONCERNS:

Steve Belanger - What to do if Portage Construction doesn't deliver sand. Rita is in the process of contacting other contractors to see what is available.

Gerry Cormier - Towns people concern with Fox Hill. This needs to be considered next year.

Rita Sinclair - Sealing cracks in the roads before they become too much to repair. Pat Raymond stated that in previous years the Board had \$25,000 set aside every year for roads. If this amount wasn't used, it accumulated.

Motion to adjourn by Steve Belanger at 8:30 P.M. Seconded by Gerry Cormier. Motion carries. (Time 1 hr. 30 min.)

APPROVED:


Pat Raymond

Steve Belanger


Gerry Cormier

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
October 22, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of October 8, 2003

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Winter Sand
2. Truck Update
3. Basket Ball Court

NEW BUSINESS:

1. CEO, Lewis Cousins
2. Mileage Reimbursement
3. Property Transfers

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
October 22, 2003
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairperson, Pat Raymond.

Present: Pat Raymond, Chairperson; Gerry Cormier, Selectperson; Rita Sinclair, Town Manager.

A morion was made by Gerry Cormier to approve the minutes of the October 8, 2003 meeting. Motion seconded by Pat Raymond. Motion carries.

The Treasurers Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: None

A motion was made by Gerry Cormier to dispense with other business.

The Board proceeded to #1 under **NEW BUSINESS:**

1. CEO, Lewis Cousins - The Code Enforcement Officer, Lewis Cousins, reported that activities from his department have been decent with a few issues that he was able to dissolve. However, within the past four weeks issues have come up that need the Boards support and action needs to be taken.

A. Six weeks ago Lewis stated he had checked on a site where a foundation wall was being repaired. Heavy rains had filled a trench that had been dug to drain water away from the site going straight to the lake. Lewis stated he talked with the contractor and made him put up a silt fence. When he rechecked the site, he found that the contractor had taken down the silt fence to allow water to drain from the foundation. This is the second time this contractor has worked on the lake, and has ignored the precautions that need to be taken. Lewis stated he would like to impose a fine of \$500 and in writing make sure this doesn't happen again. After discussion the Board agreed that the claim against the contractor should be from the landowner. When asked if this had been reported to DEP, Lewis responded that it had not, but that Mark Russell was aware of the problem and would back Code Enforcement on any fines or action taken. Pat Raymond made a motion to fine the landowner \$500. Gerry Cormier seconded the motion. Motion carries. Pat recommended contacting DEP and let them go after the contractor.

B. Lewis reported that Blake Buck had cut excess trees on the shoreline of his property. What was removed was alders and spruce. Lewis suggested that Mr. Buck allow the shrubs to regrow and plant some cedars or spruce for the growth required, plus a \$100 fine. Pat agrees that the trees need to be replaced and that it would cost more than the fine. Should he cut again then there should be a stronger fine. Gerry Cormier asked what would be comparable? The penalty could be to have to build a buffer to do the

same as the trees would. Lewis stated that if you fine one property owner and not another there would be questions. Pat Raymond believes that the property owner should be given the benefit of the doubt. Talk with him to make him aware of what he needs to do. If he doesn't comply, then impose a fine. We need to educate the public. Lewis wants to see some trees replanted because the roots are what stabilize the soil, not the plants. Rita asked what if the individual did not comply? Pat stated then a fine should be imposed. Gerry Cormier made a motion to impose a fine if an individual does not comply with the ordinance and it is deemed a nuisance. The individual is given 10 days to comply. After 10 days a fine of \$100 up to \$2500 a day or an amount the Selectpersons choose may be imposed. Motion seconded by Pat Raymond. Motion carries.

C. Gehrig Johnson, new owner of the Smythe property, also has cut too much and too close to the shore. Mr. Johnson has been contacted and he is aware that he is in violation. Lewis will let him know what needs to be done to correct the problem.

D. This is an issue with a new addition on the front of Bob Flints camp on the West Road. This is illegal as it is within 100 feet of the water and a permit was not applied for. Lewis stated that this needs to involve the Shoreland Zoning Board. Pat Raymond recused himself due to relationship. Gerry recommends that a letter of violation and remedies be sent.

E. The Planning Board would like to amend a section of the Portage Lake Shoreland Zoning Ordinance. The current Ordinance is stricter than that which states that "any gravel with defined banks is considered a stream." Using the states definition of "where two streams come together", this application would apply. Portage Lakes Shoreland Zoning Ordinance does not allow anything within 75 feet of a stream. The Cusacks or the Hartmans who both own property on that "stream" wouldn't be able to do anything. Pat Raymond stated they can't pick and choose. If changes are made, it would have to apply to all. Gerry Cormier stated that the rules were made to protect the water quality. Lewis noted that when the ordinance was originally written, it wasn't there. Kathy Hoppe was aware of this and pushed to have it changed. The Cusacks feel that the services provided would benefit the Town. Gerry Cormier agrees with Pat. If they have been denied by the Planning Board, the next step is the Appeals Board. Both Selectpersons agree that the process is to go through the proper channels.

Lewis reported that the Planning Board doesn't feel that the Land Use Ordinance we now have is sufficient. He has taken the disc that NMDC had for the last update and is trying to cut the excess to come up with a Land Use Ordinance that would be acceptable to Portage Lake.

F. Lewis requested a new tool for his CEO position. He ask the Board to consider a digital camera. He feels he can get a decent camera for \$300 - \$500. This can be a shared expense with the other towns that he serves, or if the Town prefers to own the camera there is enough money in the budget. Gerry and Pat agree to cost sharing the camera.

OLD BUSINESS:

1. Winter Sand - Rita Sinclair reported that she had contacted Peter St. Peter to ask when delivery would be made. He responded that it could be 3 to 6 weeks. It was taking

longer to screen the sand because of the wet weather. The agreement still has not been signed and returned. Rita has called other companies to ask about winter sand. The reason they didn't return a bid is that it would deplete their pit too much. Goodine & Sons in Canada has quoted a price of \$12 per yard (delivered) if we wish to purchase from them. Gerry Cormier made a motion to contact Peter St. Peter once more for all, or some, of the sand. The contract needs to be signed and delivered. The motion is seconded by Pat Raymond. Motion carries.

2. Truck Update - Plow tower and parts have been ordered for the spare plow truck. New tires are also needed as the chains on the front tires make it very difficult to steer.

3. Basket Ball Court - the Town Manager expressed concern over directing water onto abutting property owners land. The slope of the grade may have to be shortened to prevent this. Public works still plans to raise the court as soon as the weather allows.

NEW BUSINESS:

1. CEO, Lewis Cousins - Previously done.

2. Mileage Reimbursement - The Town Manager requests that the 25 cent mileage reimbursement be upgraded. The state uses 28 cents per mile for general assistance applicants and 32 cents for state employees. Gerry Cormier made a motion to upgrade the reimbursement to 30 cents per mile. Pat Raymond seconded the motion. Motion carries.

3. Property Transfers - Tabled until next meeting.

SELECTPERSONS CONCERNS:


Pat Raymond - E-911 Signs. Property owners have expressed concerns about hunters accessing their property by these woods/farm roads. Pat suggested pulling all the signs where there are no dwellings. The Town Manager stated she had received similar complaints and would see that those signs are removed.

A motion to adjourn was made by Gerry Cormier and seconded by Pat Raymond. (2 hrs.)

APPROVED:


Pat Raymond

Steve Belanger


Gerry Cormier

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
November 5, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of October 22, 2003 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

1. Fuel Bids
2. Basket Ball Court
3. Municipal Lot Drainage

NEW BUSINESS:

1. Fire Department Request
2. Items For 2004 Budget

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
November 5, 2003
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairperson, Pat Raymond.

Present: Pat Raymond, Chairperson; Gerry Cormier, Selectperson; Rita Sinclair, Town Manager. Absent: Steve Belanger.

A motion was made by Gerry Cormier to accept the minutes of the October 22, 2003 meeting. Motion seconded by Pat Raymond. Motion carries.

The Treasurers Warrants were reviewed and signed by the Selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Fuel Bids - The Town Manager presented four bids to the Board of Selectpersons to open and review. The bids were from Daigle Oil; Dead River; D.P. Corp; and MPG, Inc. Since not all bidders quoted a prepay option, not had the money been appropriated to prepay, the Board of Selectpersons considered the options for rack price on both heating fuel and diesel. After much discussion, the Board of Selectpersons narrowed it to Daigle Oil Co. and Dead River Co. The Town Manager will contact both companies to obtain more information on services offered. A decision will be made at the next Board meeting on November 19, 2003.

2. Basket Ball Court - The Town Manager reported that the drainage tile has been delivered. Weather permitting, it will be put in and allowed to sit through the winter months before any further work is initiated.

3. Municipal Lot Drainage - The Town Manager reported that during a recent rain storm, Vaughn Devoe of the Public Works Department, pointed out the drain that comes from the ball field. A visible gush of water could be seen coming from the drain. The water is directed to the area in back of the municipal building. There is a ditch in back of the storage area behind the sand/salt shed that needs to be cleared to get the water flowing away from the buildings. It is too wet to work on it at this late date. The Board of Selectpersons will look at this in the spring.

NEW BUSINESS:

1. Fire Department Request - The Town Manager, on behalf of the Fire Department, asked the Board of Selectpersons for their input on applying for a Public Facilities Grant (PF), through Community Development Block Grant Program. This application would be

for a new fire station since the department has outgrown the space they now have. The area considered for a building would be in back of the Municipal Building, unless the Board has other suggestions. Pat Raymond stated that he has no objections for Dave Pierce to pursue. LMI (Low to Moderate Income) may not make the fire department eligible for the grant. The Town Manager agreed that a separate study would have to be done, possibly targeting a certain area. The application for 2003 is due November 21, so this year is out of the question. There is also a 20% match required, so this will have to go to the taxpayers for an appropriation.

2. Items for 2004 Budget - The Town Manager asked the Board of Selectpersons for their input on areas/items of concern for the 2004 annual budget. Suggestions were:

Tennis Court	Recreation Account	Basket Ball Court
Building Painting	ADA Bathroom	Water Drainage/ Municipal Building
Fox Hill Road	West Road - Ditching & shoulders	
Hathaway Road - Chip Seal/Pave/Gravel?	Equipment Replacement - Truck	

SELECTPERSONS CONCERNS:

Gerry Cormier - Ramps on tennis courts need to be removed.

Pat Raymond - Contact Laura Audibert for possible meeting on plans for upcoming year.
Tally sheets for stumpage.

Rita Sinclair - Winter Sand. Pat stated that a policy should be in effect.


Gerry Cormier made a motion to initiate a policy for "Winter Sand for Public Use". Policy needs to state that two 5 gallon pails of sand may be obtained for personal use only. Individuals need to see the Town Manager first during normal business hours. Pat Raymond seconded the motion. Motion carries.

A motion to adjourn was made at 8:45 P.M. by Gerry Cormier. Motion seconded by Pat Raymond. Motion carries. (Time 1 hr. 45 min.)

APPROVED:


Patrick Raymond

Steve Belanger


Gerry Cormier

TOWN OF PORTAGE LAKE
PUBLIC WORKS

WINTER

STANDARD OPERATING PROCEDURE

The following SOP is general in scope and is in effect as of 11/19/03 and shall remain in effect until changed by the Town Manager and/or Board of Selectpersons.

GENERAL:

1. All employees, full or part-time, **MUST** use a time sheet entering the beginning/departure times for morning, afternoon and overtime. Time sheets **MUST** be signed.
2. During normal business hours, employees will notify the Town Office prior to departing for the day, to receive any orders for the next day.
3. Employees have the option of taking pay for overtime or Compensatory Time Off (CTO) at 1 1/2 rate.
4. Employees will be entitled to a 1hr lunch period.
5. Work hours will be in accordance with the Town's Personnel Policy.
6. Purchases of services or materials in excess of \$50.00 **MUST** have Town Manager and/or Board of Selectpersons approval.

SNOW/ ICE REMOVAL

1. Snow/ice removal operations shall commence with any measurable precipitation or accumulation.
2. Sand/salt mixed at 16:1 ratio will be applied at a minimum rate of 1 yd per centerline mile.
3. Sand/salt will be applied the **ENTIRE** length of ice/snow covered streets when the ambient air temperature exceeds 20 degrees. Application

may be restricted to hills, curves, and intersections if the ambient air temperature is below 20 degrees. Railroad Crossings will be sanded at least 100 ft before and after the crossing, **AT ALL TIMES**. If ice conditions warrant an increased salt content or mixture of flake calcium will be added to existing sand/salt mixture.

4. A line of sight of approaching traffic will be maintained at all intersections, irregardless of which agency has primary snow removal operations. Town owned equipment **WILL NOT** enter onto private property to remove snowbanks without prior approval of the Town Manager. Every effort will be made to stay within the right-of-way.

5. Removal of accumulated ice/snow deposited in private driveways by MDOT or Municipal snow removal operations, **WILL NOT** be allowed without prior approval of the Board of Selectpersons and/or Town Manager.

6. Any snow/ice accumulation will be removed from in front of the Fire Department doors on a **PRIORITY** basis. Parking area for responding fire personnel will be maintained during regular snow removal operations.

7. Entrances to the Town Office will be cleaned as much as possible during regular snow removal operations with final clean up after snowfall has ceased. Final clean up around the Municipal Building will be done during regular hours and under **NO** circumstances will it be accomplished while Public Works Employees are in an **OVERTIME STATUS**.

8. Contract plowing (Nashville) will be done as last item on the regular snow removal schedule, but **WILL BE** considered as part of regular snow removal operations.

9. Special emphasis will be placed on snow -drift control in the Public Beach area of West Rd., Cottage Rd. before the Stockford Rd., and Fox Hill Rd. The entrance road to the Public Beach will be plowed on a regular basis to create a natural barrier to help reduce drifting on the West Rd. All potential drift areas will be checked by Public Works prior to leaving for the day.

10. Snow removal and ice control operations will be timed to facilitate safe passage of MSAD #32 school buses. If hazardous road conditions exist and are beyond our ability to control such hazardous conditions, the Superintendent of School's Office will be notified immediately.

11. The salt/sand storage building will be locked whenever the Public Works Employee(s) is/are not present. Under **NO** circumstances will ignition keys be left in Municipal Equipment when said equipment is left outside the Public Works Garage, located in the Municipal Building.

12. Appropriate warning lights will be used whenever snow/ice removal operations are under way. If a concentrated area of ice/snow removal is taking place, warning cones and triangular work area signs will be used in an effort to warn the motoring public.

13. Whenever snow/ice removal operations require the equipment operator to exit the cab of said equipment, the operator **MUST** have a hard-hat, as well as a reflectorized safety vest on.

**TOWN OF PORTAGE LAKE
WINTER SAND FOR PUBLIC USE
POLICY
Effective November 5, 2003**

Residents of the Town of Portage Lake shall be allowed to obtain two 5 gallon pails of sand for personal use only during normal business hours. Individuals are required to stop at the Town Office before going to the sand shed.


Patrick Raymond

Steve Belanger


Gerry Cormier

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
November 19, 2003
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of November 5, 2003 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

1. Fire Department Truck Storage
2. Basket Ball Court Update
3. Fuel Bid Decision
4. Update on CEO Findings
5. Winter Sand Policy

NEW BUSINESS:

1. Land Management
2. Ministerial School Lot
3. Federal/State Surplus Property Program

SELECTPERSONS CONCERNS

TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
November 19, 2003
7:00 P.M.

The meeting was called to order by Chairperson, Pat Raymond at 7:00 P.M.

Present: Pat Raymond, Chairperson; Gerry Cormier, Selectperson; Rita Sinclair, Town Manager; John Edgecomb, landowner; Dave Bolstridge, Brian Cote, and Perry Charette, Fire Dept. Chief, Captain, and Secretary. Absent: Steve Belanger

A motion was made by Gerry Cormier to accept the minutes of the November 5, 2003 meeting as written. Motion seconded by Pat Raymond. Motion carries.

A motion was made by Gerry Cormier to table other business until Business From Floor was finished. Motion carries.

BUSINESS FROM FLOOR: John Edgecomb approached the Board of Selectpersons to seek permission to use an old skid trail to access other roads with his ATV. He stated that Ray Beaulier, previous Town Manager, had given him permission to ride his ATV on town land. There is an old skid trail across from my lot that leads to the Jim Garrity Road that I have been using to access that area beyond. When Mr. Barry moved in John stated he made sure to stay away from his land. However, Mr. Barry called Dan Pelletier who told John that Irvings policy was to not allow ATV's on their land. John stated that he was aware that trails are being worked on. He would like to get permission from the property owners to use that skid trail. John explained the area of travel and asked permission to access the trail. After much discussion on the existing ATV trail, the location of the skid trail that John is asking permission to use, and the uncertainty of the other landowners "policy" for ATV's, Pat Raymond stated that Prentiss & Carlisle and Irving would need to be contacted to see what their policy is. Pat would also like to talk with Laura Audibert to see if the skid trail can be made a part of the ATV trail. John stated that the skid trail is an issue because other people are taking advantage of it. Gerry Cormier expressed concerns of liability. John stated that it wouldn't be if it became part of the ATV trail and that he is sure P&C doesn't want ATV's on their property. Pat stated that he would like to see the general area of the skid trail. The Board thanked John for coming in and would get back to him after they have reviewed the area and found what the other owners policy is for ATV's.

OLD BUSINESS:

1. Fire Department Truck Storage - Fire Chief, Dave Bolstridge, reported that the tanker truck had been turned down for inspection. He stressed the need of the tanker with another 2,000 gallons of water to suppress fire. He stated he wasn't aware the other truck (swat) had to be stored inside. That is a requirement of forestry vehicles. He apologizes for that. Pat Raymond asked how long it takes to fill the tanker truck. Perry Charette

stated that the truck doesn't have suction of its own, so it would take more manpower to get the truck filled. Dave stated that he didn't have the manpower to get the truck started and filled. Perry said it would take 4 men 10 - 15 minutes to get the truck filled. Discussion followed on storing all the trucks in the fire department, but all trucks would have to be moved before the swat truck could roll. Brian has tried to find other storage with no success. Perry remarked that the equipment in the swat truck needs to roll when the main truck rolls. Dave stated he had asked the previous Board of Selectpersons about cutting the wall in the hall to accommodate one of the trucks and was turned down. Brain has approached Vaughn in Public Works to store a truck. The Town Manager remarked that access and having to move town equipment would be a problem. When the gym was brought up again for storage, Gerry Cormier stated that was a decision for a Town Meeting. Cusacks and Higgins buildings were mentioned for storage. Pat Raymond stated the vehicles need to be where you can keep an eye on them and that the departments need to be kept separate. Dave will have the tanker truck drained. The Board is aware of the importance of the fire department.

2. Basket Ball Court Update - The Town Manager reported that the installation of the drainage tile is almost complete. Vaughn should be able to finish it in one more day.

3. Fuel Bid Decision - The Town Manager reported that she had contacted the tow companies that were selected for consideration. The Board reviewed the rack prices and the freight margin and decided to award the bid to Daigle Oil Co.

Gerry Cormier made a motion to accept the bid from D.O.C. for both heating and diesel fuel. Pat Raymond seconded the motion. Motion carries.

4. Update on CEO Findings - The town Manager reported that CEO, Lewis Cousins, had made an error on the Flint complaint and had corrected that error. The addition in question belongs to an abutting owner. Gerry Cormier reported that he had a message from Mrs. Cyr. Pat Raymond hopes that DEP will contact the contractor.

NEW BUSINESS:

1. Land Management - The Town Manager reported that Laura Audibert will be at the next meeting. Pat Raymond stated that the Board may have to address the issue of Laura being the Towns representative. Her pay would come out of the stumpage account.

2. Ministerial School Lot - The Town Manager reported that several people have been dumping brush and trees on the side of the road going into the lot. Pat Raymond suggested blocking the roadway, leaving only enough room to walk and ski through.

3. Federal/State Surplus Property Program - The Town Manager shared a letter she had received from Marc Michaud informing the Town of the surplus program. Heb Umphrey had also been into the office to state that he would no longer be the purchasing officer as he is away for the winter. The Board gives approval to look into the program to see what is available to the Town.

The Treasurers Warrants were reviewed and signed by the Selectpersons.

SELECTPERSONS CONCERNS:

The Town Manager presented the updated Winter Standard Operating Procedure the Boards review and approval. Gerry noted that the date needed to be changed to 11/19/03.

Pat Raymond - Plowing procedure. The banks will have to be winged back with each storm. What about the post for the other plow? Rita reported that it had been delivered this morning. A sign is being made for the cul-de-sac on Hayward Street to prevent parking in the turn. Complaints have already been lodged.


Gerry Cormier - If the parking problem continues to happen contact the Sheriff's Office or the State Police.


The Rec. Director's job description was reviewed and it was recommended to add that the budget be approved by the Selectpersons. This will be reviewed at the next Board meeting.

Gerry Cormier made a motion to adjourn at 8:50 P.M. Motion carries. (Time 1 hr. 50 min.)

APPROVED:


Pat Raymond


Steve Belanger


Gerry Cormier

**TOWN OF PORTAGE LAKE
SELECTPERSONS HOURS
December 11, 2002 - December 3, 2003**

Date	Gloria Curtis	Pat Raymond	Steve Belanger	Gerry Cormier
12/11/2002	1.5	1.5		
01/08/2003	2	2		
01/17/2003	0.5	0.5		
01/24/2003	1	1		
Work Session	3.5	3.5		
01/30/2003	1.5	1.5		
02/14/2003	1.5	1.5		
02/19/2003	1.5	1.5		
03/05/2003	1.25	1.25		
03/21/2003	2	2		
03/28/2003	1	1	Begin April 2	Begin April 2
04/02/2003		2.5	2.5	2.5
04/16/2003		2.75	2.75	2.75
05/07/2003		3	3	3
05/21/2003		2.75	2.75	2.75
06/04/2003		3	3	3
06/18/2003		2	2	2
07/09/2003		1.75	1.75	1.75
07/23/2003		2	2	2
08/06/2003		2.25	2.25	2.25
08/21/2003		1	1	1
09/03/2003		1.25	1.25	1.25
09/24/2003		1.25	1.25	1.25
10/08/2003		1.5	0	1.5
10/22/2003		2	0	2
11/05/2003		1.75	0	1.75
11/19/2003		2	2	2
12/03/2003		1.75	1.75	1.75
Sub Total	15.25	51.75	29.25	34.5
	<u>5.00</u>	<u>10.00</u>	<u>5.00</u>	<u>5.00</u>
TOTALS	20.25	61.75	33.25	39.50

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
December 3, 2003
7:00 P.M.**

Call Meeting To Order

Roll Call

Approve Minutes of November 19, 2003 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

1. Land Management Plan - Laura Audibert
2. Easements on West Road/Carmichael & Sylvester
2. Rec. Director Job Description

NEW BUSINESS:

1. Humane Society Request
2. Special Town Meeting - December 17, 2003

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
December 3, 2003
7:00 PM**

The meeting was called to order at 7:00 P.M. by Chairperson, Pat Raymond.

Present: Pat Raymond, Chairperson; Steve Belanger and Gerry Cormier, Selectpersons; Rita Sinclair, Town Manager; Laura Audibert, Town Forester.

A motion was made by Gerry Cormier and seconded by Steve Belanger to approve the minutes of the November 19, 2003 meeting as written. Motion carries.

A motion was made by Gerry Cormier to table other business until #1 under Old Business has been discussed. Motion seconded by Steve Belanger. Motion carries.

OLD BUSINESS:

1. Land Management Plan - Laura Audibert reported that 3 areas have been harvested. There is an issue that Jim May didn't want to pay their share from last year, but that is being looked into. Laura stated the plan is to do 200 acres per year for 5 years and manage after that. 125 acres has been harvested this year. Pat Raymond asked how far behind were they on the overall plan? Laura responded that they were mostly caught up. Pat asked if anything had come from Irving for a new management plan as the Town doesn't want cutting without a permit. Laura stated that it would be the same as last year. She also reported that she has called Kim Holmes to get the calendar years deliveries by species, amounts, etc. Nothing has arrived yet. Pat remarked that the Town went without payment for a long time even though the permit states 60 days or a penalty can be initiated. We don't want the penalty; just follow the permit. If this becomes a problem for you (directed to Laura Audibert), would you be interested in working for the Town? Laura stated that may not be in the Town's best interest as roads are built without cost to the Town. Pat stated the Town doesn't want to cause problems for Laura, but we do want better communication and a timeline. We do not feel as though we have gotten anywhere with Dan Pelletier. Laura agreed. She has asked for a plan to present to the Town but it hasn't been done yet. Pat stated that cutting without a permit is not the way to do it.

Laura reported that the winter cut would be to take care of blow downs on the edge of the road and from there finish area #2 or work behind the chip plant across the tracks. Laura said it was left up to her to get the road done. Also, off West Road on the Chip Plant Road, or area #3. Pat stated he had noticed many blow downs there to which Laura agreed that area needs some serious clean up. The northwest corner has lots of poplar and that market is up. It is too late to re-route the trail, so this will be tabled until next year. As for road building, we do not want the Ledge Pit Road to come out in the picnic area so this will come on the Fish Lake Road, possibly by the gate. The other road

will be down by the Two Mile Road. There is pre-commercial thinning to be done on 200 acres that may have to wait until summer.

ATV Trails have been discussed with Glenn Cusack. They are using the snow sled trail coming out by Dave Barry, moved down and hitting by Two Mile Road, then to the ledge pit. Laura will get it GPS'd to make new trails. Pat Raymond mentioned John Edgecomb's request for access to the ATV trail by the old "skid trail." Laura was aware of the location and has been over it with Glenn Cusack. They are also aware they need signage and policing of trails.

Pat Raymond had a gripe about limbing and trash left by the Cobb Garage. That was the only complaint he had. Laura stated that it was supposed to have been cleaned up. Woody will be the cutter for this area again. Laura stated she will bring up issues of permit, payment, and itemized slips for deliveries. She figures there should be 2500 cords for this winter.

Pat brought up the signs for the Tree Farm. There should be one by John Cobbs Garage where it will be visible, and one by the campground at the end of West Road. The other sign may wait until spring. Pat would like one on the School Lot. Laura will see to that. The Board agreed to a sign at the head of the lake by the campground. The sign for the School Lot would read "Portage Town Forest". Pat asked Laura to attend the ceremony for posting the sign. Laura agreed. The Board of Selectpersons thanked Laura for coming in and giving them an update. Laura then left the meeting.

The Meeting was returned to regular business.

BUSINESS FROM FLOOR: None

The Treasurer's Warrants were reviewed and signed by the Board of Selectpersons.

OLD BUSINESS:

2. Easements on West Road/Carmichael & Sylvester - The Town Manager reported that the Towns Attorney, Rick Solman, had written a letter stating that he could not do an easement based on the maps. A survey would have to be done in order to know exactly where the easement was. The Board suggested sending letters to Carmichael and Sylvester to get a verified description of the lot for an easement. Remind them that any costs incurred would be that of the property owner.

3. Rec. Director Job Description - the Town Manager presented a job description for a Rec. Director to the Board of Selectpersons. A motion was made by Steve Belanger and seconded by Gerry Cormier to accept the job description as written. Motion carries.

NEW BUSINESS:

1. Humane Society Request - The Town Manager presented the request from the Central Aroostook Humane Society to include funding in the 2004 municipal budget for 2005 as the amounts will remain the same and contracts will be sent out in September or October

of 2004. This will enable them to continue operations without having the lengthy wait for municipalities to have their town meetings. The Board agrees that the article for the Town Meeting Warrant should ask for an appropriation for two years.

2. Special Town Meeting/December 17, 2003 - The Town Manager has accounts that have been overdrawn and will require a Special Town Meeting to ask the voters to appropriate the necessary funds from unencumbered surplus. Gerry Cormier asked for the figures before the next meeting.

SELECT PERSONS CONCERNS:

Gerry Cormier - Complaint from bus driver about the turnarounds not being sanded. The Town Manager will direct this to the bus supervisor.

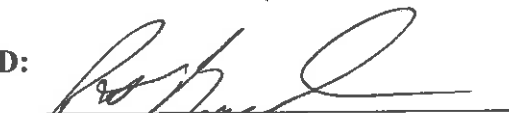
Pat Raymond - Paul Nason plowed Thursday, Sunday, and sanded Monday night. Steve Belanger suggested that the turnarounds may need to be sanded. Pat asked about flexible hours for employees for snowstorms, i.e. if a storm is predicted, come in later and stay later. Then the spare man comes in after that.

The Town Manager asked for suggestions for dedication for the 2003 Town Report. Pat suggested Bill Bolstridge, who held the centennial cane for being the oldest person, recently passed away. This would be a nice tribute to him. Steve will try to get a picture and a brief write up for the Town Report.

The Town Manager suggested that the cane be presented to the next oldest citizen of Portage Lake. According to records it is Albert Gagnon. The Board requests that the records be checked to be certain he is the oldest citizen.

Meeting adjourned at 8:45 P.M. (Time 1 hr. 45 min.)

APPROVED:


Pat Raymond


Steve Belanger


Gerry Cormier

**TOWN OF PORTAGE LAKE
AGENDA
SELECTPERSONS MEETING
December 17, 2003
7:00 P.M.**

Call Meeting To Order

Roll Call

Approve Minutes of December 3, 2003 Meeting

Approve Treasurers Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

1. Stumpage Check
2. Plowing Practices

NEW BUSINESS:

1. Special Town Meeting - December 29, 2003
2. CanAm Meeting/Races

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
December 17, 2003
7:00 PM**

The meeting was called to order at 7:00 PM.

Present: Selectpersons - Pat Raymond, Steve Belanger and Gerry Cormier. Kathy Gagnon, Town Clerk. Rita Sinclair is absent due to the death of her mother.

Pat asked for a motion to dispense with the minutes and Business From Floor. Steve Belanger made a motion to dismiss agenda with the exception of the Special Town Meeting Warrant. Motion seconded by Gerry Cormier. Motion carries.

Pat has concerns with overages at the last minute. Trash Bill - why the oversight on both parts. See minutes of March 5 -Bid out. Pat was told the funds were available. Town Officers - Pat can't figure number of meetings times 2 to 2 1/2 hours times 3 doesn't add up. Office Expenses - Computer was a budget item, why an unexpected expense? Kathy mentioned the E-911 stamp expense of \$200 from this budget also need cost of computer when purchased. The Additional expense in Assessing is OK. Employee Insurance - OK, but would have liked to have been told in May. There are questions and suggestions for Mowing Expense.

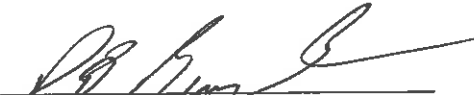
Steve made a motion to table Special Town Meeting in order to get answers to their questions. Gerry seconded the motion. All in favor. Motion carries

Request to have Rita call Selectpersons for setting up another meeting.

Steve made a motion to table the Selectpersons Meeting Agenda until next meeting. Gerry seconded the motion. All in favor.

Motion to adjourn at 7:30 PM. (Time 30 min.)

APPROVED:



Pat Raymond



Steve Belanger



Gerry Cormier

**TOWN OF PORTAGE LAKE
AGENDA
SELECT PERSONS MEETING
December 23, 2003
Rescheduled from December 17, 2003
7:00 P.M.**

Call Meeting To Order

Roll Call

Approve Treasurers Warrants

BUSINESS FROM FLOOR

OLD BUSINESS:

1. Stumpage Check
2. Plowing Practices

NEW BUSINESS:

1. Special Town Meeting - December 29, 2003
2. CanAm Meeting/Races

TOWN OF PORTAGE LAKE
SPECIAL SELECTPERSONS MEETING
December 23, 2003
7:00 P.M.

The meeting was called to order at 7:00 P.M. by Chairperson, Pat Raymond.

Present: Pat Raymond, Chairperson; Gerry Cormier, Selectperson; Rita Sinclair, Town Manager.

Minutes, Warrants, Business From Floor, and Old Business were dispensed with in order to discuss the overdraft accounts.

NEW BUSINESS:

1. Special Town Meeting - After discussion on the overdrafts and the amount needed from unencumbered surplus a motion was made by Gerry Cormier and seconded by Pat Raymond to set a Special Town Meeting for 7:30 P.M. on December 29, 2003. Motion carries. The Selectpersons signed the Warrant for the Special Town Meeting and it was immediately posted.

Pat Raymond requested the Personal Property file on Irving Woodlands for the special Town Meeting in case there were questions regarding the assessing account.

2. CanAm - The Town Manager reported she had received a call from John Kaletta asking if the building and grounds would be available for the races again this year. Rita reported that she had stated that a deposit would be required due to the cost incurred for the use of the stoves, electricity, supplies, and clean up. The Board can wave the rental fee or consider it a donation. Gerry Cormier made a motion to allow CanAm the use of the building and grounds for the race. Pat Raymond seconded the motion. Motion carries. A meeting date will be scheduled to ask for volunteers from the Town to assist with the race at this stop.

SELECTPERSONS CONCERNS:

Pat Raymond - Plowing - Employees should be able to use their judgment on coming in. Gerry reported that the bus was stuck in the turnaround on Sutherland Street.

Pat would like a meeting with Vaughn, Paul, the Board, and the Town Manager to discuss plowing procedures.

After discussion on the abuse of the Winter Sand Policy, the Board rescinded the policy. Notices stating such should be made and posted around Town.

Gerry Cormier - Gerry stated that this issue might be a conflict of interest, but he would present it to the Board for discussion. The Golf Course Road is on Town owned land but it is not maintained by the Town. What is required to have the Town maintain the road?

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Pat stated that the road needs to be accepted by the Town. As it is now, it is a private road on land leased to the Golf Course (Portage Hills Country Club). Rita stated that a road needs to meet certain standards before it can be accepted by the Town. Gerry expressed concern as time goes on there are more people living on that road.


Pat stated that things will have to be addressed as a road. It can be brought up in an Article for Town Meeting.

A motion to adjourn was made at 8:15 P.M. (Time 1 hr. 15 min.)

APPROVED:


Pat Raymond


Steve Belanger


Gerry Cormier