

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

Jan. 8, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for Dec. 4, 2013

Old Business:

1. MaCNaught Abatement.
2. Sign Abatements
3. Stumpage & Silviculture

New Business

1. Treasurer's yearend report (preliminary)
2. Broom for Backhoe
3. Meeting protocol Hand Out

Town Managers Report

1. Working on Budget
2. Replaced 1 Furnace
3. Replaced turbo on Plow trk
4. Lift scheduled for 1/13/14
5. Happy New Year

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman meeting to be determined.

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
JANUARY 8, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce; Chairman; Barbara Pitcairn; Danny Higgins

Others Present: Brian Cote; Alyce Bryant-Reece; Rob Reece; Larry Duchette, Town Manager; Anita Theriault; Rudy Boutot; Ray Cyr

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the December 4, 2013 regular meeting. **Motion made and seconded to accept the minutes of December 4, 2013. All in favor; motion carries.**

OLD BUSINESS

MacNaught Property Valuation:

Barb had recommended that Mr. & Mrs. MacNaught seek a structural engineer about the quality of their log home. The engineer pointed out a few flaws with their structure; some of the logs used for their home were sub-grade. The Town grades their property at B+5, which would be a year-round residence. Barb suggests reducing their grade to C+10 (which indicates that it is more than just a seasonal camp), and she also suggests contacting Randy Tarr about determining the assessment for their building valuation. Barb also suggests that the Board approve giving the MacNaughts an additional abatement (they have been previously abated for \$5,000 on their 2013 taxes). Dave doesn't feel the Board can determine the rating or the abatement until Randy can figure what the valuation changes will be. Selectboard members discuss the rating of other comparable log homes in Portage Lake. Larry will call Randy about this issue.

Tree Growth Abatement:

Two abatement applications, one for Drissel for \$36.06 and one for Bolstridge for \$108.26, both were over-assessed for Tree Growth in 2013. Selectboard sign the abatement applications.

Homestead Exemption Application:

Mark Morin has submitted a homestead application to the Town; the Board members view the exemption and are made aware of it.

Stumpage & Silviculture:

>Corrine Routhier, Treasurer, has compiled a proposal for the Board to review about beginning to re-fund the Stumpage and Silviculture accounts by using tax lien revenues, starting with the lien revenues received during 2013. MMA legal has advised the Town that this proposal should go to the Town to approve before the money is moved into those accounts.

>Cutting has not begun yet on joint owned land for 2014. The paperwork should be signed by Larry soon, then the cutting will begin. This year they are planning on cutting about 1000 cords; 2015 cutting plan should be about 4000 cords. Selectboard members discuss the Town's five year cutting plan. Barb would like to propose that the road improvement funds for next year come from Stumpage.

NEW BUSINESS

Treasurer's Year-end Report (preliminary):

The Treasurer has compiled year-end financials for the Board members to review, including General Ledger accounts, Expenses and Revenues breakdown, and uncollected taxes and liens. Larry would like to carry over amounts in those accounts that have unexpended balances into those accounts' budgets for 2014. Board members review the paperwork.

Thank You Cards:

Danny would like the Town Manager to send "thank you" cards from the Town to people who work for the town but don't get paid. Barb says one of the people who need to be thanked is Anita Theriault for her work on the winter decorations for the Town.

Snow Removal:

Resident Rudy Boutot has come to the meeting tonight to discuss a letter he received from the Town Manager about pushing snow across the road from Dean's parking lot onto the Town Square. Larry says the issue with Rudy is that he was plowing snow onto the Town winter decorations and the Town sign. Rudy explains that today he cleaned up the corners of the roads, which he feels is something Vaughn should have done. He also says Peter St. Peter should be sent a letter because he plowed across the road from the Post Office onto his (Rudy's) property. The Selectboard thanks Rudy for coming in to discuss the issue with them, and for bringing up the fact that others also plow across the roadways in Town. Larry explains Vaughn will be out cleaning up the side of the roads once the weather gets better; he has been cleaning up the mess from the rain and the ice. There is discussion about the flooding and icing on the Town roads, and the condition of the culverts.

Backhoe Sweeper Broom:

Larry says last year the road sweeping by Lane Construction was terrible, and they wanted twice the amount they originally quoted the Town for the job. Larry is proposing to buy a sweeper broom for the backhoe, which Vaughn could use on rainy days at our leisure. It is a front mount, hydraulic driven. Larry found one for \$8,400 plus another \$1000 for a new broom (a new one is usually \$25,000). He says the offer for them is \$9000 for both, and the money could come from Public Works Equipment Reserve account. The Selectboard has the authority to spend money from reserve accounts without any additional town vote. Danny would like this to go to the Town voters because the last time they bought a sweeper, it was given away after it didn't work. **Motion made and seconded to purchase the sweeper with the extra broom for no more than \$9000 and use the funds from Public Works Equipment Reserve. Two in favor; one abstained. Motion carried.**

Meeting Protocol Handout:

The Office Staff found a hand out for Selectboard meetings that spells out officers duties and Board meeting protocol. Larry would like the Board to review it and give their opinion. Selectboard reviews the hand out and thinks it's a good idea.

TOWN MANAGER REPORT

- >Larry continues to work on the 2014 budget figures.
- >Next week Larry and Vaughn will be working on building the frame for the elevator on the stage.
- >Last year one of the boilers broke down, but we are within the warranty time frame.
- >The turbo on the plow truck had to be fixed a few weeks ago. It cost about \$3,000. There isn't a maintenance program for the turbo; it is all sealed up.

Budget Committee:

There are some new Budget Committee members; Barb wonders if they need to be approved by the Board. New members include Ray Cyr, Roland Caron, Christy Dicker; returning members are Pat Raymond and Lou Sandy Boutot. **Motion made to appoint Roland Caron, Christy Dicker and Ray Cyr as new members to the Budget Committee. All in favor; motion carried.**

Public Comments:

>There is a meeting in Ashland tomorrow night at 7 pm sponsored by the Central Aroostook Chamber about the mining projects in the state. There will be guest speakers, including a geologist, about current mining practices and policies. It is an informational meeting for the public, and not specific to the Bald Mountain mining proposal.

Next Selectboard meeting is February 5, 2014 at 6:30 p.m.

Meeting adjourned at 7:35 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 2/5/14
Date

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

Barbara Pitcairn
Barbara Pitcairn

Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

Feb. 5, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for Jan.8, 2013

Old Business:

1. MacNaught Abatement.
2. Sign Abatements
3. Sweeper

New Business

1. Chief Dave Bolstridge
2. Audit / Felch
3. Mike Bartlett / appeals Board
4. Ministerial School Funds 2014 or 2015?
\$5102.88
5. Sign Assessor's Notice
6. Dedication for Town Report
7. Warrants

Town Managers Report

1. Working on Budget
2. Lift Installed/ waiting
On inspection
3. Working on Warrants
4. School Audit available in Office

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Feb. 19, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
FEBRUARY 5, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barbara Pitcairn; Danny Higgins

Others Present: Alyce Bryant-Reece; Rob Reece; Larry Duchette, Town Manager; Corrine Routhier; Anita Theriault; Brian Cote; Dave Bolstridge

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the January 8, 2014 regular meeting. **Motion made and seconded to accept the minutes of January 8, 2014. All in favor; motion carries.**

OLD BUSINESS

MacNaught Property Valuation:

Don & Carol MacNaught are not pleased with the Selectboard's decision to rate them at C+10, they want to pursue a rating of a flat C. They have filed complaints with the Maine Revenue Service. The Board approved giving them just half of what they had originally asked for. Barb points out that the installation of the logs for their home was done by a subprime contractor, and the Town's assessor Randy Tarr isn't a logger or forester to be able to inspect the logs for their grade that way. Danny is in favor of giving the MacNaught's a C rating based on the logs. Discussion about the quality of the logs the MacNaught house was built with. The Selectboard compare the ratings of other log homes in Portage comparable to the MacNaught's; only one is rated C, the others are above C. Barb explains the C+10 rating doesn't just have to do with the logs; it includes the interior, exterior, landscaping, decks, porches, roofing. Barb and Dave agree to keep the rating at C+10; Danny feels it should be dropped further to a flat C. **Motion made and seconded to drop the MacNaught's valuation to C+10. Two in favor; one opposed. Motion carried.**

Abatements:

The Selectboard approved abatements last fall for people who were over charged for Tree Growth property taxes, but they forgot to sign the abatement cards to attach to the paperwork. They do this tonight.

Sweeper:

Larry says Caterpillar wouldn't budge from the price of \$9,500 for the sweeper for the backhoe. He says Dave Farnum has offered to pay for the sweeper out of TIF because it is equipment

meant to maintain the roads. It is going to be put in as an article in the Town Meeting Warrants, and it will be purchased following the Town Meeting if it is approved.

NEW BUSINESS

Yearly Audit:

Felch & Co. has been in a few times already and they are close to having our annual audit finished. They are hoping to have it to us by mid-February.

Appeals Board:

Michael Bartlett would like to be appointed to the Appeals Board. On the Appeals Board currently are Pat Raymond, Brian Cote, and Danny Higgins, but Danny is staying on as a non-voting member off the Board. Mike will be filling in for Danny to handle the appeal on the St. Peter-DeMerchant fence issue. **Motion made and seconded to appoint Mike Bartlett to the Appeals Board. All in favor; motion approved.**

Ministerial School Funds:

We can use \$5,102.88 from the Ministerial School Lot reserves this year toward our school budget. Every five years the Town can use 20% of that account to reduce the school budget. Larry feels it would be beneficial if the Selectboard approves holding the use of the funds until 2015 so it will be on a more even 5 year cycle and easier to remember. Barb also thinks there is going to be a cutting in that school lot area, which will put more money in the account. **Motion made and seconded to go with five year increments starting in 2015 for the use of the Ministerial School account funds. All in favor; Motion carried.**

Assessors' Notice:

Selectboard members sign the assessors' notice that is to go in to the annual Town Report.

Trees for the Veterans' Park:

Danny bought 10 more trees for the Veterans Park, 5 will be weeping red birch and the other 5 will be hawthorn. Each of the red birch trees will be dedicated to members of the service who have died. If people want to place a monument there, it has to be a certain type. The monument will be small. The problem is that the florist that the trees were to be ordered from burned a few months ago. Danny is going to look into whether his order will be filled or not.

Town Report Dedication:

Selectboard discusses who to dedicate the Town Report to. Names brought up are Leo Cormier, Glenna Condon. Each of them has already had a book dedicated to them. Dave would like to have the book dedicated in memory of John Gagnon. **Motion made and seconded to dedicate the Town Book to John Gagnon. All in favor; motion carried.**

Fire Department:

Fire Chief Dave Bolstridge is here tonight for the Selectboard to discuss the wages for the Fire Department. Barb is concerned that the Fire Department is "volunteer" and wonders why they get paid stipends and mileage on top of wages. Dave Bolstridge explains that there isn't such thing as a "volunteer" force anymore, and our Portage Lake department is hurting for members. Barb is questioning the yearly stipend that the officers receive. Dave Bolstridge says he won't do this job for less than he received last year; he will resign if they want to cut his wages. Selectboard and Fire Chief compare the Portage Lake fire department with other departments around the county. Dave Pierce says all officers get a stipend, even in other towns, plus get paid for trainings & meetings, etc. Discussion turns to the types of training the Town's fire department members are required to have. Dave explains the restrictions on the fire department, which include OSHA requirements and the fact that the trucks can't leave the building unless there are at least 2 fire dept. members and the driver has to have EVOC training. Brian Cote expresses that the young people in town have to become involved. Barb feels there should be some fund raising done for the Fire Department to both honor the department members and help boost the fire department budget. Brian explains that the only part that is "volunteer" is that the department members can choose to go to a fire or not. Danny would like Dave Bolstridge to put him down for EVOC training. There are annual trainings on Feb. 22 here in Portage for the Fire Department. Barb says the issues boils down to getting more people on the department. Larry says the issue for the Fire Dept. budget is how much is paid per meeting. He feels if it is considered differently, this issue would go away. Dave Bolstridge says he has helped to save the Town money with the new radios and medical evaluations for the members. Discussion turns to why formers members are no longer on the department. Brian Cote suggests putting something in the Town Report this year asking for help for the Fire Department and explaining why the department needs them.

Warrants:

The Board reviews and signs the Accounts Payable warrants.

TOWN MANAGER REPORT

- >Larry is still working on the 2014 municipal budget; it is almost complete. The Warrant articles are almost done for the Town Report. He discusses the Seaplane Base with the Board; the Board would like the Town to decide on it at the Town Meeting. They also discuss a budget for the expenses the Town will incur for the World Acadian Congress this summer. Discussion on other budget items like lowering the ceilings in the offices and a heat pump for the Town Office.
- >The wheelchair lift is installed. We are now just waiting for the state to inspect it before it can be used.
- >The Portage Lake School Dept. audit is now available in the office for the public to view. Felch & Co. did the yearly audit for the School Dept.

Public Comments:

> Question about whether the LIHEP funds for fuel come to the Town; that is handled through ACAP.

>Anita Theriault asks if there can be a list of names available at the Town Office for people who are willing to rent their homes or rooms in their homes to help with people staying here for the World Acadian Congress.

>Barb would like to have the Portage Lake town newsletter come back to let the townspeople know what is going on.

>The Tourism Committee is going to send the minutes of their meetings to the Selectboard members.

>Anita says she and a few other people are cleaning up and re-organizing the basement to have the things down there separated by group/committee.

Next Selectboard meeting is February 19, 2014 at 6:30 p.m.

Meeting adjourned at 7:56 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: _____
Date

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

Barbara Pitcairn
Barbara Pitcairn

Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

Feb. 19, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for Feb.5, 2014

Old Business:

1. Dedication and Picture
2. Stumpage Permit
3. Accept Budget

New Business

1. Comprehensive Plan
2. Siliviculture
3. Warrants

Town Managers Report

1. Public Works
2. Lift / March 6th
3. Working on Warrant Articles

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting March.5, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
FEBRUARY 19, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barbara Pitcairn; Danny Higgins

Others Present: Anita Theriault; Alyce Bryant-Reece; Rob Reece; Jay Kamm from NMDC

Meeting called to order at 6:31 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the February 5, 2014 regular meeting. **Motion made and seconded to accept the minutes of February 5, 2014. All in favor; motion carries.**

OLD BUSINESS

Town Report Dedication & Pictures:

The Dedication was decided at the last meeting; the Selectboard need to determine which picture to choose for the cover of the 2013 Town Report. They have a few pictures to choose from, many submitted by Judy Sutherland. **Motion made and seconded to use the picture of the lake from the Beach with the sign "Portage Lake". All in favor; motion carried.**

Stumpage Permit:

There was a Forest Committee meeting last night where the harvest plan and stumpage agreement was handed to the Committee members. Most members of the committee were in favor of it, but Dave Pierce was not because the prices were low. He raised concerns, but it is too late to make it an issue because it is a small amount of money for the volume they will be cutting this year. He feels next year the stumpage volumes need to be looked at and the Town should get another opinion on rates, possibly from Huber and other companies. Irving wants to start cutting next week. Barb has some concerns about the volumes cut and the amount the Town will be getting; discussion follows about the 5 year stumpage plan from Irving. Danny had asked if the summer cut could be re-negotiated. The permit the Board is discussing tonight is for 1 year and parts of it cannot be re-negotiated once the permit is signed. This first harvest will be on the hill outside of town toward Carr Pond. Board members discuss the types of cuts in the stumpage plan for this year. Dave explains the rates are not as high as they should be; Irving had been negotiating a price with co-owner P&C. Irving welcomes the people to visit the cut site, they just need to know ahead of time due to safety issues, or go on the weekend when they aren't cutting. Danny wants to make sure the stand of Rock Maple in that area doesn't get touched. The Selectboard members are upset that Irving is getting the information to the Town very late; the information should have been to the Board by the beginning of January.

Municipal Budget:

The Selectboard reviewed the budget compiled by Larry; he would like them to make a final decision tonight about the budget so the Warrant articles can be completed for the Town Book.

Motion made and seconded to accept the municipal budget dated 1/29/14. All in favor; motion carries.

NEW BUSINESS

Comprehensive Plan:

Jay Kamm from NMDC is here tonight to discuss the beginnings of a Comprehensive Plan for the Town. He says not a lot of communities are doing Comprehensive Plans anymore because it is expensive, and almost all of the State funding for these has gone away. He feels if the Town is looking at Community Development Block Grants or other grants, the Comprehensive Plan is important to have. He says in 1995 the Town had done a Plan, most of the work done by the Town's Planning Board. If NMDC does the Plan for the Town, it could cost about \$18,000. Both Ashland and Masardis are looking at doing a Comprehensive Plan; if all three communities got together to do a sub-regional Comprehensive Plan, each community would have to contribute less to the total cost. The total cost for 3 communities would be a little higher at \$22,000. He has a Maine DOT contract that allows him to write certain parts of the Comprehensive Plan, and he could do that free of charge since Portage Lake is part of NMDC already. He says the old Plan in 1995 can't be updated; Plans need to be completely re-written. The Board discusses the benefits of having a Plan for the Town. Danny points out that if we have a Plan, the Senior Housing project could get some money. The Selectboard will approach the Planning Board about heading up the Plan project if the Town decides to go ahead with it. If NMDC does the plan, it would take 12 to 18 months. He explains that the Town needs to have public meetings to determine where the Town wants to go concerning growth. The Board and Larry will speak with Ashland to discuss this; Larry feels this is something that should be done soon.

Comprehensive Plans expire after 10 years.

Silviculture:

Larry has been working on guidelines for the Silviculture money so we know what it can be used for. Last night the Forest Committee suggested a cap on the account at \$200,000, but not less than \$175,000. This account is used for town forester, timber stand thinning and improvement, boundary line maintenance, fire control and tree planting. Larry has a rough draft; he would like opinions and ideas from the Board. Once this account gets to \$200,000, the extra money (i.e.: interest) could get turned over to the stumpage account, from which the Town approves spending. Barb talked with Tom Charles, who is in charge of the Silviculture for the State of Maine. She says Silviculture account is encouraged by the state so Towns can continue to manage their land. The state doesn't dictate how to set it up and use the funds. The Board discusses whether the Selectboard has the authority to enact the by-laws, or if it goes to the Townspeople. Barb reads from the management agreement contract with Irving that states that the Town dedicates 50% of the stumpage revenues generated from timber harvest and

100% of the stumpage from the Town Pit would be used for post-harvest Silviculture treatment. She is concerned that it doesn't say that the Town can do anything else with the money. Larry thinks that at the end of this year (2014), the Town can re-negotiate that contract. Larry will call Laura Audibert tomorrow to clarify the Town's management plan.

Warrants:

The Board will review and sign the Accounts Payable Warrants after the meeting.

TOWN MANAGER REPORT

- >Sand and salt has taken a beating this winter; roads may not be sanded as much for the rest of the winter except for hills and stop signs. More sand and salt has been budgeted for next year.
- >The inspection for the wheelchair lift by the state has been postponed again.
- >The Warrant Articles for the Town Report are close to being done; the book will likely be ready the first week of March.

Public Comments:

>Alyce Bryant-Reece says the light on top of Satellite Drive is out again. She spoke with Pioneer Broadcasting about the tower. She says the reason the tower is up there and was lit was because the Planning Board wouldn't allow the tower to be put up without lights. She thinks maybe the owner is trying to save money on power or there is an electrical problem on Satellite Drive. Discussion about the tower at the golf course and ordinances for towers in Town. Barb suggests Alyce call Maggie Pierce to see if there is something in our Town ordinances about this. Larry will help Alyce look into this issue.

Next Selectboard meeting is March 5, 2014 at 6:30 p.m.

Meeting adjourned at 7:27 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 3/5/14
Date

Signed: David M. Pierce
David M. Pierce, Chairperson
Barbara Pitcairn
Barbara Pitcairn
Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

March 5, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for Feb.19, 2014

Old Business:

1. Silviculture Rules -
2. Comprehensive Plan

New Business

1. JMK Logging Issue
2. Ratio Reimbursement Application
3. Training Scheduled
4. Sign Warrant Articles
5. Warrants

Town Managers Report

1. MacNaught Hearing
2. Seaplane Base, Docks

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting March.19, 2014

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
MARCH 5, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce; Chairman; Barbara Pitcairn; Danny Higgins (tardy)

Others Present: Anita Theriault; Rob Reece; Linda Caron; Brian Cote

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the February 19, 2014 regular meeting. **Motion made and seconded to accept the minutes of February 19, 2014 as presented. All in favor; motion carries.**

OLD BUSINESS

Silviculture Rules:

Larry has been working on a set of by-laws for the Silviculture account. It is part of Irving's contract to have this account, but no cap on the account was set. There are state statutes that say the state has to have ¼ of 1% of the total Town valuation, which for us comes to \$182,

It is very easy to keep this money in Silviculture, while still paying for other expenses out of there like the Forester pay. There is also \$50,000 available from MMA for forest fires. Barb says in the statutes it says all funds for Silviculture be used for forest management only and it is capped at \$200,000; but she wonders what happens if there is a train derailment—where would that money come from? She thinks we should have a fund that could be used for any emergency and also cover forest management. She doesn't want the Silviculture account completely dedicated to fire suppression; it would be more beneficial to let the account be used for other emergencies that come up. Dave would like more information on how the Silviculture account was set up, what the original agreement was. Larry says the agreement with Irving can be amended at the end of 2014 and it can be renegotiated as what the Silviculture money will be used for. Board members decide to table a decision on the by-laws until more information can be found. Board discusses the emergency monies appropriated at Town Meeting in the past and what actually happened to the money.

Comprehensive Plan:

Jay Kamm from NMDC came to the Board meeting a few weeks ago, and he has started discussions between Portage and Ashland, and possibly Masardis, Nashville Plt., Oxbow, and

Garfield Plt., to create a comprehensive plan. Maggie Pierce will be working on this for both Ashland and Portage; she will be the point person. The more towns in on this, it cuts each community's cost.

NEW BUSINESS

JMK Logging Issue:

JMK Logging was charged for two pieces of equipment last year that he didn't own. The owners of the two pieces of equipment have been found, and now two supplemental bills need to be issued to them and JMK Logging needs to be abated for that amount he was over-taxed for the property he didn't own. Motion made and seconded to accept the proposal to correct the supplemental tax bills and the abatement for JMK Logging. All in Favor, motion carried.

Ratio Reimbursement Application:

The State's ratio declaration for Maine Revenue Service has been completed and one of the members of the Board of Selectpersons needs to sign it. Dave signs the declaration ratio. There is an issue that the ratio paperwork showed the Town at 76%, when we should be at 100%+ due to the revaluation in 2013.

Training Schedule:

There are several training sessions that the Board needs to approve. Larry lists them off as Elected Officials Workshop, Cash Management Workshop, Vitals Workshop, and a Record Management Workshop. The Elected Officials workshop is recommended for elected Board members.

Town Book Warrant Articles:

The Selectboard review and sign the Warrant Articles for the 2014 Town Meeting.

Accounts Payable Warrants:

The Selectboard members will sign the accounts payable warrants following tonight's meeting.

TOWN MANAGER REPORT

>Laura Audibert has asked the Selectboard if they are interested in a time where they could view the cutting. Dave says we can go on the weekend any time, but Barb would like to go with Laura Audibert and Matt Stedman for a tour on Friday March 14. Larry will put a notice up that this tour is open to all residents.

>The County Commissioner contacted the Town about the case with Don MacNaught. Larry would like to know which Selectboard member will represent the Town on this issue. Randy

Tarr has already given his assessment of the property; he is done with it. Now it is up to the Selectboard on the MacNaught valuation. Dave feels Barb would represent the Town well on this case since she has done the most on this issue. Barb would like to talk to Randy Tarr more about what goes on at these hearings before she makes a commitment.

>Larry has been in talks with the County, and there may be money available for certain things due to the money from the windmills. The County wants estimates in line and things ready when the money is available, but there is no set time-frame for that. They will pay up to 90% of the cost of repairs to get the Seaplane Base back where it should be. The docks at the Seaplane Base are in dis-repair and new ones need to be built. Dave says immediately the Town can get two float docks to use, and he can write a grant for as many floats as we need and that is funded by the State. Discussion turns to the old floating docks at the Seaplane Base and where they ended up. The new docks may be used as a public mooring area for boats on the lake, along with being official seaplane docks.

Public Comments:

>Dave gives an update on the progress of the plans and construction of the new community center in Ashland. It will likely be completed by August or September. There is a Warrant article in the Town Meeting warrants for the Town to give a donation of \$5000 to show some participation from Portage, along with other communities.

>Board members give a recap of the Comprehensive Plan discussion for those members of the public who came in a little late. The Comprehensive Plan will be a multi-community plan; each town will have its own section.

>The train tour being put on during the World Acadian Congress leaving from Portage to Fort Kent is having insurance issues. The Tourism Committee was referred to a comptroller in New Brunswick for the CMA, he will check with his insurance providers but the Cmte. may be able to get insurance through the CMA. Irving wants Tourism to have its own liability and comprehensive for this train ride. This is not a town function, so it isn't covered under the Town's insurance.

>There is a Warrant Article to raise and appropriate money for the World Acadian Congress due to things the organization would like to do or for expenses like trash, traffic control, and portable toilets.

>Anita would like to organize some people to clean up the creosote on the Pavilion this spring. Discussion turns to how to cover the creosote on those poles; possibility of wrapping the poles with rope.

Next Selectboard meeting is March 19, 2014 at 6:30 p.m.

Meeting adjourned at 7:38 p.m.

J.M.K Logging Abatement & Supplemental Bills

In October of 2013, Jake Knight, owner of JMK Logging, came into the office to explain that he was billed for two pieces of personal property that he didn't own: a harvester and a skidder. He said the harvester was owned by JD Hummel and the skidder was owned by Rick Cyr of Portage Lake. Both pieces of equipment were in JMK Logging's yard as of April 1, 2013, and so were included in the list of PP for JMK. JMK leases the old Irving garage on the Fish River Road. Jake Knight also said many pieces of equipment he was billed for are actually leased through Irving. His lease clearly states he is responsible for all taxes. (See attached copy of lease agreement, number 4.0)

Jake did not provide us with contact information for Rick Cyr or JD Hummel, but the office staff found it and Mike MacPherson contacted them about the property claimed to be owned by them. Mike has made the necessary changes to JMK Logging's PP list.

JMK Logging asked the office to submit a bill to them with the correct owed amount. His original tax was \$7,998.76 which included the skidder and harvester. Mike determined that his bill should have been \$2,209.90. A supplemental bill with that amount was issued to JMK Logging, and it was promptly paid at the end of October 2013. Looking back, I should not have issued a supplemental bill because that amount was not deducted from the original tax account, and now must be abated out of that original tax. (see attached account detail for Acct 83, JMK Logging) The remainder of that tax owed, \$5,788.86, needs to be billed out to both JD Hummel and Rick Cyr. This has not yet been done.

Mike suggests issuing supplemental taxes for JD Hummel for the harvester and Rick Cyr for the skidder. All accounts have been updated with the changes. I need Selectboard approval to issue the new supplemental bills for JD Hummel and Rick Cyr, and to abate the original tax issued to JMK Logging, a total of \$7,998.76.

I apologize for not coming to you with this issue earlier. I wanted to make sure all the information was in to us before moving forward.

Corrine Routhier, Treasurer/Dep. Tax Collector

2/25/14

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

March 19, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for March 5, 2014

Old Business:

1. Silviculture Rules
2. Tour of cutting with Matt & Laura.

New Business

1. West Road
2. Felch Audit
3. Warrants

Town Managers Report

1. MMTCTA Training May 8 & 9
2. Thank you card for Roland and Linda
3. EMA Meeting / Generator
4. Approve Ballot Clerks

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting April 2, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
MARCH 19, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barbara Pitcairn

Members Absent: Danny Higgins

Others Present: Larry Duchette, Town Manager; Corrine Routhier; Rob Reece; Alyce Bryant-Reece; Ray Cyr; Anita Theriault

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the March 5, 2014 regular meeting. **Motion made and seconded to accept the minutes of March 5, 2014 as presented. All in favor; motion carries.**

OLD BUSINESS

Silviculture Rules:

Larry is still working on the rules for the Silviculture bank and general ledger account. He would like more input from the Selectboard to have something on record to determine how the Town will handle Silviculture money. Barb reads a few of the points of interest with the tentative rules completed so far. Barb feels we should incorporate the 5 bulleted items from Irving into the Town's Silviculture rules. Dave would like to have a provision regarding the spruce bud worm, which occurs cyclically every 30 or so years; the Town may want to look into spraying for the bud worm, which costs about \$30 per acre. This is another reason for the Silviculture money; another way to manage the forest. Larry would like the Board members to send any thoughts they have on the Silviculture rules to him so he can compile them.

Town Forest Tour:

Barb went on a tour of the current cut site on joint owned land with Laura Audibert, Town forester. She was impressed with the operation. She says the 100 acres being cut right now has some very large trees, some over 110 years old. Larry says the yield will be higher than anticipated.

NEW BUSINESS

West Road:

The State has sent the Town their timeline for turning over West Road to the Town; currently the State owns the portion from Route 11 to the Fish Lake Road. Larry has requested that all of the road work be done before August; the State will make sure the road is in good order before

being turned over. Barb would like to make sure the railroad crossing is fixed also. Larry says the crossing at the Hathaway Road is completed and it looks really good.

Annual Audit:

The annual audit by Felch & Co. is done; copies are in the office. The Audit is also in the Town Report book.

Warrants:

The Selectboard members will review and sign the accounts payable warrants following tonight's meeting.

Town Signs:

Barb has been looking at the Town's sign entering and exiting the Town. She says the one in Buffalo needs to be re-done, and the one on the South side is fading very badly. She would like to have our signs re-done. She would like a whole new sign; not just re-painting the existing one.

TOWN MANAGER REPORT

- >Linda and Roland Caron brought food and drinks to the two Public Works men who plowed last Thursday during the snow storm. Larry would like the Board members to sign a Thank You the card that has been prepared for them.
- >Maine Municipal Tax Collectors and Treasurers Assn. is having a conference in Bangor on May 8 & 9; Larry would like to attend this conference to be able to get credits. This would cost about \$250 for the training & mileage. Board feels this is a good idea.
- >Larry will be getting the generator for the Town Hall from EMA this Friday. The generator will be enough to run lights and water if the power goes out; the generator will be hard wired. The generator is free to the Town. The Red Cross will be coming over to inspect the Town Hall to become a local emergency shelter. There is training involved in being certified for this; Larry and possibly Dave Bolstridge will take the training. Barb feels the Selectboard members should also take this training. Dave says there is some old Fire Dept. stuff down in the basement of the Town Hall that needs to be cleaned out; they will do that to make room for emergency equipment like cots.
- >The Board needs to sign off on the ballot clerks for the upcoming election to approve who is on the list.
- >There is training for Assessors coming up at NMDC. Larry thinks this is something an actual assessor should go to (i.e. Selectperson). It is on Friday May 2 in Caribou. Barb would like to go

to this training; she would like Corrine to go also. **Motion made and seconded for Barb and Corrine to go to the training. All in favor; motion carried.**

Public Comments:

>Alyce Bryant-Reece would like to thank Maggie Pierce for taking time to help her with getting the lights fixed on the towers in town.

>Anita says that the figures for insurance came in for the Train Ride the Tourism Cmte. is sponsoring for the CMA from Portage to Fort Kent. She says Hayden Perry Insurance came in to quote them at about \$300 rather than the previous quote from another insurance company for \$5,000. She says Irving wants to show that we maintain workman's comp. insurance for any employee or volunteers from the sponsor group, which is the Tourism Cmte. She says the concern is that once the people selling tickets get on the train, they are not volunteers anymore, they are participants. Larry and Anita are working on getting volunteer insurance, possibly through MMA, but they are going to try their best to get around the issue. There are also plans to try to add another day of the train ride to make it two days in a row rather than just one. Anita says Kim Holmes from Portage is now in charge of the train system for Irving; she will be working with Anita on this event.

Next Selectboard meeting is April 2, 2014 at 6:30 p.m.

Meeting adjourned at 7:10 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 4/2/14
Date

Barbara Pitcairn

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

Daniel C. Higgins
Daniel C. Higgins

March 28, 2014

Barbara Pitcairn
2067 Main St
Portage Lake, Maine 04768

Board of Selectmen
Portage Lake, Maine 04768

Board Members,

It is with regret that I must resign from my current Select Board position for the Town of Portage Lake. I feel that I have been a positive force in the past three years and can say with confidence that I caused some favorable outcomes for the Town. Being a Select board member isn't just about the operation of the Municipality, it is about progress, efficiency, collaboration, accountability, honesty, loyalty and respect.

I can no longer serve on a Board where there is little or no respect for each other. The current actions of 2 of the Board members certainly have reflected this.

I live by a higher standard of morals and have always been taught that "if you do not have anything nice to say, than don't say it".

In your attempt to retain your position on the Board, David, you would have been better off telling voters about what you have contributed and hope to continue to contribute to the Town if voted to serve a second term. Instead you decided to put me down to make yourself look good.

This is not the first time a "write in" candidate has run for a Board position. Shame on you both, for allowing this maneuver to let you lower your standards. It was not intended to be threatening as you obviously feel it was. Giving people a choice for whom to vote for is called Democracy. We live in a free country.

My resignation from the Board is immediate.

Best Regards,

Barbara Pitcairn



**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 2, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for March 19, 2014

Old Business:

1. EMA Meeting / Generator

New Business

1. Accept resignation
2. MFX Website \$500.
3. CDBG Grant for J.Rocheleau
4. Application for Veterans Exemption.
5. Tobacco free Policy
6. Appointments Needed
7. Warrants

Town Managers Report

1. Wellhead Protection Grant
2. Blood Drive 4/8/14 Ashland

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting April 16, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
APRIL 2, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Danny Higgins

Others Present: Larry Duchette, Town Manager; Corrine Routhier; Rob Reece; Alyce Bryant-Reece; Ray Cyr; Anita Theriault; Ray Cyr; David Farnum; John Jenkins; Barbara Pitcairn

Meeting called to order at 6:31 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the March 19, 2014 regular meeting. Danny feels he cannot approve the minutes from the last meeting since he wasn't here. Dave has no problem with them, and accepts them as written.

OLD BUSINESS

EMA Meeting/Generator:

Larry attended an EMA Meeting a few weeks ago and was able to get a small 6200 watt generator donated to the Town for the Municipal Building.

NEW BUSINESS

Pitcairn Resignation:

Barbara Pitcairn resigned as a Selectboard member through formal letter. **Moved and seconded to accept the resignation of Barbara Pitcairn; all in favor. Motion carried.**

Town Website:

The Town is looking to go through MFX for the Town's website (due to problems with the current Town website). The cost is \$500 for set up; Larry would like to ask the other organizations in town to donate \$100 each toward this cost since it will benefit them also. MFX will allow the Office to be able to update the website as needed. Selectboard members feel this is a good idea, agree Larry should speak with the other organizations in Town to see how they feel about sharing this cost. Larry will report to the Selectboard what happens.

CDBG Grant:

J. Rocheleau has asked for a CDBG grant through the Town. He isn't asking the Town for any money, but the Town is the vehicle through which he will potentially receive this grant. He is owner-financing the cedar mill currently owned by Pat Lovely. He plans to employ at least 4

people. The grant is to get some new equipment for the mill and for his wages for the first year. **Motion made and seconded to accept the CDBG grant application for Mr. Rocheleau; all in favor. Motion carried.**

Veterans Exemption:

Michael Bartlett has submitted an application for veteran exemption. The Board members review the application; Dave signs it to approve it.

Tobacco Free Policy:

The Town was supposed to have a tobacco-free policy when it applied for a grant for the Fitness Path [through Healthy Aroostook]. The policy draft is handed out to the Board members; they will review it and return with their opinions on it at the next meeting.

Appointments:

The Selectboard needs to appoint the Town officials tonight. Dave reads off the appointments needed (see attached copy to these minutes). The Planning Board and Appeals Board members will be appointed individually at the next meeting.

Warrants:

The Board will review and sign the Accounts Payable warrants after tonight's meeting.

TOWN MANAGER REPORT

- >The Town is applying for a Wellhead Protection Grant for a new cover over the artesian well. The application has been finished and is in the hands of the state. It is a reimburseable grant; we spend the money first and submit it for reimbursement from the State.
- >There is a blood drive on April 8 at the Ashland Rec Center.

Public Comments:

- >Anita Theriault says Irving has changed their form that they want the Town to use for the train rides in August to include more legal wording. She wonders if Corrine would be able to help her with this during her office hours on Thursday or Friday; Larry agrees.
- >Barb Pitcairn says she doesn't remember the road commissioner getting paid \$400 a year; she found a figure of \$300. She wants to know when the Board decided to go to \$400. Corrine will look into it. Barb would like the Board to make sure that they set the salary during a meeting so it is in the minutes.
- >Barb Pitcairn expresses her displeasure at the way the last election went. She feels there are people who work for the Town who need to be reprimanded; she feels they threw her under

the bus for their own benefit. She will provide written statements to the Board of things said about her during the last election.

Next Selectboard meeting is April 16, 2014 at 6:30 p.m.

Meeting adjourned at 6:50 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: _____

4/16/14
Date

Signed: _____

David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins

Vacant

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 16, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for April 2, 2014

Old Business:

1. Tobacco free Policy
2. Siliviculture By-Laws
3. 2014 Oaths/Appointments

New Business

1. Application for Veterans Exemption
2. Quarterly Financial Update
3. Road Commissioner Pay History
4. Request to close three Accounts into Surplus
5. Warrants

Town Managers Report

1. Deed for Adam Soucy
2. Sweeper working well
3. Flooding in town Hall
4. Closed Monday, Patriot's Day

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting May 7, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
APRIL 16, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Danny Higgins

Others Present: Larry Duchette, Town Manager; Corrine Routhier; Rob Reece; Alyce Bryant-Reece; Ray Cyr; Barb Pitcairn; Brian Cote; Jim Dumond;

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the April 2, 2014 regular meeting. **Motion made and seconded to approve the minutes from April 2, 2014. All in favor; motion carried.**

OLD BUSINESS

Tobacco-Free Policy:

The Selectboard members review a policy for having tobacco-free policy for all Town owned properties. Dave's only concern was that smoking be allowed in the parking area of the Pavilion, but not in the Pavilion building itself. He would like that to be added to the policy. This policy was part of the grant the Town received for the Fitness Path. Discussion follows about smoking at the beach area; the Town can get some "Tobacco Free Area" signs for the beach to designate a certain area as non-smoking. **Motion and seconded made to adopt the tobacco free policy with the changes of adding a non-smoking section for the beach area and having no smoking in the Pavilion building, but allowed in the parking area. All in favor; motion carries.**

Silviculture By-Laws:

Larry has completed the by-laws for the Silviculture account, he gives his draft to the Selectboard to review (attached to these minutes). Discussion follows about the Silviculture account and why the Town has it; it was to ensure healthy forests for the Town. The money for Silviculture comes from stumpage; this money is set aside specifically for forest health. Stumpage account can be used for anything with a vote of the people. Dave would suggest getting rid of #3 on the list, which sets a minimum limit in this account. The Selectboard members feel that #10 and #11 shouldn't be in the draft; they feel that the draft should only include wording that deals with the monetary side of Silviculture account and not what the Silviculture management plan addresses. Larry will make the changes; this will be tabled until the next meeting.

2014 Oaths/Appointments:

The Selectboard reviews the appointments for 2014. **Motion made and seconded to appoint Lawrence Duchette as Town Manager, tax collector, road commissioner and welfare director;**

Motion made and seconded to appoint Katherine Gagnon as Town Clerk, election clerk; registrar of voters, deputy tax collector, and deputy treasurer; Motion made and seconded to appoint Corrine Routhier as Treasurer and Deputy Clerk; Motion made and seconded to appoint Maggie Pierce as Code Enforcement Officer, building inspector, plumbing inspector, and health officer; Motion made and seconded to appoint Joe Chouinard as Animal Control Officer; Motion made and seconded to appoint Patrick Kelley, Darey Gagnon, Otis Nelson, Linda Caron, and Terri DeMerchant as Planning Board members; Motion made and seconded to appoint Patrick Raymond and Brian Cote as Appeals Board members; Motion made and seconded to appoint Roland Caron, Patrick Raymond, Christy Dicker, and Lou Sandy Boutot as Budget Committee members; Motion made and seconded to appoint Robert Reece, David Farnum, and Melissa Boutot as School Committee Members. All in favor; all motions carried.

NEW BUSINESS

Veteran's Exemption Application:

Selectboard members review an application for Veteran Exemption from Jim Dumond. The application is approved and signed.

Quarterly Treasurer's Update:

The Board reviews the quarterly report submitted by the Treasurer of the Town's finances. **Motion made and seconded to accept the quarterly Treasurer's financial update. All in favor. Motion carries.**

Road Commissioner Pay History:

At the last meeting, Barb Pitcairn asked the Board to look into the pay for Road Commissioner over the past years; she felt that the Town Manager wasn't supposed to get paid for being Road Commissioner and that other past Town Managers hadn't received this pay. Treasurer Corrine Routhier researched the issue and found that all past Town Managers were paid for being Road Commissioner. The wording is also in the employment agreements with both Larry Duchette and past Town Manager Francis Grey; employment contract could not be located for Hollie Umphrey. (Road Commissioner pay history is attached to these minutes)

Account Closures Requests:

Treasurer Corrine Routhier has been researching some accounts that have been carried on the books for years. Research shows that these accounts do not have any more money in them, and accounting for them had been mishandled so the accounts are showing a balance in them. They are the Outdoor Heritage Grant, the BMP Erosion Control Grant, and the Playground Equipment account. **Motion made and seconded to close the accounts as requested by the Town Treasurer. All in favor; motion carries.**

Warrants:

The Board will review and sign the Accounts Payable warrants after tonight's meeting.

TOWN MANAGER REPORT

>The deed for the Adam Soucy property on Stockford Road had been written incorrectly, indicating that the Town owned his property and he owned the road. It should have been the other way around. Larry worked to get this corrected and it has been taken care of, the new paperwork will be signed by all parties soon.

>Vaughn went out to use the new sweeper on a few roads this week; all feedback from townspeople was positive. Last year the Town paid \$3,500 for another company to sweep our roads; this year's projected cost was to be double that.

>Yesterday there was flooding inside the Town Hall, about half of the Big Room, voting room and getting into the kitchen, and the basement. The water was coming off of the mountain so fast, the culverts couldn't accommodate it; Vaughn had to create a berm with winter sand to divert the water into the old pasture field. Discussion turns to where the water comes from and the condition of the ditch behind the Snowmobile Club shed.

>The Town Office is closed on Monday for Patriot's Day holiday.

Public Comments:

>Dave Pierce asks Larry if he is still working on the rebuilding of the Town roads; he hadn't heard anything in a few months. The plan is to re-do all the roads in town over three years. Dave thinks a big part of the project could be paid for with Stumpage money. Discussion turns to the stumpage cutting plan changes if the spruce budworm infects the area; discussion on how spruce budworm spreads and possibly getting in on a spraying schedule.

>Barb Pitcairn would like to request as a taxpayer that Danny considers moving his woodpile on the Station Road because the Town Park and Veteran's Park is there and it is unsightly. She asks that he cleans up the park area and that he move his woodpile to another one of his properties. Station Road is owned by the State Railroad. Danny owns a license to use that particular part of the land on Station Road.

Next Selectboard meeting is May 7, 2014 at 6:30 p.m.

Meeting adjourned at 7:23 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: _____

Date

Signed: _____

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins

Vacant

April 16, 2014

2014 Oaths/Appointments Needed

Larry Duchette

Town Manager
Tax Collector
Road Commissioner
Welfare Director

Kathy Gagnon:

Town Clerk
Election Clerk
Registrar of Voters
Deputy Tax Collector
Deputy Treasurer

Corrine Routhier:

Treasurer
Deputy Town Clerk

Maggie Pierce:

Code Enforcement Officer
Building Inspector
Plumbing Inspector
Health Officer

Joe Chouinard:

Animal Control Officer

Selectboard:

David Pierce

Daniel Higgins

Selectboard Member
Assessors
Overseers of the Poor

Planning Board Members

Patrick Kelley
Darey Gagnon
Otis Nelson
Linda Caron
Terri DeMerchant

Appeals Board Members

Patrick Raymond
Brian Cote

Budget Committee Members

Roland Caron
Patrick Raymond
Christy Dicker
Lou Sandy Boutot

School Board Members

Robert Reece
David Farnum
Missy Boutot

Quarterly Selectboard Financial Update

As of March 31, 2014

Revenues vs. Expenses

Total Revenues to date	\$117,459.03	
Total Expenses to date	<u>\$259,309.24</u>	
Net Gain (Loss)		<u><u>(\$141,850.21)</u></u>

Taxes Received as of 3/31/14	Commitment	Received	Remainder
Real Estate	\$0.00	\$0.00	\$0.00
Personal Prop.	\$0.00	\$0.00	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Checking Account

Checkbook Reconciliation Balance as of 3/31/14 \$224,287.69

Bank Reserve Accounts Status as of 3/31/14

NorState:

Fire Dept. Equip Reserve	\$55,764.51	
Ministerial School Lot	\$2,558.38	
Road Reserve Fund	\$86,746.36	
Stumpage	\$1,313.90	
Total at NorState		<u><u>\$146,383.15</u></u>

Katahdin:

Equipment Reserve ICS	\$38,648.48	
Silviculture ICS	\$49,911.74	
T.I.F. ICS	\$91,197.12	
General ICS	\$219,379.93	
Total at Katahdin		<u><u>\$399,137.27</u></u>

TOTAL RESERVES: \$545,520.42

Total Assets in Banks: \$769,808.11

*Real & Personal Property Taxes outstanding principle as of 3/31/14:

Real:	2011	\$641.25	Pers. Prop:	2008/2009	\$37.96
	2012	\$28,082.12		09/10 & 10SY	\$61.36
	2013	<u>\$57,590.15</u>		2011	\$3,767.13
		\$86,313.52		2012	\$757.92
				2013**	<u>\$15,551.38</u>
					\$20,175.75

**supplemental for Jake Knight Issue included

Quarterly Selectboard Financial Update

YEAR TO DATE as of 10/16/2013

Expense Budgets: as of 3/31/14

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$28,000.00	\$7,930.67	\$491.00	\$20,560.33
Town Hall	\$29,000.00	\$8,542.12	\$583.30	\$21,041.18
TH Improvements	\$16,050.00	\$0.00		\$16,050.00
Plan & App. Bds.	\$1,000.00	\$0.00		\$1,000.00
CEO	\$12,000.00	\$1,803.50	\$60.00	\$10,256.50
Annual Dues	\$3,617.00	\$1,529.00		\$2,088.00
Twn Officers	\$72,500.00	\$17,123.28		\$55,376.72
Assessing	\$6,400.00	\$19.95		\$6,380.05
Discounts	\$15,000.00	\$0.00		\$15,000.00
Abatements	\$7,000.00	\$0.00		\$7,000.00
County Tax		\$0.00		\$0.00
TIF Reimbursemnt.		\$0.00		\$0.00
Insurance	\$58,000.00	\$17,997.85		\$40,002.15
Genl. Assistance	\$4,000.00	\$106.70		\$3,893.30
Fire Dept.	\$28,500.00	\$699.32		\$27,800.68
Animal Control	\$850.00	\$35.00	\$89.00	\$904.00
Public Works	\$91,000.00	\$12,451.46		\$78,548.54
Cont'd. Svcs.	\$4,000.00	\$288.00		\$3,712.00
NASWA	\$31,608.00	\$7,902.00		\$23,706.00
Transfer Station	\$4,500.00	\$139.00		\$4,361.00
Cemetery	\$7,300.00	\$0.00		\$7,300.00
Beautification	\$2,500.00	\$1,420.00		\$1,080.00
Silviculture/Frstr.		\$472.50		-\$472.50
Parks/Beach/Camp	\$12,000.00	\$320.79	\$150.00	\$11,829.21
Portage Lake Assn.	\$500.00	\$0.00		\$500.00
Snomobile Club	\$2,500.00	\$0.00		\$2,500.00
PL Tourism Cmte.	\$1,500.00	\$0.00		\$1,500.00
PL ATV Club	\$2,500.00	\$0.00		\$2,500.00
Social Services	\$3,153.20	\$0.00		\$3,153.20
Education Commit		\$122,381.26		-\$122,381.26
Education-Subsidy		\$55,705.20	\$55,705.20	\$0.00
Scholarships	\$3,000.00	\$750.00		\$2,250.00
Street Lights	\$8,500.00	\$1,691.64		\$6,808.36
Ashland User Fees	\$16,245.00	\$0.00		\$16,245.00
		\$259,309.24		\$270,492.46

PW budget includes the TIF money to be expended for the sweeper brush, which was paid out of this account.

ROAD COMMISSIONER HISTORY 2006SY TO 2013

Paid out of an Accounts Payable:

2006 SY

Rita Sinclair	\$200 (2 quarters)	Public Works Mileage account
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2006-2007

Rita Sinclair	\$400	Public Works Mileage account
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2007-2008

Rita Sinclair	\$300	Public Works Mileage Account-\$200 Genl. Admin. Mileage Account-\$100 (I believe this may have been Road Com. payment but taken out of the wrong acct.)
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2008-2009

Rita Sinclair	\$400	Public Works Mileage account
---------------	-------	------------------------------

2009-2010

Rita Sinclair	\$366.66 (11 months pmt. to May 10, 2010)	Public Works Mileage account
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2010SY

Francis Grey	\$100 (1 Qtr.)	Public Works mileage account
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2011

Francis Grey	\$300 (Jan-Jun)	Public Works Mileage account
Hollie Umphrey	\$100 (4th qtr)	Genl. Admin mileage Account (I believe this was mislabeled and paid from the wrong account)

2012

Hollie Umphrey	\$300.06 (9 mo. @\$33.34/mo)	Public Works mileage account
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Paid out of Payroll instead of Accounts Payable:

2013

Larry Duchette	\$400	Public Works Road Comm. Account (new account to better track Road Comm. Pay)
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From reading past years' Selectboard minutes, when Road Commissioner was appointed the Board members did not specify the salary/wages for the Road Commissioner for the year.

Note: Francis Grey's contracted stated in the body of the document that he was "entitled to \$400 annually as in-town mileage reimbursement". In Larry Duchette's contract it states in the body of the document that the town "agrees to pay L. Duchette a stipend of \$400 yearly for the position of Road Commissioner.

No contract for Hollie Umphrey could be found as of yet.

Request to close two Accounts into Surplus

Account G 1-235-00	Outdoor Heritage Grant (Beach Buffer)	\$457
Account G 1-236-00	319 B.M.P Grant (erosion control)	\$5,513.96

Both of the above accounts were grants received and used between 1999 and 2005. The Outdoor Heritage Grant was for the buffer at the beach and playground area. The BMP Grant was for erosion control/buffers on private property and the Seaplane Base area. Neither of these accounts has been used since at least 2006, but they have both carried a positive balance in them through the years.

Kathy Hoppe with DEP was part of the grant process for both of these grants. I contacted her to get some background information on the grants and what we could do with the money, since the accounts showed a positive balance in them. She explained that according to her paperwork submitted to them by the Town, all of the Federal Grant Money was showed to be expended and there should not be any money left over from either of these grants.

It is my feeling that expenses incurred for some of these projects were not expended out of the correct accounts above, and that there really is no federal grant money left to be used out of these accounts.

I am requesting Selectboard approval to close these two accounts to get them off of our books. The total of \$5,970.96 would be closed to surplus, decreasing our surplus account by that amount.

Corrine Routhier
Treasurer
April 16,2014

PLAYGROUND EQUIPMENT GENERAL LEDGER ACCOUNT CLOSURE REQUEST

Account G 1-233-00 Playground Equipment \$246.85

	2007-2008	2008-2009	2009-2010	2010SY	2011	2012	2013	2014
Beg Bal	\$1,000.00	\$4,387.00	\$926.54	\$4,387.00	\$0.00	\$246.85	\$246.85	\$246.85
Rec'd	\$3,387.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expended	\$0.00	\$3,460.46	\$4,387.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adjustments	\$0.00	\$0.00	\$3,460.46	\$4,387.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance	\$4,387.00	\$926.54	\$0.00	\$0.00	\$0.00	\$246.85	\$246.85	\$246.85

As you can see, this account was active from 2007 to 2010. It carried a positive balance until it was adjusted to \$0.00 in 2009-2010. Somehow it ended up having a balance in 2012, which has carried over into 2014, with no explanation of why the balance was there. It could be an auditor adjustment, but that would show up in the account detail, which it doesn't. One year the account has a zero balance, the next year it starts with a \$246.85 beginning balance. I haven't found anything to indicate that there were actual receipts for this account, or anything to indicate that there is money in this account.

I would like the Selectboard approval to close out this account into Unassigned/Undesignated account (aka Surplus) to get it off our books. This would decrease the Surplus account by \$246.85.

Corrine Routhier
Treasurer

16-Apr-14

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

May 7, 2014, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for April 16, 2014

Old Business:

1. Tobacco free Policy
2. Siliviculture By-Laws

New Business

1. Congratulations to PLSC
2. Portage Hill Country Club Liquor License
3. J.D. Hummel / PP Tax
4. The Maine Cedar Store / CDGB 5/21/14
5. Sign papers for Selectperson
6. Scholarships/ Belanger/Condon
7. Warrants

Town Managers Report

1. Thank Corrine for painting Bathrooms
2. CMA signs are up
3. I will be gone 5/8 --- 5/14

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting May 21, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
MAY 7, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce, Chairman; Danny Higgins

Others Present: Larry Duchette, Town Manager; Corrine Routhier; Kathy Gagnon; JD Hummel; Rob Reece; Alyce Bryant-Reece; John Jenkins; Linda Caron; Barb Pitcairn; Anita Theriault; Wilza Robertson

Meeting called to order at 6:32 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the April 16, 2014 regular meeting. **Motion made and seconded to approve the minutes from April 16, 2014. All in favor; motion carried.**

OLD BUSINESS

Tobacco-Free Policy:

The Selectboard reviews the Tobacco Free Policy with the changes they asked for at the last meeting. Danny is concerned about enforcing the policy; Larry feels it is more of a recommendation for citizens. **Motion made and seconded to accept the Tobacco Free Policy as presented tonight. All in favor; motion carries.**

Silviculture By-Laws:

The Selectboard reviews the Silviculture By-Laws with the changes they asked for at the last meeting. Dave reads the By-Laws with the changes. **Motion made and seconded to accept the Silviculture By-Laws as presented. All in favor; motion carries.**

NEW BUSINESS

Snowmobile Club Award:

The Board of Selectpersons would like to officially congratulate the Portage Lakers Snowmobile Club for being Snowmobile Club of the Year for the State of Maine. Danny would like to send them a Congratulations card.

PLCC Liquor License:

The Portage Hills Country Club has submitted their renewal of their liquor license for 2014. Selectboard signs the license to approve it.

JD Hummel Personal Property Tax:

JD Hummel is here tonight to explain to the Board the issue around his Personal Property bill. Jake Knight was originally billed for Mr. Hummel's equipment, but Mr. Knight didn't come to the Town with this concern until two months *after* the 2013 tax bills were committed. Mr. Hummel feels he shouldn't have to pay the entire tax bill of \$7,482.86. Hummel says he never had a bill for his equipment before; this was the first time and he didn't apply for BETE in 2013. His equipment would have been 100% exempt, but he had to file his paperwork before May 1, 2013. He didn't get his tax bill until March of 2014 because it had been originally billed to Mr. Knight. Hummel says in previous years his equipment has been in unorganized territory; in 2013 his equipment was in the parking lot of the garage that Mr. Knight leases. Mr. Hummel offers to pay 50% if the Board abates the other 50%. **Motion made and seconded to abate 50% of Mr. Hummel's tax for 2013. All in favor; motion carries.** The Board thanks Mr. Hummel for coming to tonight's meeting.

CDBG Request: Maine Cedar Store:

The Maine Cedar Store has filed for a CDBG grant. There is a public hearing before the next Selectboard meeting on May 21 at 6 pm, which is required for the owners to proceed with filing for the grant. The new owner needs to repair the existing building and buy some new equipment. He will be building fence panels, prefabricated, at the facility. He is looking at 3 to 6 new jobs as part of a requirement for this grant. The Town will have to require some sort of collateral from him in case he fails in his business. The Town doesn't invest any money in the project; it is the facilitator of the grant for the new mill. The Town will disperse the money based on bills submitted to us. If he doesn't succeed and he owes money to the State, the State can come back to the Town to get that money. He is looking at \$120,000 grant; part of that is payroll and some machinery. After the Public Hearing, a Special Town Meeting will be scheduled.

Selectpersons Election Papers:

The Selectboard needs to decide if they want to shorten the election period for the replacement of the Board seat vacated when Barb Pitcairn resigned. It is a requirement of the State that the process of an election takes 85 days. If the Board waits the entire 85 days, it would make the election for the replacement Board member on August 1, 2014. The Board can shorten the amount of days to 40 days to no less than 10, which would put the election on July 15, 2014. Dave reads what the Clerk Kathy Gagnon prepared for the Board to explain the election laws about shortening nomination periods (this paperwork is included with these minutes). **Motion made and seconded for shortening the nomination period. All in favor; motion carries.** Nomination papers will be available at the Town Office beginning tomorrow May 8. Prepared by the Clerk: "The Board of Selectpersons hereby set the date of Tuesday July 15, 2014 for the purpose of filling the vacancy on the Board of Selectpersons and under 30-A

M.R.S.A. 2528 using the Special Shortening Provision for Nomination Papers, to be available at the Town Office beginning May 8, 2014 and shall be filed no later than June 9, 2014 at 4 p.m.”

Scholarships:

Two students from Portage who are graduating this June have applied for the Town of Portage Lake Scholarship: Nicholas Belanger and Danielle Condon. The Board reviews the scholarship applications. **Motion made and seconded to approve Danielle Condon and Nicholas Belanger for Portage Lake Scholarship. All in favor; motion carries.**

Warrants:

The Board will review and sign the Accounts Payable warrants after tonight’s meeting.

TOWN MANAGER REPORT

>Larry would like to thank Corrine Routhier for **painting both of the bathrooms** in the Town Hall.

> The **CMA banners** are up on both ends of Town. Larry is currently researching paint for the plastic garbage barrels to put up around town during the CMA in August.

>Larry will be attending training this Thursday and Friday, then he will be out until next Wednesday for a funeral.

Public Comments:

>Rob Reece said he saw on the news a program that some **firefighters are approaching high school students** to come out and help out. Dave Pierce says they are looking into that; Dave Bolstridge’s daughter, who is 16, has just started as a Junior Firefighter.

>Linda Caron says the **CMA is going along well**. There were 11 people who went to a meeting in Baker Lake, NB. Linda would like the Board be present at the Historical Society dinner on June 21, at which all of the officials from Baker Lake and Packington will be there.

>Linda would also like the Board to think about how to get the word out to have a Town clean up; the ATV Club will be hosting a **Clean Up day in town** on May 17; Linda would like another major clean-up day in Town. She feels there are many people in Town who don’t know where to take their things, like electronics, etc. She would like some sort of communication with the residents as to what they can take where to make the Town look nice. Larry suggests having a mailer to all residents on this topic. Discussion turns to extra labor/volunteers to help with the clean-up.

>Danny would like Larry to check with a nursery to get the **trees** he was going to get from Phil’s Florist in Caribou, which had a fire last year.

>Danny says the man who is going to fix the **flagpole base** will be in town next week.

>Dave says David Roque from the State is coming up to do a **site visit at the Town Beach** to let us know what we can do to fix the area there.

>Barb Pitcairn compliments the condition of the **walking trail**.

>Barb Pitcairn says she knows there was a petition that went around Town a few weeks ago that named her in it; she would like any petition that goes around to not use her name in a negative fashion. The petition was about the firewood on Station Rd. Linda Caron says she was approached by Danny to sign the petition "against Barb".

Next Selectboard meeting is May 21, 2014 at 6:30 p.m.

Meeting adjourned at 7:18 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 5/21/14
Date

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

Vacant

Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

May 21, 2014, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for May 5, 2014

Old Business:

1. Cemetery restoration
2. JMK Logging abatement / internal

New Business

1. The Maine Cedar Store / CDBG
2. Golf Course / Culvert
3. Warrants

Town Managers Report

1. Dock is out at Boat Landing
2. Mulching in almost done
3. Signs Are up on Rt. 11

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting June 4, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
MAY 21, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Danny Higgins

Others Present: Larry Duchette, Town Manager; Corrine Routhier; Kathy Gagnon; Clayton DeMerchant; Brian Cote; Barb Pitcairn; Linda Caron; Rob Reece; Alyce Bryant-Reece; Judy Moreau

Meeting called to order at 6:38 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the May 7, 2014 regular meeting. **Motion made and seconded to approve the minutes from May 7, 2014. All in favor; motion carried.**

OLD BUSINESS

Cemetery Restoration:

Larry contacted someone about having the headstones at the municipal cemetery fixed and the older ones cleaned up. The Town can't do anything to the stones due to liability, but the Town can hire someone who is insured to re-set the stones and clean them. The funds were approved at the Town Meeting this spring.

JMK Logging Abatement:

In February, it came to light that Jake Knight of JMK Logging was overbilled last year; he paid a portion of it. **Motion made and seconded to internally abate JMK Logging for the remainder of taxes for the 2013. All in favor; motion carries.**

NEW BUSINESS

Maine Cedar Store:

The Maine Cedar Store just had a Public Hearing on a CDBG; Larry doesn't think the business will get the grant because of the condition of the mill currently. The grant may go through if the safety is a condition as part of getting the grant. The Town will be the financial facilitator of the CDBG for the Maine Cedar Store. There is concern that the Portage Lake Planning Board hasn't yet seen any information from this business. Larry explains that this CDBG timeline will give the Planning Board plenty of time to review the business.

Golf Course Culvert:

The golf course needs a 12 inch culvert and would like to purchase the culvert that the Town has because it is cheaper. They will pay the same amount it would cost the Town to replace it. Brian Cote says the culvert is needed at # 6 pond. **Motion made and seconded to sell the Golf Course the culvert for what the Town can replace it for. All in favor; motion carried.**

Warrants:

The Board will review and sign the Accounts Payable warrants after tonight's meeting.

TOWN MANAGER REPORT

>The dock is out at the boat landing.

> **Playground mulching** is almost done. That mulch is certified by the state of public playgrounds. The **recycle igloos** are going to be put along the fence on the back side of the tennis courts, rather than at the front of the building. The only concern is that they won't be as visible from the road or able to be monitored as well.

> **The road signs are up on Route 11 for Ledge Ave. and Park Ave.** Danny reports the CMA sign in Buffalo fell down; Larry says it has been fixed. The new welcome signs are brought up; Larry says it would cost about \$3,500 and it isn't in the budget for this year. They would have to be hand painted, and wouldn't be done before the CMA. It will be considered for the budget for next year.

>**Vaughn will be cutting back his work days** to three days a week until the end of June because things are little slow.

Public Comments:

>**Judy Moreau says the culvert at the end of her driveway** and in front of her garage near the road are plugged. Larry will take care of getting it fixed. Brian says a few years ago the Fire Dept. helped wash some culverts out; they could possibly do it again this year.

>**Barb asks when the State is going to sweep Route 11.** Larry says they were in Ashland last week and they are working their way to Portage.

>There have been **no applications for the vacant Board position.**

>**Danny says he hasn't been able to purchase any trees.** Public suggestions include King's Gardner on the Johnson Rd. in Presque Isle and a new place on Airport Drive in Presque Isle. Danny will look into it.

Next Selectboard meeting is June 4, 2014 at 6:30 p.m.

Meeting adjourned at 7:00 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 6/4/2014
Date

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

Vacant

Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

June 4, 2014, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for May 21, 2014

Old Business:

1. School Budget Passed
2. Bob Watson DOT
3. Wellhead Protection Grant

New Business

1. Centennial Mini Grants
2. Forestry Meeting
3. Sign County Tax Bill
4. Warrants

Town Managers Report

1. Milfoil signs are up
2. Mulching in almost done
3. Heat Pump/Air conditioner installed
4. Paint For barrels ordered
5. Brackets ordered for Banners

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting June 4, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
JUNE 4, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Danny Higgins

Others Present: Larry Duchette, Town Manager; Corrine Routhier; Donna St. Peter; Alyce Bryant-Reece; Rob Reece; Jen Curran

Meeting called to order at 6:30 p.m. by David Pierce.

OLD BUSINESS

Approval of Minutes:

Selectboard reviews the minutes from the May 21, 2014 regular meeting. **Motion made and seconded to approve the minutes from May 21, 2014. All in favor; motion carried.**

School Budget:

The school budget for the 2014-2015 school year passed at \$15,000 less than estimated for the Portage Lake School Department. Discussion turns to the school budget for surrounding towns.

DOT Update:

Larry and Bob Watson from DOT surveyed West Road from Route 11 to the Mill Road. The State will be doing some repair work on the road, and it is scheduled to be handed over to the Town in September. The State is also going to work on the railroad crossing to fix that also before the hand-over.

Wellhead Protection Grant

The Town was approved for a Wellhead Protection Grant of \$2,500 to build a new building over the artesian well. Larry will be putting it out to bid to have someone build it to certain specs that are required.

NEW BUSINESS

Centennial Mini-Grant Awards:

Donna St. Peter from the Centennial Mini-Grant Committee gives an award of \$1000 to the Portage Lakers Snowmobile Club. This is the final grant payment from the Centennial Mini-Grant program. The remainder in the account will be presented to the Historical Society at their next meeting. Jen Curran explains the grant money will go toward fixing the trail that is on town land so it can be multi-use before 2016. Danny and Dave congratulate the Snowmobile Club on all the work they have done; Danny is glad that Mrs. St. Peter was able to help. Larry says there are two culverts from Irving that have been donated for both ATV Club and Snowmobile Clubs for the trail.

Forestry Meeting Update:

Larry attended the Forestry Meeting held last week. The next stumpage cut is scheduled for September/October. The cutting plan will be given to the Town before the contract is re-

negotiated between the Town and Irving. Danny would like Larry to get estimates from other companies for cutting so that there are comparisons so the Town can get the best prices. Dave would like Laura Audibert to get the Town a 3 year cut plan in order for the Board to make a decision. The Town received about \$40,000 in stumpage in the last cut.

County Tax Bill:

The Selectboard signs the Warrant to pay the County Tax bill, due in September.

Warrants:

The Board will review and sign the Accounts Payable warrants after tonight's meeting.

TOWN MANAGER REPORT

- >The **milfoil signs** are up. The Portage Lake Association may get them repaired soon.
- > **Playground mulching** is almost done.
- > The **heat pump/air conditioner unit** has been installed in the Town Office.
- > The **paint has been purchased for the garbage barrels** to put out around Town. The paint is in the colors of the Acadian flag for the Acadian World Congress in August.
- >**Brackets have been ordered** for the CMA banners for the telephone poles. There are 20 triangular shaped banners that were given to the Town. Brackets will cost \$1200.
- >**Vaughn Devoe injured his back** last week at home; he is on light duty for two weeks here at the Town and has been cleared for work by his doctor. The Town's insurance company agreed that if Vaughn does what the paperwork says, the Town should be OK.

Selectboard Concerns:

- >Danny would like Larry to go over his plan for the **new trees at the Veteran's Memorial**. Some trees planted last year haven't come back this year, and he would like to get a few more for that area. Larry wants him to be careful with crowding the area, especially since it isn't Town land.
- >Dave talked with Joe Powers about the **dock at the Seaplane Base**. Dave was told the Town can have about 6 pressure treated floats for free if we can wait a year; Dave thinks the Town should wait.
- >Dave and Danny discuss and agree to **have 1 Selectboard meeting a month**, on the third Wednesday. Larry says to make sure the Board members are available to sign Warrants.

Next Selectboard meeting is July 16, 2014 at 6:30 p.m.

Meeting adjourned at 7:10 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 7/16/14
Date

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

Vacant

Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

July 7, 2014, 2014

7:00 A.M.

Call to Order

Attendance

Old Business:

New Business

1. Sign Election Warrant

Town Managers Report

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting July 13, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
SPECIAL MEETING MINUTES
JULY 7, 2014/7 A.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Danny Higgins

Others Present: Larry Duchette, Town Manager; Corrine Routhier

Meeting called to order at 7 a.m. by David Pierce.

ELECTION WARRANT:

Selectboard review the Warrant for the special election in July to fill the vacancy on the Board.
Motion made and seconded to accept the election Warrant as written. All in favor; motion carried. Selectboard members sign the Warrant.

Next Selectboard meeting is July 16, 2014 at 6:30 p.m.

Meeting adjourned at 7:04 a.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 7/16/14
Date

Vacant

Signed: David M. Pierce
David M. Pierce, Chairperson
Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

July 16, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for June 4, 2014 / Approval of Minutes for July 7, 2014

Old Business:

1. Beach Parking lot
2. Well House Grant

New Business

1. Swear in Board member
2. Code Enforcement
3. Hallie Baker
4. Request to close accounts
5. Sign Paper work for Adam Soucy
6. MMA Legislative Policy Committee Vote
7. Set Mill Rate and choose commitment date
8. Safety Grant MMA
9. Hawg Trucking Abatement
10. Deans Motor Lodge Permit
11. Treasures report
12. Warrants

Town Managers Report

1. Banners are up
2. Sutherland Rd ditched
3. Mulching is done
4. Beach markers are out
5. W. Road ditched by State
6. CMA coins available at Town Office.
7. Drain installed on Cottage Rd.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting August 20, 2014

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
JULY 16, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce; Chairman; Danny Higgins; Barry Kenney

Others Present: Larry Duchette, Town Manager; Corrine Routhier; Kathy Gagnon; Judy Moreau; Clayton DeMerchant; Alyce Bryant-Reece; Rob Reece; Hallie Baker; Ray Cyr; Rena Belanger; Don Belanger; Kelly Condon; Linda Caron; Margaret Pierce; Barb Pitcairn

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the June 4, 2014 & July 7, 2014 regular meeting. **Motion made and seconded to approve the minutes from June 4, 2014 & July 7, 2014. All in favor; motion carried.**

New Board Member:

Barry Kenney is sworn in as the new member of the Selectboard by Clerk Kathy Gagnon. He was elected into office on July 15, 2014.

OLD BUSINESS

Beach Parking Lot:

Larry met with a soil expert from the state who concluded that it was an old log yard and it would be a considerable cost to dig out and repair the parking lot at the beach. Larry feels the Town should put in a little bit of gravel each year.

Well House Grant:

The Town received a grant to have the well-house over the artesian well redone. The Amish will build the shed; it will be a little bit bigger than the one currently there, for around \$1500. It will be delivered sometime in August.

NEW BUSINESS

Code Enforcement:

>On July 10, 2014, the Planning Board voted unanimously in favor of adopting Maine Uniform Building Code, the Board of Selectmen will need to schedule a public hearing. This is just the building code, not the energy code. Maggie is willing to put a packet together for the Board members, if they need it. Selectboard members agree they would like to see more information.
>There is an ongoing Code Enforcement issue for trying compliance through consent agreement that Maggie is working on. A registered letter has been sent to the individual. Maggie hands the Board members the letter which was sent certified to the property owner. Maggie is unable at this time to proceed to the next level, which is legal action, since they haven't picked up the registered letter. Maggie will have to hand-deliver it to the person. The letter handed to the Board members is from the DEP which makes it clear that it needs to be enforced by the Town

and if it isn't, DEP will contact the Maine Attorney General to make sure the Town enforces it. Maggie can't disclose too much in public at this time. If the letter isn't picked up by July 22 and is returned to the Town, Maggie is required to hand deliver the letter.

Hallie Baker Property Issue:

Hallie Baker has an ongoing water problem on her property; she says the ditch in the front of her house isn't working properly. Hallie says the manholes Danny [Higgins] installed in the 1980s are working, but in her back yard she has flooding issues in the spring time, and she gets water in her basement each year. Hallie says the Town gave permission for a hill to be cleared and ponds to be built, and that has caused the water/flooding issue. She says the ditch between her house and the Belanger property isn't getting water the way it should, the water is running into her house. Dave says the Selectboard can look at the issue. A lot of the water is coming from a pond behind Hallie's home, owned by Gilbert Cyr, who has given permission for the Town to create a drainage ditch between Hallie's home and the Cyr property. Kelly Condon, Hallie's son, says the culvert in the ditch in front of the home isn't big enough to handle the water flow. Discussion follows between the Board Members and Others Present about when and who built the pond, and why there is a problem right now. Army Corps of Engineers gave advice to the Cyr's and the Town on how to build the pond, but they did not draw up plans. Judy says the Town paid for the pond to be built, it was supposed to benefit the Fire Department; she feels the issue now may be the ditch is full of growth and that is the problem. Discussion turns to the ditch from the pond connecting to Cottage Road. Maggie Pierce says the problem is coming from the back side of the pond and there is a culvert in the woods which created a funnel and the water is coming in through there; heavy water is coming up over the culvert and into Hallie's yard. Maggie says the USDA wasn't part of the design or implementation, and Mr. Cyr is liable for the water coming off of the mountain because he should have built the pond using the technical information that was given to him in order to build the pond. Consensus is that the ditches need to be maintained and the culverts possibly need to be changed. The Board will visit the property and make a decision on how to fix it at a later date.

Account Closures:

Treasurer Corrine Routhier hands out paperwork to the Board about some accounts to close to clean up the system in the Office. Board reviews the paperwork. The accounts to close are Designated Dog Control, Designated Beautification, Designated General Assistance; Designated Municipal Building; Designated Cemetery Expansion, Designated Pavilion, and Proceeds from Equipment Sales. **Motion made and seconded to close the accounts requested; seconded. All in favor; motion carries.**

Adam Soucy Paperwork:

The Board needs to sign and authorize paperwork, which is the final step in the transfer of property when Adam Soucy sold his home on Stockford Road. The paperwork was not done correctly the first time.

MMA Legislative Policy:

The Selectboard have three choices to vote for MMA Legislative Policy Committee, Larry gives a recommendation for the Board to choose:

Tax Mil Rate & Commitment Date:

The Selectboard have several mil rates to choose from based on the current valuations for real estate and personal property and the amounts needed to be raised in order to meet expense commitments. The Board reviews the mil rate paperwork provided by the Treasurer and Town Manager. Dave says either 14 or 14.1 make the most sense, given the amount of overlay with each. Discussion turns to big expenses the Town had in the last few years that it doesn't have this year (example: total town revaluation). Larry reads off what the Town's valuation is, including personal property. **Motion made and seconded to approve a mil rate of 14.0. Two in favor, one abstains; motion carries.** The Board chooses Wednesday July 30, 2014 as the date of commitment.

MMA Safety Grant:

Vaughn {Devoe} applied for a safety grant for a flammable file cabinet; MMA will pay 2/3 of that cost. Larry says those grants are available twice a year; he and Vaughn will be looking at applying for more of these. Dave will be applying for a grant for turn-out gear for the Fire Department. Discussion turns to getting new members for the Fire Department and going to the schools to get Junior Firefighters to join.

Hawg Trucking Abatement:

In 2012, Hawg Trucking, owned by Toby Saucier, was assessed for a piece of equipment that they didn't own. He has recently told us that he didn't own the equipment. The Board can go after the actual owner of the equipment (Bob Plourde), or they can approve an internal abatement of the taxes to wipe it off the books. The Board approves the abatement of the taxes and signs the necessary paperwork.

Dean's Motor Lodge Permit:

Dean's has applied for special entertainment permit for the coming year. Selectboard members sign the paperwork.

Treasurer Report:

Treasurer Corrine Routhier has compiled the quarterly financial update for the Selectboard to review.

Warrants:

The Board reviews and signs the accounts payable warrants.

TOWN MANAGER REPORT

- >Most of the CMA banners have been put up.
- >Sutherland Road has been ditched.
- >All of the mulch has been spread out near the playgrounds.
- >The beach buoys are out, new ones were added this year.
- > West Road has been ditched by the State. The State is going to turn the Road back over to the Town in September. Instead of paving the road, Larry has asked the State to pay the Town the \$48,000 they budgeted for paving so the Town can bank it and use it toward re-doing the roads next year. Danny would like to know if the mills can reimburse the Town for the funds spent

sweeping the mouth of Fish Lake Road. Dave says when the road is re-done, the pavement needs to extend a certain amount of footage into Fish Lake Road to keep the gravel off of the road.

>CMA commemorative coins for the Town of Portage are now available for sale for \$10.

Portage Lake Tourism will benefit from the sale of these coins.

>A drain has been installed on the hill on Cottage Road; boulders were found under the road surface when the ditch was dug.

>The Board needs to sign a BYOB application for someone who is renting the Pavilion next month for a wedding so the person can send it into the state.

Public Comments:

>Linda Caron asks about crosswalks. Larry says no truck can park within 300 feet of a crosswalk, so if one was put in front of Coffin's, the trucks wouldn't be able to park there. Larry says the crosswalks need to lead from a sidewalk to another sidewalk; the Town only has sidewalks on one side. Larry says there is also an issue with speed through Town. Discussion turns to patrols by the Sheriff and State Police.

>Ray Cyr says the pavilion posts are still leaking, but the maintenance of them is gaining ground. He says every year it gets better.

Next Selectboard meeting is August 20, 2014 at 6:30 p.m.

Meeting adjourned at 7:39 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 8/20/14
Date

Barry Kenney
Barry Kenney

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

Daniel C. Higgins
Daniel C. Higgins

Quarterly Selectboard Financial Update

As of June 30, 2014

Revenues vs. Expenses

Total Revenues to date	\$191,467.17	
Total Expenses to date	\$536,170.70	
Net Gain (Loss)		<u><u>(\$344,703.53)</u></u>

Taxes Received as of 6/30/14	Commitment	Received	Remainder
Real Estate	\$0.00	\$0.00	\$0.00
Personal Prop.	\$0.00	\$0.00	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Checking Account

Checkbook Reconciliation Balance as of 6/30/14 \$105,404.16

Bank Reserve Accounts Status as of 6/30/14

NorState:

Fire Dept. Equip Reserve	\$55,861.61	
Ministerial School Lot	\$25,602.88	
Road Reserve Fund	\$86,814.98	
Stumpage	\$22,724.05	
Total at NorState		<u><u>\$191,003.52</u></u>

Katahdin:

Equipment Reserve ICS	\$38,682.20	
Silviculture ICS	\$141,574.57	
T.I.F. ICS	\$81,768.59	
General ICS	\$97,121.25	
Total at Katahdin		<u><u>\$359,146.61</u></u>

TOTAL RESERVES: \$550,150.13

Total Assets in Banks: \$655,554.29

*Real & Personal Property Taxes outstanding principle as of 6/30/14:

Real:	2011	\$0.00	Pers. Prop:	2008/2009	\$0.00
	2012	\$24,707.82		09/10 & 10SY	\$0.00
	2013	\$38,744.44	*liened in July	2011	\$1,128.45
		<u>\$63,452.26</u>		2012	\$749.37
				2013*	<u>\$35.42</u>
					<u>\$1,913.24</u>

* Issues with Jake Knight and JBR Logging have been resolved and all abatements processed internally.

Quarterly Selectboard Financial Update

YEAR TO DATE as of 6/30/2014

Expense Budgets: as of 6/30/14

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$28,000.00	\$16,776.45	\$2,102.25	\$13,325.80
Town Hall	\$29,000.00	\$13,969.03	\$958.30	\$15,989.27
TH Improvements	\$16,050.00	\$7,145.00		\$8,905.00
Plan & App. Bds.	\$1,000.00	\$0.00		\$1,000.00
CEO	\$12,000.00	\$4,746.20	\$120.00	\$7,373.80
Annual Dues	\$3,617.00	\$3,151.25		\$465.75
Twn Officers	\$72,500.00	\$37,075.72		\$35,424.28
Assessing	\$6,400.00	\$3,562.00		\$2,838.00
Discounts	\$15,000.00	\$0.00		\$15,000.00
Abatements	\$7,000.00	\$11,740.19		-\$4,740.19
County Tax		\$0.00		\$0.00
TIF Reimbursemnt.		\$0.00		\$0.00
Insurance	\$58,000.00	\$29,276.32	\$590.00	\$29,313.68
Genl. Assistance	\$4,000.00	\$106.70		\$3,893.30
Fire Dept.	\$28,500.00	\$4,194.08		\$24,305.92
Animal Control	\$850.00	\$404.09	\$91.00	\$536.91
Public Works	\$91,000.00	\$39,365.47	\$1,141.60	\$52,776.13
Cont'd. Svcs.	\$4,000.00	\$288.00		\$3,712.00
NASWA	\$31,608.00	\$15,804.00		\$15,804.00
Transfer Station	\$4,500.00	\$1,305.45	\$69.00	\$3,263.55
Cemetery	\$7,300.00	\$726.60	\$325.00	\$6,898.40
Beautification	\$2,500.00	\$1,440.25		\$1,059.75
Silviculture/Frstr.		\$1,022.50		-\$1,022.50
WAC/CMA	\$5,000.00	\$1,179.00		\$3,821.00
Parks/Beach/Camp	\$12,000.00	\$5,260.83	\$350.00	\$7,089.17
Portage Lake Assn.	\$500.00	\$0.00		\$500.00
Snomobile Club	\$2,500.00	\$0.00		\$2,500.00
PL Tourism Cmte.	\$1,500.00	\$0.00		\$1,500.00
PL ATV Club	\$2,500.00	\$0.00		\$2,500.00
Social Services	\$3,153.20	\$742.90		\$2,410.30
Education Commit		\$244,762.56		-\$244,762.56
Education-Subsidy		\$83,557.80	\$83,557.80	\$0.00
Scholarships	\$3,000.00	\$750.00		\$2,250.00
Street Lights	\$8,500.00	\$5,646.13		\$2,853.87
Ash. Com Ctr Don	\$5,000.00	\$5,000.00		\$0.00
Ashland User Fees	\$16,245.00	\$0.00		\$16,245.00
		\$538,998.52		\$33,029.63

PW budget includes the TIF money to be expended for the sweeper brush, which was paid out of this account.

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

August 20, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for July 16, 2014

Old Business:

- 1 Margret Pierce ✓
- 2 Hallie Baker ✓
- 3 MacNaught Abatement

New Business

1. Tax Bills sent out ✓
2. Grant Approved for Cedar Mill. ✓
3. Town of Houlton ✓
4. West Rd. Agreement \$48,985. ✓
5. Steve Jandreau ✓
6. Warrants ✓

Town Managers Report

1. Cross Culvert on W. Cottage. ✓
2. Siding on Town Hall done. ✓
3. Seaplane Building Roof, Paint, Railing ✓
4. 4 new picnic tables for beach. ✓
5. PORTAGE will be on the roof of the ✓
Seaplane base by end of week.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting Sept 17, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
AUGUST 20, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Danny Higgins; Barry Kenney

Others Present: Larry Duchette, Town Manager; Corrine Routhier; Hallie Baker; Clinton Kelley Condon; Steven Jandreau; Lacey Jandreau; Alyce Bryant-Reece; Rob Reece; Carol MacNaught; Ray Gillilan; Margaret Pierce; Don Lebel; Brian Cote;

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the July 16, 2014, regular meeting. Danny asks about the pavement on the Fish River Road; Dave says that will be done when the Town paves the West Road next year. Danny says if they don't fix the rusted culvert, he won't sign off on the deal. **Motion made and seconded to approve the minutes from July 16, 2014. All in favor; motion carried.**

OLD BUSINESS

Code Enforcement Update:

Code Enforcement Officer Maggie Pierce was able to hand-deliver the letter to 45 Hayward St. with the request of signing the consent agreement, which had yet to be signed prior to this day. She is asking for Board approval to proceed with legal action. The Board has the letter from DEP. Board members ask questions of Maggie. Danny questions why this wasn't brought before the Appeals Board. Maggie explains that only variances come before the Appeals Board; in this issue, the prior CEO issued a permit, and DEP issued a Permit By Rule. DEP now says the Permit By Rule is violated because it is in the shore land, and that as the Town that enforces the Shore land we are being requested to enforce the Shore land violation due to the violation of the Permit By Rule. She says the prior CEO, who issued the first permit, and a prior Town Manager, who issued the second permit, are irrelevant because there is a Permit By Rule violation within the Shore land. She says DEP is asking the Town to proceed to get compliance using legal action; she is asking the Board to either approve or dis-approve the request. Citizen Ray Gillilan, whose property is at issue, addresses the Board with his information. He feels he got all of the proper permits he felt were needed, and it was approved by [former CEO] Bruce [Hussey] and [former Town Manager] Rita [Sinclair] in 2008. He says the Permit By Rule was approved by everyone, so he proceeded with starting his foundation and had fill brought in. He says the area was measured at least 4 times by he, Bruce and contractor St. Peter. Mr. Gillilan doesn't understand why this is becoming an issue now; he feels those individuals who were against him building his garage are seeking another vendetta against him. He thinks the difference in the measurements is due to erosion. Board members review the letter from DEP stating the violation. Dave removes himself from the rest of the conversation on this issue. Maggie shows the remaining two Board members the original Permit By Rule, which Mr. Hitchcock from DEP says wasn't what he approved; Mr. Hitchcock did not visit the site in 2008 when the Permit by Rule was issued. The permit was issued to go laterally from the deck over to the edge; what DEP states is when the foundation was built, to ensure the water didn't come up onto the slab,

there was an additional rock bed that was brought in and it went beyond the plan for the deck. The rocks should have been even with the deck/stairs to avoid going closer than the 100 foot mark. Maggie and DEP came up with a consent agreement to remove the rocks and make them flush with the flat spot and allow egress off of it; it would remain parallel with the stairs. Mr. Gillilan met with Nick Archer last week; Mr. Archer will be in contact with Maggie. Discussion turns to the measurements for Mr. Gillilan's property; he compliments Maggie for her attention to detail. Danny wonders if all parties can get together and talk it over, kind of like mediation. All parties agree they would rather do that than go to litigation.

Hallie Baker Property Issue:

Hallie Baker wants to know what the Board members found out about her water problem on her property. The Town is going to install a larger culvert near the main road. The Board members were supposed to walk her property and investigate the water problem. Danny explains that years ago he put a manhole on the Baker's property with a 4 inch pipe that led to the ditch. Board members and Mrs. Baker draw on the chalkboard a diagram of her property and the pond behind her house. Hallie explains that the ditch behind her house isn't cleaned out, the ditch along the side of Sutherland Road is filled in and has been planted as a lawn, and where the water used to come out is blocked by the dry hydrant at the end of Sutherland Road. The pond has created a different flow to the water, and the area between Hallie's house and the pond is now wetland. Dave says the pond was built privately, after the pond was there, the Town asked for permission to put the hydrant in; the only records that were found of the Town having anything to do with this is that the Town bought piping for the hydrant. There is no Town ordinance that has anything to do with ponds; that is DEP jurisdiction if it is a half-acre or larger. Anything smaller than that is private property. Dave feels the water issue should be between Gilbert Cyr and themselves. A few years ago, Public Works put a small pipe in Hallie's driveway to take care of some of the water. Beech says the ditch behind Hallie's property isn't nearly enough to handle the water flow. Dave says they talked about putting a 3 foot pipe at the road, then the Town will put in a larger culvert near the road; he feels a wider ditch needs to be dug in behind Hallie's house. Discussion turns to the ditches surrounding the pond, Baker's property and near Sutherland Street. The Board feels that the Town should have nothing to do with digging out the ditch behind Baker's house, unless written proof can be found that the Town owns it as a right-of-way at which time the Town will fix the ditch. **Motion made and seconded that the Town will fix the ditch if written proof can be found of the Town's ownership. All in favor; motion carries.**

MacNaught Abatement:

The County Commissioners gave a decision on what the value of the Don MacNaught property should have been, and the Town had to accept it. There is an abatement for the MacNaught's for an overpayment of taxes for 2013. **Motion made to sign the abatement, seconded. All in favor; motion carried.**

NEW BUSINESS

Tax Bills:

Tax bills have been sent out; money is coming in steadily and for the most part people are happy.

Cedar Mill CDBG:

Don Lebel is here tonight to update the Board on the next phase of the CDBG for Maine Cedar Store. The Board has to sign the paperwork, then the grant money can be released and begin to benefit the Maine Cedar Store. Dave thanks Mr. Lebel for helping a business come into this town. The documents the Board members are signing tonight are required to complete the CDBG, and are good for any CDBG application for the next 8 or 10 years.

Town of Houlton Financial Request:

The Town of Houlton is asking for funding for the Visitor Information Center. Beech says anyone coming to Portage usually gets off the highway before getting to Houlton. Larry explains this letter was sent to every town. Beech feels that our Tourism Cmte. and other online publicity are sufficient for advertising our Town; we don't need to send taxpayer money to another town.

Motion made and seconded to decline sending Houlton money for the Visitor Center. All in favor; Motion carries.

West Road DOT Agreement

West Road was due to be resurfaced by the State, but Larry found out that the money that the state was going to spend doing that could instead come to the Town and we can bank it for the winter and use it to repair the road next year. The total coming to the Town from this is \$48,985, and DOT agreed to fix the culvert. The Board needs to sign the paperwork, and then the State will send the money. **Motion made and seconded to receive the \$48,985 and a new culvert on West Road. All in favor; motion carries.** Board members sign the paperwork needed.

Bear Referendum Request:

Steven Jandreau presents the Board with information about the bear baiting referendum this November. The Board is in favor of voting down the referendum, which is trying to stop hunting bears by baiting, trapping, and using dogs. Larry says there is an organization out of California that is trying to get this referendum passed. Board members and Others Present agree that if Maine lost bear hunting, it would be detrimental to the local economy and bear population. Discussion turns to the politics of the referendum. Steve is asking for the Town to oppose the referendum. **Motion made and seconded to approve a resolution to oppose the Bear Referendum as an official position by the Town. All in favor; Motion carried.**

Warrants:

The Board reviews and signs the accounts payable warrants.

TOWN MANAGER REPORT

- >A cross culvert on West Cottage Rd. has been put in.
- >The siding on the front of the Municipal Building is finished.
- >The Seaplane Base roof has been finished, the siding was painted and the railing was put on the porch. The letters "PORTAGE" will also be added to the roof before the end of August; it will be painted yellow. Larry feels that the Town can get funds down the road because the Seaplane Base is unique. He would like to ask the Town for another \$5,000 at next year's Town Meeting to be able to fix the interior ceiling and put in new windows.
- >The Town bought four new picnic tables for the Town parks.

>There is a new well-house for the artesian well; it is bigger than the former building.

Town Fitness Path Ditch:

Beech says this spring there was a flooding issue at the Town Hall, he wonders if that was addressed yet. He says the issue is that the ditch behind the Town ball-field property is plugged and the culvert under the Fitness Path is letting water in. Larry says he and Vaughn will be looking into it this fall. Danny cautions to make sure the abutting property owner is involved.

Public Comments:

>Alyce Bryant-Reece publicly thanks Danny for assisting in helping the new ATV trail open up.

Next Selectboard meeting is September 17, 2014 6:30 p.m.

Meeting adjourned 7:47 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 9/17/14
Date

Barry Kenney
Barry Kenney

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

Daniel C. Higgins
Daniel C. Higgins

8-7-2014

Dear Portage Select persons,

On July 17, 2014 the County Commissioners rendered their decision for our 2013 property tax appeal. They found that our property tax bill for 2013 should be no more than \$1,363.53.

We are requesting a refund of \$382.58 for the amount we overpaid.

2013 tax payment
w/ 2% discount
on 9/27/13

\$ 1,823.11

County Commissioners
decision on tax

- 1,363.53

Amount overpaid

\$ 459.58

Refund from town
on 12/6/13

- 77.00

Amount town still
owes us

\$ 382.58

Sincerely,

Don & Carol MacNaught

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

September 17, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for August 20, 2014

Old Business:

- 1 CEO Update Margret Pierce
- 2 Fox Hill Speed Limit

New Business

1. MacNaught Abatement
2. Higgins Abatement
3. Maine Municipal Dividends
4. Pick a Date for Public Hearing
For Main Uniform Building Code
5. Aubrey Cyr, Veterans Exemption
6. Breen Bagley, Permission

Town Managers Report

1. **PORTAGE** now on Seaplane Building
2. Ditching completed behind Salt Shed
3. Spring House completed and paper work
Submitted for Grant refund
4. Percentage of tax received.
5. Replacing culvert on Hayward

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting October 15, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
SEPTEMBER 17, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Danny Higgins; Barry "Beech" Kenney

Others Present: Larry Duchette, Town Manager; Corrine Routhier; Rob Reece; Clayton DeMerchant; Anita Theriault; Margaret Pierce; Miki Kazmarak ; Brian Cote

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the August 20, 2014, regular meeting. Danny asks Larry about asking the Mills about paving an apron at the mouth of Fish River Road. **Motion made and seconded to approve the minutes from August 20, 2014. All in favor; motion carried.**

OLD BUSINESS

Code Enforcement Update:

(Dave recuses himself during this portion of the meeting.) CEO Maggie Pierce gives an update of the situation on Hayward Street. She says Nick Archer scheduled a meeting for September 4, 2014. He went through the file, read the consent agreement and met with the landowner, conducted a site visit, and informed Maggie that he believed the consent agreement was fair, and that he is in favor of what the Town of Portage Lake is asking in the consent agreement. Maggie provides a copy of the consent agreement and corresponding paperwork for the remaining Board members. She gives a history of this property's Shore land Zone permit situation: Ray Gillilan came to Bruce Hussey {CEO of Portage Lake at the time} and asked for permit. Anything that is 10 yards or more of fill requires a permit in Shore-land Zoning. Mr. Gillilan was granted the permit for 10 yards or more of fill. He amended the permit at some point (there is no written record of when this was done) to include a frost wall and slab. Maggie hands the Board members a copy of permit, which shows the date and permit number. She was only able to find two permits. In 2010, Mr. Gillilan met with Rita, who was interim CEO at the time, and asked for a renewal. At that time was the first mention of an addition. Rita granted the renewal for the addition. It states in the description of the property "existing structure & deck, abuts Hayward Street on one side and lakeshore on the other; neighbors Levesque & Caron on the others. Existing deck complies and was built in compliance 100 feet from lake. Addition to be built not to exceed beyond deck & stairs". Maggie shows the Board members a survey map for the garage, but it shows his main lot on the lakeside. In 2010, Maggie was hired as the Code Enforcement Officer. Bruce Hussey left a note on the Gillilan folder stating "beyond 100 feet", and another note that was about the garage which is across the road. There was no reference to the addition, or if Bruce's note was about the house, the deck or the road; it was very generic. When Maggie was hired, she was asked to review the applications, at which time she was informed that a Code Enforcement Officer cannot undo another CEO's issued permit unless the applicant builds outside of that permit. In 2011, Maggie received a complaint in writing from Bonnie Condon that the addition was built higher than Portage Lake standard,

which is 35 feet. At that time, Maggie visited Mr. Gillilan, presenting him the complaint and asked if she could take measurements of the structure and the distance from the lake. He agreed. At that time in 2011, it was 86 feet from the normal high water mark. Mr. Gillilan questioned her measurement; she told him that when an addition is built you have to measure along the shoreline along that addition to make sure the whole addition is beyond the 100 foot mark and not just part of the addition. He understood and asked what was going to happen to him. Maggie explained to him that she couldn't undo his permit unless he built outside what was permitted, and the dimensions of the building were within that. In 2012, there were verbal complaints from Mr. & Mrs. Caron and Mr. Levesque. In 2013, Maggie was marking trees on Mr. Levesque's property, and at that time she noticed a balcony on Mr. Gillilan's home. She didn't remember that being in the permit issued by Rita, so Maggie started the investigation as whether that was a permitted balcony, because it would mean he was building closer to the lake, which isn't allowed without a variance by the Appeals Board. At that time, Maggie found that there wasn't an original permit issued for the addition, only a permit for the slab and a frost wall, and that there was a Permit By Rule issued, which are only issued for work that is done within 75 feet of the normal high water mark. If the addition was behind the 100 feet there would be no need for a Permit By Rule. According to Shore-land Zoning, if additions are within 100 feet, additions to the structure are allowed up to 30% of what is inside of the 100 feet. Those additions have to be lateral; they cannot go beyond the existing structure. All of this information was brought to Mr. Gillilan, he was asked to rebut and he did. He gave Maggie all the information he had, including pictures, and he and Maggie have corresponded multiple times. DEP was involved due to the Permit By Rule, and they are also involved because the current addition exceeds what was already in the 100 foot mark. It was also not a true lateral expansion because it goes beyond the deck stairs. Mr. Gillilan was never asked for the addition to be torn down; he was asked to remove the necessary feet of rock to ensure compliance with the 2009 Permit By Rule. He was not asked to remove the whole structure or remove anything that would weaken the integrity of the building. That would bring him in compliance with expansions prohibiting an increase of non-conformity. The Town also asked for a fine because she was unable to locate the original permit that was granted for the addition. Danny confirms that the fine was \$400, and that he paid Mr. Gillilan's fine. Maggie said the fine payment wasn't accepted because the consent agreement was not signed and notarized. Mr. Gillilan was sent a letter explaining the consent agreement wasn't valid because it wasn't notarized, and that is when he told Maggie he would like to take the issue to court. Maggie says she doesn't want the situation to get to the point of needing lawyers; she feels there is an easy fix for this situation. Miki Kazmarak, proxy for Mr. Gillilan, says that Mr. Gillilan claims that the permits exist, but he doesn't have the application for permit, which he feels should not be his responsibility. Ms. Kazmarak says the rock pile has been removed, and she thinks they have resolved the problems with the neighbors. She says Mr. Gillilan is willing to meet with Maggie at any time, but he doesn't feel that he should be fined.

(Dave rejoins the meeting)

Fox Hill Speed Limit:

The State DOT has given the Town an agreement to post the speed limit on Fox Hill Road at 30 miles per hour; the Town will purchase the signs and put them up as soon as they can.

Discussion turns to enforcement of the speed limit in Town. Danny comments on filling in the holes near the railroad crossing on West Road.

NEW BUSINESS

MacNaught Abatement:

Don & Carol MacNaught have submitted an application for abatement for his land, along with information and a photo of the land he is asking to be abated for. The photo shows Mr. MacNaught is asking for an abatement for the section near Route 11 that is State right of way. Selectboard members review the abatement request and other paperwork submitted with it. Selectboard members don't feel that there is a reason to grant Mr. MacNaught an abatement for that piece of land. Board would like Larry to find out what the State right-of-way is and how much Mr. MacNaught is affected by it before they make a decision. Board will table this issue until next month.

Higgins Abatement:

Dan Higgins is asking for an abatement on three properties, one because of no well and the other two are because of decaying logs. Assessing agent Randy Tarr agrees that there should be a reduction in valuation for these three properties. The cards have already been changed to reflect the decrease in value. **Motion made to accept the new property assessments, seconded. All in favor; motion carries.** Dave and Beech sign the abatement paperwork.

MMA Dividends:

Larry says the Town has received a dividend from Maine Municipal Association, this year the amount was over \$1134. He says in the past some of that money was returned to some of the employees, he is suggesting that the same be done this year to the staff in recognition of their efforts to reduce the Town's cost. Danny's suggests dividing 50% of the dividends among the employees. Larry says those employees would be the main staff. Others Present feel that it is too much money, but the Board says it would amount to \$100 a piece. **Motion made to give each employee a \$100 bonus with a thank you card for working safely, seconded. All in favor; motion carries.** (Dave abstains from motion and voting)

Maine Uniform Building Code Public Hearing:

The Board needs to pick a date for the public hearing for the Maine Uniform Building Code. Dave suggests having the public hearing on the same day as the next Selectboard meeting, but having it a half hour earlier. *The Public Hearing will be at 6 pm on October 15, Selectboard meeting on the same day at 6:30.* This Uniform Building Code is a state standard to make sure buildings are built at the same quality; copies of it will be available at the public hearing.

Veteran Exemption Request-Aubrey Cyr:

Aubrey Cyr has submitted the paperwork to receive Veterans Exemption for the Town. Board members sign the exemption.

Breen Bagley Permission Request:

Breen Bagley is asking for permission from the Town to place a game camera and tree stand on the Town owned land across from his home on West Road. Board members have no problem with it. Discussion turns to getting permission for hunting or trapping on Town land. **Motion made and seconded to accept the Bagley request. All in favor; motion carried.**

TOWN MANAGER REPORT

- >"PORTAGE" has been painted on the roof of the Seaplane Base. It was painted by John & Sue Beaulier.
- >Ditching has been completed behind the Town property, opening up that area behind the Snowmobile Club building. There are plans to seed that area and for a small park. Discussion turns to plastic vs. wood picnic tables.
- >Artesian house is completed and the paperwork has been submitted for the reimbursement Wellhead Protection Grant, which is worth \$2500. The water in the well is tested 4 times a year.
- >So far we have received 72.1% of real estate taxes since commitment in July.
- >The culvert near Darrell Soucy's on Hayward Street was replaced this past week, and the sewer line that goes across the road was marked; it was not disturbed at all. Danny asks about the culvert on West Road that comes off of Route 11. Next year the Town will start re-doing Cottage Road. Discussion turns to requesting the paving of Fish Lake Road by Maine Woods and the other mills in the Industrial Park.

Public Comments:

- >Anita Theriault asks about money in the beautification account; she would like the money ear-marked for putting sides on the Pavilion. Larry will make some phone calls to get estimates.
- >Anita Theriault commends the town's leadership on a job well done; she feels the Town is in good shape.
- >Brian asks if there is any money in Parks & Rec account to purchase two chain-mail basketball nets. Larry says there are nets in the basement that will be put up next spring.
- >Danny asks how much money was left over from the money budgeted for the World Acadian Congress this August; Larry doesn't know because not all of the bills have come in.
- >Clayton DeMerchant asks why all the money has been going to West Road instead of Cottage Road. Larry says Cottage Road will be re-done first next year.
- >Dave Pierce says last night there was a Forest Committee meeting in which they toured one of the stumpage cut sites. The next harvest is set to begin October 1.

Next Selectboard meeting is October 15, 2014 6:30 p.m.

Meeting adjourned 7:39 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 10/15/14

Signed: David M. Pierce

Date


Barry Kenney

David M. Pierce, Chairperson

Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

October 15, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for August 20, 2014

Old Business:

1 MacNaught Abatement

Randy Tarr

New Business

1. Centennial Cookbook acct.
2. West Road truck traffic?
3. Hunting and Trapping request
4. Treasurer Quarterly report
5. Adopt General Assistance Ordinance
6. Warrants

Town Managers Report

1. Storage Building leveled
2. Road repair on Hathaway Rd. +
Hayward St.
3. Sand delivered
4. Mowing done
5. Both docks removed

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting November 19, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
OCTOBER 15, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Danny Higgins; Barry "Beech" Kenney

Others Present: Arthur Routhier; Randy Tarr; Alyce Bryant-Reece; Rob Reece; Kathy Gagnon; Anita Theriault; Ray Gillilan; Miki Kazmarek

Meeting called to order at 6:31 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the September 17, 2014, regular meeting. **Motion made and seconded to approve the minutes from September 17, 2014 as written. All in favor; motion carried.**

OLD BUSINESS

MacNaught Property Abatement Issue:

Assessing agent Randy Tarr is here tonight to explain and take questions on the property owned by Don & Carol MacNaught along Route 11 in Buffalo. The MacNaught's have sent the Town a letter explaining that they were actually asking for an abatement on all of their land due to the topography, not asking for an abatement of the state's Right-of-Way [see minutes of September 17, 2014]. Randy Tarr explains that the 3 acre base lot for the MacNaught's is standard for the whole Town; after 3 acres, then the acreage valuation is factored in at \$500 per acre. He says the state uses 5 acres as a base lot, rather than 3, but with the same lot factor thereafter. (Mr. Tarr hands out paperwork showing the State valuation standards) The use of 3 acres as a base is due to the fact that not all lots are the same size and lots bigger than 3 acres sell for much more than \$500 per acre. This is a way to value all land based on a 3 acre lot. Mr. Tarr discusses the acreage of Mr. MacNaught's property. Mr. MacNaught is saying the rest of his land is waste-land (after the base lot), he claims nothing is growing on it. Mr. Tarr says it is actually woodland, there are trees growing on it, so no topography adjustment was made on the lot—it is typical for a lot in Northern Maine. Mr. Tarr discusses the formula used to determine lot sizes and values. Danny says that piece of land was harvested before; asks Randy if there is a way to state that it is harvestable woodland, not alders or swamp-land, and have it be sent to the MacNaughts. Board members concur that the land shouldn't be considered wasteland. Danny feels that the Board members were good to the MacNaught's with the building valuation. Mr. Tarr says that [building valuation] abatement was for 2013, and that the County Commissioners only set the value for the land for 2013, but that it isn't the job of the County Commissioner to set valuations. Danny also points out that there is a full foundation. Discussion turns to the topography of other properties in town. Mr. Tarr explains that if the MacNaughts go to the ASCS Office in Fort Kent or Presque Isle and get topographical maps from them to show that it is waste-land, then he and the Selectboard should accept that, but that isn't what is seen there. **Motion made and seconded to deny the abatement request due to it being harvestable woodland and that the building has a full basement. All in favor; motion carries.**

NEW BUSINESS

Centennial Cookbook Account:

There is an account for the proceeds from the Centennial Cookbook sales that has over \$4,000. The Centennial Cookbook Committee chairperson Lou Sandy Boutot has submitted a letter that any proceeds from the cookbook were to be used for anything the Town Hall kitchen needs. There are plans to purchase a new energy efficient refrigerator, new microwave, and a new water cooler. The two refrigerators currently in the kitchen will be sold to anyone to use in their garage or basements.

West Road Truck Traffic:

The Town now owns the West Road portion from Route 11 to the Fish Lake Road, and it is now the Town's responsibility to preserve it. Larry would like to close the road to heavy truck traffic permanently. He hands out examples of signs the Town can use. The Selectboard can set a weight limit on the road at any time without a Town vote. Dave says an empty truck shouldn't be an issue; it is the loaded trucks that are a problem. Larry says he also receives complaints from people about drivers not being considerate of people walking, speeding, and truckers not stopping. He says this is something that the Board should be thinking about in the near future. Danny asks Larry if he has asked Maine Woods about paving an apron on the end of Fish Lake; Larry will talk to them when the Town gets ready to re-do West Road. Discussion turns to the percentage of use of that road by Maine Woods and other contractors in the Industrial Park; also discussed is how to prevent large trucks from using that road. Larry says the State recommends a weight limit based on axles, for the most part, but how to enforce it is a difficult issue. There isn't an issue with trucks using the road; the issue is *how* they use the road. Beech says he feels the limit should be 6 axles with 40,000 lbs., in case some of them want to use the store or go to Dean's. Larry says the biggest issue is the log trucks, not so much the chip trucks. More discussion on this issue will be had at a future meeting.

Hunting/Trapping Request:

David and Margaret Pierce have requested to hunt/trap on Town owned property. Larry has signed the permission form. Larry Duchette has asked for permission to hunt on Town owned property. Board members sign permission form.

Treasurer Quarterly Report:

Board members review the quarterly financial report prepared by the Treasurer.

General Assistance Ordinance:

The Town has to adopt the state standard General Assistance Ordinance yearly. Larry hands the ordinance for the Board members to sign for approval. The Town gets reimbursed 50% of what it spends for approved General Assistance cases.

AP Warrants:

Selectboard reviews the accounts payable warrants and will sign them at the end of the meeting.

TOWN MANAGER REPORT

- >Public Works storage building has been leveled, but the floor and the sill toward the ball field needs some repair—it is all rotten. The building stores supplies, tires and the mower.
- >Road repair has been done on Hathaway Rd. and Hayward Street culverts. Vaughn is doing a survey of culverts around the Town of culverts that need to be replaced with plastic from galvanized.
- >Sand and salt for winter have been delivered. The Town had to purchase two full loads of salt, so there is some raw salt left over that isn't mixed with the sand.
- >Town mowing is done for the year season.
- >Both docks at the Seaplane Base and Campground are out for the winter.
- >The engineer has been working on assessing the roads for the re-do next year. Larry has been working on getting quotes for a 3 year loan; Katahdin has the best rate right now with 2.79% per year, payments would be twice a year. The road plan from the engineer will determine the worst sections of road; the Board will have a chance to review the report before any work is done.

Public Comments:

>Alyce Bryant-Reece lets the Selectboard members know that the ATV Club is very close to having a trail that connects to Eagle Lake. She says there are two problem areas: one section had to be on Route 11 for about 1.5 miles but DOT hasn't given their permission, and the other area is a half mile from P&C. Dave mentions that P&C is a joint owner of land with the Town, Alyce can use that information in her letter to them when she asks for permission. Alyce shows a map of the proposed and current ATV trails. Alyce has been focused on getting the trails North, not so much going South toward Ashland at this time.

Next Selectboard meeting is November 19, 2014 6:30 p.m.

Meeting adjourned 7:27 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 11/19/14
Date

Barry Kenney
Barry Kenney

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

Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

November 19, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for October 15, 2014

Old Business:

New Business

1. Red River sign request
2. Paving loan request
3. App. For Veteran Exemption
4. MMA Safety grant for FD
5. Account Closures Request
6. Warrants

Town Managers Report

1. Culvert on Cottage Rd.
2. Plowing Equipment ready
3. Power shut off at Campground, Pavilion and pole behind Public works.

Executive Session 1 M.R.S.A. § 405(6)(A)

1 M.R.S.A. § 405(6)(D)

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting December 17, 2014

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
NOVEMBER 19, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barry "Beech" Kenney

Absent: Daniel Higgins

Others Present: Rob Reese; Alyce Bryant-Reese; Larry Duchette, Town Manager; Corrine Routhier

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the October 15, 2014, regular meeting. **Motion made and seconded to approve the minutes from October 15, 2014 as written. All in favor; motion carried.**

OLD BUSINESS

No old business.

NEW BUSINESS

Sign Request:

Red River Camps would like the Board approval for a sign in Town on Route 11 to put a sign for the camps; the State requires Town approval. The Board approves Larry Duchette signing the paperwork.

Paving Loan Request:

Larry has gone to three different banking institutions for loan amounts; Key Bank has the best interest rates at 1.98%. The loan will be to do some significant repairs and partial reconstruction to some Town roads. Once the Board approves the institution, the question will go to the Town in a special town meeting. An engineer has been hired to give an estimate to the Town. Board discusses paving companies with Larry. **Motion made and seconded to accept the request to start a loan process with Key Bank. All in favor; motion carried.**

Veteran Exemption Request:

Roland Caron has submitted a veteran exemption request for Board approval. Board signs paperwork.

MMA Safety Grant:

The Fire Dept. applied for and received a grant from MMA for another set of turn-out gear for Brad Boutot. MMA will pay 2/3 of the cost of the gear.

Account Closure Request:

Treasurer Corrine Routhier has found two more accounts that need to be closed; paperwork has been handed to the Board member for review. **Motion made and seconded to accept the closure request. All in favor; motion carried.**

AP Warrants:

Selectboard reviews the accounts payable warrants and will sign them at the end of the meeting.

TOWN MANAGER REPORT

- > Culvert on Cottage Road had a beaver dam in the middle of it, the culvert just before Mike Bartlett's house. The beaver was disposed of, and the dam was cleaned out by Vaughn and Larry, who ended up taking the dam apart by hand. This culvert will be replaced with a larger plastic culvert in the spring. A grate has been put in front of the culvert.
- > Plowing equipment is ready; some small issues have been resolved.
- > Electricity has been cut off at the campground, the Pavilion, and the back pole near the Public Works garage for the winter.

Public Comments:

> Alyce Bryant-Reese says ATV speed signs have been ordered for the ATV trails in Town. She and the Board discuss where the signs should be placed on Fox Hill Road.

Regular meeting adjourned at 6:50 pm.

Executive Session per 1 M.R.S.A. § 405(6) (A) and 1 M.R.S.A. § 405(6) (D) called to order at 7:00 pm.

Meeting adjourned 7:20 p.m.

Next Selectboard meeting is December 17, 2014 6:30 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: _____

Date


Barry Kenney

Signed: _____


David M. Pierce, Chairperson

Daniel C. Higgins

TOWN OF PORTAGE LAKE, MAINE



www.townofportage.org

Incorporated March 24, 1909

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Portage Lake, ME 04768

207-435-4361/FAX: 207-435-6229

townofportage.clerk@gmail.com

townofportage.manager@gmail.com

townofportage.treasurer@gmail.com

November 3, 2014

Board of Selectmen,

The current enforcement action regarding property owner Ray Gillilan at 45 Hayward Street has been referred to and accepted by the Department of Environmental Protection Shoreland zoning division.

During the September 17 Select Board meeting it was asked that myself and property owner Ray Gillilan negotiate the current consent agreement. On October 26, 2014, Daniel Higgins informed me that he had "removed the rocks at 45 Hayward Street." I informed Mr. Higgins that Mr. Gillilan had not been to see me about signing or negotiating the current consent agreement. October 27, 2014 made 28 business days since the Select Board meeting and Mr. Gillilan had not been in to discuss with me the consent agreement. Due to Mr. Higgins' involvement on the property, he can no longer participate in the negotiation process. Chairperson David Pierce can not participate in any negotiations due to his conflict of interest, being my spouse. This leaves only one Select Board member Barry Kenney, as you are all well aware 2 members are required for a vote. Without the ability to negotiate a new consent agreement, I was forced to refer the issue to the Department of Environmental Protection on October 29, 2014.

Also in regards to this matter, during the August 20, 2014 Select Board meeting Chairperson David Pierce did not excuse himself from the Code Enforcement portion of the meeting, actively engaged property owner Ray Gillilan and continued to engage even after Town Manager Larry Duchette asked for his removal. This was another factor in the referral to the Maine DEP.

Sincerely,

Margaret M Pierce CEO/LPI

Request to Close Accounts:

Account G 1-248-00	Centennial Souvenirs	\$5,164.00
Account G 1-363-00	Designated Portage Lake Rec	<u>\$5,525.85</u>
		\$10,689.85

The Designated Rec account had been created by a previous Auditor for what I can only *assume* was to be used for the budget for the associated expense account the next year as a carry-over, but this account was not used for that purpose (or there wouldn't be any money in it). We currently don't have a Recreation Department, and haven't had an expense account for that for at least 3 years. This particular account had no money in it in 2007-2008, and money was adjusted back into it by the auditor at the time, but no reason was given. The following year, an auditor adjustment was made to this account giving it a positive balance. None of the figures the auditor used matched what we had in our books, and there was no paperwork from the auditor indicating where he got his numbers from. I am recommending that this Designated PL Rec account be closed to Surplus to get it off of the books.

The Centennial Souvenirs account, and all subsequent Centennial accounts, was a mess from the beginning. Three accountants haven't been able to confirm the correct amount that should be in any of the Centennial accounts. I am recommending that this account be closed to Surplus to get it off of the books.

It is your decision what to do with this money, but I am requesting Selectboard approval to close these accounts. The total of \$10,689.85 would be closed to Unassigned/Undesignated account (aka Surplus), increasing it by that amount.

Corrine Routhier
Treasurer
November 19, 2014

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

December 17, 2014

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for November 19, 2014

Old Business:

New Business

1. Sign Stumpage Permit
2. Appoint Kathy Registrar
3. Warrants

Town Managers Report

1. Special Town Meeting 1/21/15
to approve a loan for road repair.

Executive Session 1 M.R.S.A. § 405(6)(A)

1 M.R.S.A. § 405(6)(D)

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting January 21, 2015

PORTAGE LAKE BOARD OF SELECT PERSONS
REGULAR MEETING MINUTES
DECEMBER 17, 2014/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barry "Beech" Kenney; Daniel Higgins

Others Present: Rob Reese; Alyce Bryant-Reese; Brian Cote; Larry Duchette, town manager; Corrine Routhier

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the November 19, 2014, regular meeting. **Motion made and seconded to approve the minutes from November 19, 2014 as written. All in favor; motion carried.**

OLD BUSINESS

No old business.

NEW BUSINESS

Stumpage Permit:

Board members discuss the stumpage permit from Irving. Dave points out that he doesn't see a "time for harvest" in the permit, but feels it isn't a big deal as long as it is done in a timely manner. The permit is for 1 year; the Selectboard members have to sign it so Larry can send it on to Irving. Board members discuss stumpage prices and wood types.

Office of Registrar Appointment:

Municipal officers have to appoint in writing the Registrar of Voters for the Town every odd year. **Motion made and seconded to appoint Kathy Gagnon Registrar of the Town for the next two years. All in favor; motion carried.**

AP Warrants:

Selectboard reviews the accounts payable warrants and will sign them at the end of the meeting.

TOWN MANAGER REPORT

> The Town needs a special town meeting on January 21, 2015 to discuss and/or approve a loan for road repairs on West and Cottage roads. The Town needs to borrow \$350,000 to do almost 2 miles of road which will be ground, reshaped and have a new base. Danny feels that Maine Woods Company should help pay for the apron at the mouth of Fish Lake Road. Larry has to have the special town meeting to pursue the loan; the details can be sorted out after. Board members discuss payment options with Larry. Larry says there are 9 miles total that need to be done, but the Town will break it up into increments.

Regular meeting adjourned at 6:49 pm, at which time the Board entered into Executive Session.

Executive Session per 1 M.R.S.A. SS 405(6)(A) and 1 M.R.S.A. ss 405(6)(D)

Meeting adjourned at 7:05 p.m.

Next Selectboard meeting is January 21, 2015 6:30 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 1/7/15
Date

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

Barry Kenney
Barry Kenney

Daniel C. Higgins
Daniel C. Higgins