

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
July 12, 2023
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Warrant Articles for July 19 Special Town Meeting
3. Oak Point Road
4. Ashland Subsidies
5. Other Select Board Business
6. Public Comments (as time allows)
7. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
8. Adjourn

Next Regular Select Board Meeting: Wednesday, July 19, 2023

Upcoming Meetings & Events:

July 19: Special Town Meeting @ 5:30 pm

August 10-13: Summer Round Up Weekend

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

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

Members Absent: None.

Others Present: Corrine Routhier, Jodi Page, Glenn Cusack.

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

Approval of Warrant Articles for July 19 Special Town Meeting: The Board reviewed the Warrant Articles and signed them for approval. **Motion made and seconded to accept the Warrant Articles as written. Motion carries.**

Oak Point Road: The Town's forester visited the Town land on Oak Point in the area of the logging road to inspect it and found someone had been in there with a backhoe and a possible bulldozer. Photos were taken showing unauthorized work done. There is concern for DEP violations. The Town emailed the DEP and Scott Belair replied back. There are some allowances for maintaining an existing trail, but wetland alterations are regulated. He would like to be proactive to prevent any further damage to the area. The Board would like to have a work session with the property owners and Scott Belair, and would like Scott to visit the property in question before the session. A work session has been scheduled for Monday, July 31st at 6 p.m. Since this all came about because of the fire on Oak Point, the Town is looking into investing in our Fire Department for training, equipment, etc.

Ashland Subsidies: The Board reviewed the response prepared by Cyr Martin. They propose a work session between Corrine and Michelle, Cyr Martin and Dave Milligan, open to the public and recorded.

OTHER SELECTBOARD BUSINESS

- Bruce asked what the Town had decided regarding the abandoned vehicles on Station Road. They are going to be towed, but the Town is going to hold off on doing so until after the paving project is completed.
- Bruce notified the board he has received permission from the Railroad to make a sled trail for local access which would start across the road from his house on Cottage Road and would come out on Station Road where the abandoned vehicles are. He wanted to know if it would be an issue with anyone, but since the property in question is owned by the Railroad, the Town did not have a problem with it.
- Corrine would like the Railroad to take a look at the crossing on the Cottage Road.
- After the Executive session ended and the public portion resumed, Michelle asked that we look at the Personnel Policy concerning paid holidays and make sure it aligns with labor laws.

Comments from the Public (as time allows):

At 6:35 p.m., a motion was made and seconded to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) for Personnel Matters. Motion carries. A motion was made and seconded to end the Executive Session at 7:17 p.m. The public portion of the meeting resumed at 7:18 p.m.

Next regular Selectboard meeting is Wednesday, July 19, 2023, at 6:00 p.m.

Special Selectboard Meeting adjourned at 7:22 p.m.

Upcoming Meetings & Events:

- July 19th: Special Town Meeting @ 5:30 p.m.
- August 10th through 13th: Summer Round Up Weekend

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: 7/19/23
Date

Barry Kenney
Barry Kenney

Signed: Bruce Laveway
Bruce Laveway

Michelle Eastman
Michelle Eastman, Chairperson



"Gateway to the North Maine Woods"

TOWN OF ASHLAND

PO Box 910, Ashland, ME 04732

Business: 207-435-2311/Fax: 207-435-2005

Email: manager@townofashland.org

Incorporated February 18, 1862

July 5, 2023

Portage Town Council
Portage Town Manager
P.O. Box 255
Portage Lake, ME. 04768

RE: Ashland Annual Subsidies

Greetings

I received your letter about your concerns about the subsidies that you pay to Ashland for certain services. Each town has the ultimate decision of what they want for the residents in that community. Some towns decide that they want a Library, a Recreation Department, a Police Department, and an Ambulance Service. Along with choosing to have these services, comes a cost. The Town of Ashland chose to have all these services. The Ashland Council agreed to offer our services out to the surrounding communities at a fraction of the cost of supplying their own town services. The services have been offered before in the past at a rate that had no formula other than communities that had more money would pay more. It was agreed that the formula should be based on population, which would be not only more practical but give a just and fair subsidy for each community.

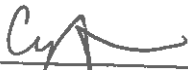
Another concern in your letter is that you would like to know the budget proposals earlier before the subsidy request letter goes out. We have tried to do that in the past. The Town of Ashland only starts budget discussions in February and by the first week of March we develop the budget. The budget is approved by the budget committee and the Council. This budget does not get voted on till the 3rd Monday of March every year. The confusion is that you are assuming that you are paying part of our budget for the services you are requesting. This is not entirely true. You are paying a subsidy for us to supply you with a service. This service that we agree to provide you with is based on population but can be increased or decreased at the Council's discretion. This is not a tax; it is a service. There is no "Taxation Without Representation". For example, our communities do not get to voice our opinion on the County Tax bill budget other than attending the budget meetings to find out where the money comes from for the County Tax bill. The bill is sent to us and is not broken down for any services they will be supplying our communities, but we are obligated to pay it. Under your assumption, is this: "Taxation Without Representation" as well? As far as discussing Ashland's budget, that is not an option. Just like we have no right to have a representative to discuss your budget.

The all or nothing course of action for the subsidies came about 2 years ago when the subsidies were given to each community, and we requested that they be posted as one warrant not three or four separate warrants to be voted on. This request was not followed. Per our legal counsel it was determined that if the community doesn't want to agree to put it as one warrant, then our only choice was to offer the service at an "All or Nothing" offer. The reason for this is that if the taxpayers of Portage decide not to take the library or recreation there is no doubt in our mind that other community kids and residents will still utilize these programs putting the Recreation Department Director and Librarian in a position where they will have to not allow those residents into the facilities. The small amount of subsidy that Ashland is requesting for both these services is more than justified. However again, the ultimate choice remains with the community taxpayers. This is not done unprofessionally, as you stated, but in hopes of avoiding issues of policing the Library and the Recreation Department for other communities who did not pay a subsidy to use these services and leaving us no choice but to have them leave.

The other concern the letter mentioned is our not listing in our reports what each community pays for what service. This is our choice, no one else's. We are audited yearly and have had no issues with our audits that required us to break things down any more than they already are. There are no laws that dictate that we must break down in any certain line item. The Town of Ashland's reports were fine until the subsidies were increased and now the Town of Ashland is as you quoted, "Nontransparent and not trustworthy". The bottom line is that the Town of Ashland is the only one to decide where the monies go for services rendered from other communities. We are also aware that we have no say on other communities' decisions on how they deal with the budgets or their financials. These are just services with no obligation for any community to take them. We will not sign a contract with a community, nor will we allow any community to just get one service without getting all three or four. We are not bullying anyone nor are we forcing a community to pay for services. Ultimately it is your choice whether you choose to use our services or not.

Chairman Dave Milligan and I have agreed to meet here in Ashland with Town Manger Corrine Routhier and Chairperson Michelle Eastman first. Then if deemed after the meeting, we will add you to the August agenda. I look forward to hearing from you on a date that you would like to meet.

Respectfully,



Cyr Martin

Town Manager



David Milligan

Council Chairman

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
July 19, 2023
6:00 P.M.

1. Call Meeting to Order & Attendance
3. Approval of Minutes
 - June 21, 2023 regular meeting
 - July 12, 2023 special meeting
4. Old Business:
 - a. Ashland Subsidy Update
 - b. Oak Point Fire—Forestry Reimbursement Request
5. New Business:
 - a. Choose Mil rate for 2023 tax commitment
 - b. PLSC Permission to use Town Lands for trail system
 - c. BYOB Application for PLA
 - d. Town's Forest Fire Financial Responsibility—1/4 of 1% of State's Valuation
 - e. MMA Annual Election Officer Vote
 - f. Treasurer Quarterly Financial Report—2ND Quarter
 - g. Payables Warrants
6. Town Manager's Report
 - a. Lori McMillon hired as Deputy Clerk
 - b. DOT will be giving us permanent speed signs that collect data for targeted police patrol times
 - c. Insurance claim for kitchen roof leak has been denied, still no contractor to give estimate on repairs
7. Other Select Board Business
8. Public Comments (as time allows)
9. Adjourn

Next Regular Select Board Meeting: Wednesday, August 16, 2023

Upcoming Meetings & Events:

Community Ham & Bean Dinner Saturday July 22 @ 5, Town Hall
Community Pulled Pork Dinner Saturday July 29 @ 4, Pavilion
Summer Round Up Weekend: August 10-13

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting
July 19, 2023, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Members Absent: None.

Others Present: Corrine Routhier, Jodi Page, Sarah Bauzenberger, Arthur Routhier, Sandra Bartlett, Dave Pierce, Lori McMillon.

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

Approval of Minutes: Selectboard reviews the minutes from the June 21, 2023, regular meeting and the July 12, 2023, special meeting. **Motions made and seconded to approve the minutes for the June 21, 2023, regular meeting and the July 12, 2023, special meeting as written. Motions carry.**

OLD BUSINESS

Ashland Subsidy Update: The Board reviews the letter prepared by Corrine to be mailed to the Town of Ashland. Dates and times were discussed for the meeting with Cyr Martin and Dave Milligan. July 31st, August 1st and August 2nd were chosen as possible dates and 10 a.m. and 1 p.m. chosen as possible times. Corrine will fill in the date and time choices and mail the letter. **Motion made and seconded to accept the letter as written and to proceed with mailing it. Motion carries.**

Oak Point Fire—Forestry Reimbursement Request: The Forestry is asking for reimbursement for the Forestry workers who helped with the Oak Point Fire. Arthur Routhier asked if the Town was ever reimbursed for the fire our firefighters responded to on the Seven Islands controlled burn last year. We were reimbursed by Seven Islands. **Motion made and seconded to pay the Forestry workers who helped with the Oak Point Fire. Motion carries.**

NEW BUSINESS

Choose Mil rate for 2023 tax commitment: The Board was given 5 choices for Mil rate to review for the 2023 tax commitment. The Board chose a Mil rate of 13.95. **Motion made and seconded to go with a Mil rate of 13.95. Motion carries.**

PLSC Permission to use Town Lands for trail system: Every year the Snowmobile Club asks the Town's permission to use Town lands for the trail system. Since Beech and Bruce are both board members for the Snowmobile club, they have recused themselves from voting. **Motion made and seconded to leave the decision up to the Town Manager. Motion carries.**

BYOB Application for PLA: Michelle recused herself from voting as she is a member of the PLA. **Motion made and seconded to accept the BYOB application for PLA. Motion carries.**

Town's Forest Fire Financial Responsibility—1/4 of 1% of State's Valuation: One quarter of 1% of the Town's valuation as well as the State's valuation would be \$213,875. Corrine would like to make sure our Silviculture account is fully funded to what our valuation is in case of future fires, so she proposes the Town take the difference out of Stumpage and move it into the Silviculture account. The discussion was tabled for now.

MMA Annual Election Officer Vote: The Board reviewed the candidates for the MMA Board of Directors. **Motion made and seconded to have the Town Manager fill out the Ballet. Motion carries.**

Treasurer Quarterly Financial Report—2nd Quarter: The Board reviews the Treasurer’s Quarterly Financial Report for the 2nd Quarter. **Motion made and seconded to accept the Treasurer’s report as written.**

Motion carries.

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

TOWN MANAGER’S REPORT

- A. Lori McMillon hired as Deputy Clerk.
- B. DOT will be giving us 2 permanent speed signs that collect data for targeted police patrol times.
- C. Insurance claim for kitchen roof leak has been denied, still no contractor to give estimate on repairs. Beech suggested an anchor point be installed on the roof for the times when our Public Works Director needs to shovel it off.
- D. Who is the nominee for this year’s Spirit of America award? **Motion made and seconded to nominate Jim Dumond for this year’s Spirit of America award. Motion carries.**

OTHER SELECTBOARD BUSINESS

Michelle asked about paid holidays for Town employees, what our personnel policy states, and whether our advertising for open positions is misleading. Per the Personnel Policy, the Town pays for holidays for employees who are regularly scheduled to work on that day.

Comments from the Public (as time allows): Questions were asked about the usage of Stumpage for taxes, income projections from Stumpage, and whether the Town was going to get the main road DOT signs back in time for winter. All questions were addressed and answered by the Board and Town Manager.

Next regular Selectboard meeting is Wednesday, August 16, 2023, at 6:00 p.m.

Special Selectboard Meeting adjourned at 6:42 p.m.

Upcoming Meetings & Events:

- Saturday, July 22nd: Community Ham & Bean Dinner @ 5:00 p.m. Town Hall
- Saturday, July 29th: Community Pulled Pork Dinner @ 4 p.m. Pavilion
- Summer Round Up Weekend: August 10th through 13th

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: 8/16/22
Date

Barry Kenney
Barry Kenney

Signed: Bruce Laveway
Bruce Laveway

Michelle Eastman
Michelle Eastman, Chairperson

Quarterly Selectboard Financial Update

As of June 30, 2023--First Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$89,218.26	
Total Expenses to date	\$507,038.68	
Net Gain (Loss)		(\$417,820.42)

2023 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$0.00	\$0.00	\$0.00
Personal Prop.	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

Checking Account-Katahdin

Checkbook Reconciliation Balance \$88,495.88

Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$53,907.21		
ARPA Funds	\$3,772.03		
Ministerial School Lot Stumpage			
Savings & CD	\$57,062.60		
Road Reserve Fund	\$229,694.76		
Total at NorState FCU			\$344,436.60

Katahdin:

PW Equipment Reserve ICS & Checking	\$52,502.54		
Silviculture ICS & Checking	\$201,223.20		
General ICS	\$143,629.46		
Total at Katahdin			\$397,355.20

Key Bank

Revaluation Reserve	\$45,146.26		
Total at Key Bank			\$45,146.26

Acadia FCU:

Cemetery Perpetual Care	\$12,970.12		
Stumpage: Savings & CD	\$407,624.32		
Total at Acadia FCU			\$420,594.44

TOTAL RESERVES: \$1,207,532.50

Total Assets in Banks: \$1,296,028.38

Real & Personal Property Taxes outstanding principle

	Real:		Pers. Prop:		
	2021	\$4,544.23		2022	\$0.00
	2022	\$14,051.81			
		\$18,596.04			

Quarterly Selectboard Financial Update

YEAR TO DATE as of June 30, 2023

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$36,200.00	\$27,099.80	\$1,563.17	\$10,663.37
Office Staff	\$84,800.00	\$39,539.82	\$2,216.00	\$47,476.18
Assessing	\$6,500.00	\$963.16	\$1,005.77	\$6,542.61
Town Hall	\$23,000.00	\$11,412.55	\$1,887.09	\$13,474.54
Plan & Appeals	\$1,000.00	\$285.00	\$35.00	\$750.00
Code	\$13,000.00	\$4,095.02	\$1,250.00	\$10,154.98
Discounts	\$14,000.00			\$14,000.00
Abatements	\$1,500.00			\$1,500.00
Annual Dues	\$2,350.00	\$2,377.00		-\$27.00
Insurance	\$69,000.00	\$32,513.80	\$17.71	\$36,503.91
Genl. Assistance	\$5,265.00	\$340.30		\$4,924.70
Fire Dept.	\$27,300.00	\$9,665.99		\$17,634.01
Animal Control	\$2,600.00	\$1,392.10	\$188.00	\$1,395.90
Police Patrol	\$2,068.00			\$2,068.00
Cont'd. Svcs.	\$3,800.00	\$438.00		\$3,362.00
Public Works	\$95,000.00	\$39,473.14	\$1,303.00	\$56,829.86
Ash. Transfer Stn.	\$51,705.00	\$25,852.26		\$25,852.74
Transfer Station	\$875.00	\$424.00	\$100.00	\$551.00
Cemetery	\$3,200.00	\$995.80	\$650.00	\$2,854.20
Beautification	\$1,600.00	\$1,543.18	\$29.00	\$85.82
Rec Dept.	\$1,560.00	\$224.04	\$394.83	\$1,730.79
Parks/Beach/Pav	\$14,000.00	\$4,015.96	\$224.83	\$10,208.87
Seaplane Base	\$5,000.00			\$5,000.00
Campground	\$6,200.00	\$1,261.06	\$1,132.60	\$6,071.54
Snomobile Club	\$2,500.00			\$2,500.00
PL ATV Club	\$2,500.00			\$2,500.00
PL Historical Soc.	\$2,500.00			\$2,500.00
Social Services	\$3,042.00			\$3,042.00
Education Commit.	\$538,613.02	\$250,203.06		\$288,409.96
Education-Subsidy		\$781.27	\$781.27	\$0.00
Excise Taxes		\$15,076.60	\$66,167.39	\$51,090.79
Street Lights	\$6,720.00	\$2,887.18		\$3,832.82
Ashland User Fees	\$84,202.00			\$84,202.00

We are again giving away radar speed feedback signs and are wondering if your town would be interested in accepting two of these units for permanent installation. Installation would be as directed by your region's traffic engineer and is aimed at traffic calming through your village areas.

They are valued at more than \$3,500 each and would become property of the town. They are programmable and have the capacity for data collection and reporting that can be used for targeted enforcement. We would provide training on the programming and data collection of the units. In turn, the town would need to sign a cooperative agreement accepting ownership of the signs, assure they are insured through the town's carrier, and the town would be responsible for installation and maintenance thereafter.

The units have not yet gone out to bid so we don't anticipate delivery and training until fall. I am just trying to determine a final list of towns that want to participate. Please let me know if this is something in which your town wants to participate. Thanks and please feel free to reach out with any questions. Have a great day!

Carrie Castonguay
Program Analyst
Maine Local Roads Center
16 State House Station
Augusta, ME 04330
(207) 624-3265 Cell: (207) 592-3176
carrie.castonguay@maine.gov

PUBLIC NOTICE

Select Board WORK SESSION

Monday July 31

6 pm

In the Town Hall conference room

Work session is for discussion on use of the logging road on Town-owned property at Oak Point

The public is welcome to attend and observe

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
August 16, 2023
6:00 P.M.

1. Call Meeting to Order & Attendance
3. Approval of Minutes
July 19, 2023 regular meeting
4. Old Business:
 - a. Ashland Subsidy Update
 - b. Oak Point Logging Road—Work Session Update
 - c. Silviculture By-Laws Review
5. New Business:
 - a. Appoint Margaret Pierce as Interim CEO
 - b. MVR (Maine Valuation Return)
 - c. Financial Update: Taxes received to date
 - d. Abatement Requests—Tax Stabilization Program: Steven Dempster & Herb McPherson
 - e. Kitchen roof leak repair quote: \$6,850
 - f. Bill from County for ARPA contract: \$785.73
 - g. Corrine Reimbursement request: cleaning supplies
 - h. Payables Warrants
6. Town Manager's Report
 - a. Tax Stabilization Program has been repealed
 - b. Both boilers cleaned on Aug 10 by DOC
 - c. Artesian wellhouse repaired from winter damage & step installed
 - d. Greg painted all town signposts, campground outhouse & artesian wellhouse to all match
 - e. Leaky valve & pipe in men's bathroom repaired
 - f. Electrical repairs to Municipal Building completed August 14
7. Other Select Board Business
8. Public Comments (as time allows)
9. Adjourn

Next Regular Select Board Meeting: Wednesday, September 20, 2023

Upcoming Meetings & Events:

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
August 16, 2023, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Members Absent: None.

Others Present: Corrine Routhier, Jodi Page.

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

Approval of Minutes: Selectboard reviews the minutes from the July 19, 2023, regular. **Motion made and seconded to approve the minutes for the July 19, 2023, regular meeting as written. Motion carries.**

OLD BUSINESS

Ashland Subsidy Update: Michelle and Bruce attended a special meeting for Ashland's Council and Cyr Martin. Ashland confirmed there is surplus money left over from the subsidies we pay them that is getting dumped into their General Fund. **Motion made and seconded to move forward with applying to the State to swap Ambulance Services. Motion carries.**

Oak Point Logging Road—Work Session Update: The Board met with residents of Oak Point to discuss the logging road. **Motion made and seconded to table the discussion when all Board members are present. Motion carries.** The Board revisited this after Beech's arrival. No decisions or motions were made at this time.

Silviculture By-Laws Review: The Board discussed the Silviculture By-Laws and chose to amend them.

NEW BUSINESS

Appoint Margaret Pierce as Interim CEO: **Motion made and seconded to appoint Margaret Pierce as Interim CEO. Motion carries.**

MVR (Maine Valuation Return): The Board reviewed the valuation and signed it.

Financial Update—Taxes received to date: We are a little bit ahead of where we were last year at this time.

Abatement Requests—Tax Stabilization Program—Steven Dempster & Herb McPherson: The Board reviews the abatement requests. **Motion made and seconded to sign the abatement requests for Steven Dempster and Herb McPherson. Motion carries.**

Kitchen roof leak repair quote--\$6850: Corrine contacted 4 different companies for estimates. Otis Nelson was the only one to reply with an estimate of \$6850. The other 3 companies had no availability. **Motion made and seconded to accept Otis Nelson's estimate with the addition of an anchor point to be installed on the roof. Motion carries.** A special town meeting will need to be held to release the funds. **Motion made and seconded to use funds from the Stumpage account to pay for the roof repairs. Motion carries.**

Bill from County for ARPA contract--\$785.73: The Board chose to use ARPA funds to pay for this. **Motion made and seconded to use ARPA funds to pay the County bill. Motion carries.** A special town meeting will need to be held to approve this.

Corrine Reimbursement request—cleaning supplies: **Motion made and seconded to approve the reimbursement request for \$30.96. Motion carries.**

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

TOWN MANAGER'S REPORT

- A. Tax Stabilization Program has been repealed. Letters have been mailed to the applicants notifying them of the repeal.
- B. Both boilers cleaned on August 10 by DOC.
- C. Artesian well house repaired from winter damage & step installed.
- D. Greg painted all town signposts, campground outhouse & artesian well house to all match.
- E. Leaky valve & pipe in men's bathroom repaired.
- F. Electrical repairs to Municipal Building completed August 14.

OTHER SELECTBOARD BUSINESS

Bruce received an email from Jen Buckingham. They want to document all Park & Rides throughout the State. A link was provided to add the Town of Portage's information. Bruce wanted to know if there was any issue with him going down and brush hogging the area. There was none.

The Board chose September 20, 2023, at 6 p.m. to hold the special town meeting.

Comments from the Public (as time allows):


Next regular Selectboard meeting is Wednesday, September 20, 2023, at 6:30 p.m.

Regular Selectboard Meeting adjourned at 7:01 p.m.

Upcoming Meetings & Events:

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.

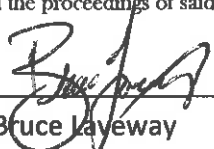
Approved: _____



Barry Kenney

Date

Signed: _____



Bruce Layaway

Michelle Johnson, Chairperson

TAXES RECEIVABLE UPDATE AS OF 8/16/2023

2023 Tax Commitment

REAL ESTATE TAXES:

Commit: \$936,429.53
Rec'd: \$537,966.16
Bal \$398,463.37

% received as of 8/16/2023 57.45%

351 Accts. left to be paid

PERSONAL PROPERTY TAXES:

Commit: \$89,202.90
Rec'd: \$87,007.43
Bal \$2,195.47

% received as of 8/16/2023 97.54%

20 Accts. left to be paid

Comparisons:

First month following Commitment:

Tax Year	% Received	
	RE	PP
2016	43.49%	16.37%
2017	64%	91%
2018	44.46%	15.53%
2019	67.96%	95.58%
2020	73.05%	97.24%
2021	52.06%	19.07%
2022	52.99%	18.75%

AGENDA
TOWN OF PORTAGE LAKE
Special Select Board Meeting
September 6, 2023
6:30 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Warrant Articles for September 20, 2023 Special Town Meeting
3. Other Select Board Business
4. Public Comments (as time allows)
5. Adjourn

Next Regular Select Board Meeting: Wednesday, September 20, 2023 @ 6:30 pm

Upcoming Meetings & Events:

September 20: Special Town Meeting @ 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting
September 6, 2023, at 6:30 p.m.
Portage Lake Municipal Building Conference Room

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

Members Absent: None.

Others Present: Corrine Routhier, Jodi Page, Sandra Bartlett.

Meeting called to order at 6:30 p.m. by Michelle Johnson.

Approval of Warrant Articles for September 20, 2023, Special Town Meeting: The Board reviewed the Warrant Articles and signed them for approval. **Motion made and seconded to accept the Warrant Articles as written. Motion carries.**

OTHER SELECTBOARD BUSINESS

Michelle asked Corrine if the beach discussion was going to be added to September's regular meeting agenda. It will be.

Bruce asked about the prior CEO's comments regarding the Town of Portage having too many rules. Corrine and Beech replied we don't have more, but we do have stricter than State statutes for the Lake.

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, September 20, 2023, at 6:30 p.m.

Special Selectboard Meeting adjourned at 6:39 p.m.

Upcoming Meetings & Events:

- September 20th: Special Town Meeting @ 6 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: _____

9-20-23

Date

Barry Kenney

Signed: _____

Bruce Laveway

Michelle Johnson, Chairperson

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
September 20, 2023
6:30 P.M.

1. Call Meeting to Order & Attendance
3. Approval of Minutes
 - August 16, 2023 regular meeting
 - September 6, 2023 special meeting
4. Old Business:
 - a. Silviculture By-Laws Approval
 - b. Beach Buffer Reclaim
5. New Business:
 - a. Winter Sand Bid award
 - b. Approve new General Assistance Maximums
 - c. Nashville Pft. Administrative assistance request
 - d. Portage Construction Personal Property 801A & 801B forms to sign
 - e. Real Estate Tax Abatement Request—Charles Campbell
 - f. Payables Warrants
6. Town Manager's Report
 - a. Oil leak on ground and into the lake on Sept 8 at 272 West Rd, DEP is handling situation
 - b. Public Works' sand shed lean-to is complete
 - c. New projector & screen in Big Room to be installed Sept 29
7. Other Select Board Business
8. Public Comments (as time allows)
9. Executive Session Per 1 MRSA § 405(6)(D)
9. Adjourn

Next Regular Select Board Meeting: Wednesday, October 18, 2023

Upcoming Meetings & Events:

*Portage Lake Emergency Operations Plan committee meeting Wednesday Sept. 27 @ 6:30

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
September 20, 2023, at 6:30 p.m.
Portage Lake Municipal Building Conference Room

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

Members Absent: None.

Others Present: Corrine Routhier, Jodi Page, Sarah Bauzenberger, Sandra Bartlett, Kathy Hoppe.

Meeting called to order at 6:30 p.m. by Michelle Johnson.

Approval of Minutes: Selectboard reviews the minutes from the August 16, 2023, regular meeting and the September 6, 2023, special meeting. **Motions made and seconded to approve the minutes for the August 16, 2023, regular meeting and the September 6, 2023, special meeting as written. Motions carry.**

OLD BUSINESS

Silviculture By-Laws Approval: The Board reviewed the Silviculture By-Laws and signed them for approval.

Beach Buffer Reclaim: The buffer is completely overgrown and needs to be reclaimed. Kathy Hoppe spoke about the origins and purpose of the buffer. She suggested calling in Randy Martin who was the original designer of the buffer.

NEW BUSINESS

Winter Sand Bid award: We received one bid from the Portage Construction Company for 300 cubic yards of winter sand delivered to the sand shed at the Portage Town Office for \$5355. **Motion made and seconded to accept the bid from Portage Construction Company. Motion carries.**

Approve new General Assistance Maximums: The Board reviews the General Assistance Maximums put out by the State. **Motion made and seconded to accept the General Assistance Maximums. Motion carries.**

Nashville Plantation Administrative assistance request: The Board discusses the request from James Beaulier, Chairman of the Selectmen for the Town of Nashville Plantation. The request involves monitoring of Nashville's email, USPS Mail at a frequency of not less than once per week, communicating with Chairman of Selectmen and/or Treasurer, facilitating preparation and organization of the annual Town Report, and providing other assistance and reminders as needed to help keep the Nashville Selectboard on track. Neither Corrine nor Portage's Selectboard thought the additional duties were a good idea and declined the request at this time. **Motion made and seconded to deny the request. Motion carries.**

Portage Construction Personal Property 801A & 801B forms to sign: The Board reviews the forms and signs them for approval.

Real Estate Tax Abatement Request—Charles Campbell: Charles tore down a camp but was still taxed on the property. He is requesting an abatement in the amount of \$352.94. **Motion made and seconded to approve the abatement for Charles Campbell in the amount of \$352.94. Motion carries.**

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

TOWN MANAGER'S REPORT

- A. Oil leak on ground and into the lake on September 8 at 272 West Road, DEP is handling situation
- B. Public Works' sand shed lean-to is complete
- C. New projector & screen in Big Room to be installed September 29

OTHER SELECTBOARD BUSINESS

Michelle asked where the Town was on the electrical vehicle charging station installation. The Town needs to find a new electrician to complete the project.

Comments from the Public (as time allows): Sandra Bartlett asked about the vehicle registration reminders that are mailed out. They are something that is automatically generated by the system.

At 6:59 p.m., a motion was made and seconded to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(D) for labor negotiations. Motion carries. A motion was made and seconded to end the Executive Session at 7:09 p.m. The public portion of the meeting resumed at 7:10 p.m. At this time, a motion was made and seconded to increase Sarah Bauzenberger's wages by \$0.75 per hour retroactive to September 7, 2023. Motion carries.

Next regular Selectboard meeting is Wednesday, October 18, 2023, at 6:30 p.m.

Regular Selectboard Meeting adjourned at 7:10 p.m.

Upcoming Meetings & Events:

- Portage Lake Emergency Operations Plan committee meeting Wednesday, Sept. 27 @ 6:30

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: 10-18-23
Date

[Signature]
Barry Kenney

Signed: [Signature]
Bruce Laveway

Michelle Johnson, Chairperson

TOWN OF PORTAGE LAKE

SILVICULTURE ACCOUNT BY-LAWS (REVISED)

- 1 All funds are to be used **ONLY** for forest emergency funding and/or forest management expenses.

- 2 Account balance will be no less than the town's required forest fire financial responsibility of 1/4 of 1% of the town's State Valuation, unless the funds are used for the purposes stated in #1 in which case it will be re-funded with a split with Stumpage proceeds until the balance is back to where it is required to be.

- 3 All expenditures will be approved at a Town Meeting.

SILVICULTURE FUNDS WILL BE USED TO:

- 6 CREATE AND MAINTAIN HEALTHY FROESTLAND

- 7 GENERATE FOREST PRODUCTS TO SUPPORT THE LOCAL ECONOMY

- 8 MAINTAIN AND CREATE DEER WINTERING HABITAT TO SUPPORT LOCAL DEER POPULATIONS

- 9 BE SENSITIVE TO THE AESTHETICS OF HIGHLY VISIBLE AREAS

APPROVED: _____
DATE

SELECTBOARD
AUTHORIZATION: _____
Michelle Y. Johnson, Chair

Barry Kenney

Bruce Laveway

5/17/2014--ORIGINAL BY-LAWS APPROVED;

1/15/2019--Revised to remove cap on maximum amount in the account

9/20/2023--Revised to specify the town's financial responsibility for forest fire emergency and that all expenditures will be approved at a town meeting

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
October 18, 2023
6:30 P.M.

1. Call Meeting to Order & Attendance
2. Presentation of Appreciation Plaque
3. Approval of Minutes
September 20, 2023 regular meeting
4. Old Business:
 - a. Beach Buffer Reclaim Update
 - b. Oak Point Road Access Update
5. New Business:
 - a. Choose 2024 Town Meeting Date
 - a. Last Friday in March 2024 is Good Friday—would like to avoid if possible
 - b. Request to use Agent Fees from Dog licenses for \$25 gift certificate drawing
 - c. BYOB Permit request—PL Snowmobile Club
 - d. Manager's 3rd quarter mileage reimbursement request
 - e. Treasurer's Quarterly Financial Update
 - f. Tax Foreclosure Update: All 2021 taxes are paid; no properties going to foreclosure this year
 - g. Payables Warrants
6. Town Manager's Report
 - a. Our 2022 Annual Report won the Supreme designation from Maine Municipal Assn.
 - b. Public Works trucks ready for winter & Doug Burke will be helping Jason plow if needed
 - c. New projector & screen in Big Room is installed and ready for use.
7. Other Select Board Business
8. Public Comments (as time allows)
9. Adjourn

Next Regular Select Board Meeting: Wednesday, November 15, 2023

Upcoming Meetings & Events:

Nov. 7: Election Day 10am to 8 pm

Nov 12: Harvest Supper @ Town Hall, 5 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
October 18, 2023, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Barry "Beech" Kenney, Bruce Laveway.

Members Absent: Michelle Johnson.

Others Present: Corrine Routhier, Jodi Page, Sarah Bauzenberger, Sandra Bartlett, Larry & Connie Duchette.

Meeting called to order at 6:00 p.m. by Beech Kenney.

Presentation of Appreciation Plaque: Larry Duchette was presented with an Appreciation Plaque for 10 years of service as Town Manager of Portage Lake.

Approval of Minutes: Selectboard reviews the minutes from the September 20, 2023, regular meeting. **Motion made and seconded to approve the minutes for the September 20, 2023, regular meeting as written. Motion carries.**

OLD BUSINESS

Beach Buffer Reclaim Update: Randy Martin from Central Aroostook Soil & Water is going to help with the project.

Oak Point Road Access Update: Mike Umphrey and Scott Bellair visited the old snowsled trail to do a site assessment. Corrine will talk to Scott Bellair to get his opinion on the matter. The Board decided to put any work on hold until there is a plan in place by the DEP and all residents of Oak Point are aware that any road access will increase their property taxes.

NEW BUSINESS

Choose 2024 Town Meeting Date: Motion made and seconded to hold the Town Meeting on March 22, 2024. Motion carries.

- Last Friday in March 2024 is Good Friday—would like to avoid if possible

Request to use Agent Fees from Dog licenses for \$25 gift certificate drawing: (Please note this agenda item lists the wrong fees to be used.) Anyone who registers their dog early will get their name put into a drawing for a \$25 gift certificate to the veterinarian of their choice. **Motion made and seconded to use the late fees for dog registrations to purchase the \$25 gift certificate drawing. Motion carries.**

BYOD Permit request—PL Snowmobile Club: Discussion tabled until Michelle is present for voting.

Manager's 3rd quarter mileage reimbursement request: The Board reviews the Manager's 3rd quarter mileage reimbursement request. **Motion made and seconded to accept the mileage reimbursement request. Motion carries.**

Treasurer's Quarterly Financial Update: The Board reviews the Treasurer's Quarterly Financial Update. **Motion made and seconded to accept the Treasurer's Quarterly Financial Update. Motion carries.**

Tax Foreclosure Update: All 2021 taxes are paid; no properties going to foreclosure this year.

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

TOWN MANAGER'S REPORT

- A. Our 2022 Annual Report won the Supreme designation from Maine Municipal Association
- B. Public Works' trucks ready for winter & Doug Burke will be helping Jason plow if needed
- C. New projector & screen in Big Room is installed and ready for use

OTHER SELECTBOARD BUSINESS

Motion made and seconded to move the regular Selectboard meetings to winter hours starting at 6:30 p.m. now until April 2024. Motion carries.

Comments from the Public (as time allows): Sandra Bartlett asked who Mike Umphrey and Scott Bellair were. Mike Umphrey is an Oak Point property owner and Scott Bellair is a DEP representative.

Next regular Selectboard meeting is Wednesday, November 15, 2023, at 6:30 p.m.

Regular Selectboard Meeting adjourned at 6:19 p.m.

Upcoming Meetings & Events:

- **November 7th: Election Day 10 a.m. to 8 p.m.**
- **November 12th: Harvest Supper @ Town Hall 5 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: _____

12/19/23

Date

Barry Kenney

Signed: _____

Bruce Laveway

Bruce Laveway

Michelle Johnson

Michelle Johnson, Chairperson



Town of Portage Lake, Maine

Incorporated March 24, 1909

PO Box 255 / 20 School St.

Portage Lake, ME 04768

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

www.townofportage.org

October 18, 2023

Request letter to the Selectboard Members

I would like to Request the use of \$25.00 from the dog registration late fees to use for a gift certificate for the early registration drawing. Residents that register their dog(s) before December 19th, 2023, will be added to a drawing for a \$25 Gift Certificate for the Veterinarian of their choice.

Thank you,

Sarah Bauzenberger
Animal Welfare Agent
Town of Portage Lake

Quarterly Selectboard Financial Update

As of September 30, 2023--3rd Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$1,211,319.92	
Total Expenses to date	\$936,150.01	
Net Gain (Loss)		\$275,169.91

2023 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$936,429.53	\$809,325.39	\$127,104.14
Personal Prop.	\$89,202.90	\$88,364.19	\$838.71
	\$1,025,632.43	\$897,689.58	\$127,942.85

Checking Account-Katahdin

Checkbook Reconciliation Balance	\$388,658.51
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$54,356.33	
ARPA Funds	\$1,395.03	
Ministerial School Lot Stumpage Savings & CD	\$57,425.79	
Road Reserve Savings & FLEX	\$231,397.72	
Total at NorState FCU		\$344,574.87

Katahdin:

PW Equipment Reserve ICS & Checking	\$52,751.40	
Silviculture ICS & Checking	\$202,035.37	
General ICS*	\$457,849.72	
Total at Katahdin		\$712,636.49

*Genl ICS Savings includes \$288,410.04 for school payments for January to June 2024

Key Bank

Revaluation Reserve	\$45,288.72	
Total at Key Bank		\$45,288.72

Acadia FCU:

Cemetery Perpetual Care Prime & Super Saving	\$12,982.21	
Stumpage: Savings & CD	\$409,785.21	
Total at Acadia FCU		\$422,767.42

TOTAL RESERVES: \$1,525,267.50

Total Assets in Banks: \$1,913,926.01

Real & Personal Property Taxes outstanding principle

	Real:		Pers. Prop:	
	2021	\$1,457.51		2022
	2022	\$10,447.48		\$0.00
		\$11,904.99		

Quarterly Selectboard Financial Update

YEAR TO DATE as of September 30, 2023

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$36,200.00	\$30,700.36	\$1,927.83	\$7,427.47
Office Staff	\$84,800.00	\$58,054.50	\$3,220.50	\$29,966.00
Assessing	\$6,500.00	\$1,223.84	\$1,424.33	\$6,700.49
Town Hall	\$23,000.00	\$14,652.61	\$5,585.89	\$13,933.28
Plan & Appeals	\$1,000.00	\$285.00	\$35.00	\$750.00
Code	\$13,000.00	\$4,494.58	\$2,146.25	\$10,651.67
Discounts	\$14,000.00	\$13,886.52		\$113.48
Abatements	\$1,500.00	\$782.47		\$717.53
Annual Dues	\$2,350.00	\$2,377.00		-\$27.00
Insurance	\$69,000.00	\$50,351.86	\$1,057.71	\$19,705.85
Genl. Assistance	\$5,265.00	\$490.30		\$4,774.70
Fire Dept.	\$27,300.00	\$11,919.57		\$15,380.43
Animal Control	\$2,600.00	\$1,467.10	\$190.00	\$1,322.90
Police Patrol	\$2,068.00			\$2,068.00
Cont'd. Svcs.	\$3,800.00	\$876.00		\$2,924.00
Public Works	\$95,000.00	\$69,652.88	\$17,078.12	\$42,425.24
Ash. Transfer Stn.	\$51,705.00	\$41,616.42		\$10,088.58
Transfer Station	\$875.00	\$780.00	\$400.00	\$495.00
Cemetery	\$3,200.00	\$1,653.25	\$1,444.00	\$2,990.75
Beautification	\$1,600.00	\$1,543.18	\$31.00	\$87.82
Rec Dept.	\$1,560.00	\$224.04	\$394.83	\$1,730.79
Parks/Beach/Pav	\$14,000.00	\$11,431.68	\$454.83	\$3,023.15
Seaplane Base	\$5,000.00			\$5,000.00
Campground	\$6,200.00	\$1,890.75	\$2,899.00	\$7,208.25
Snomobile Club	\$2,500.00	\$2,500.00		\$0.00
PL ATV Club	\$2,500.00	\$2,500.00		\$0.00
PL Historical Soc.	\$2,500.00	\$2,500.00		\$0.00
Social Services	\$3,042.00	\$3,041.50		\$0.50
Education Commit.	\$538,613.02	\$394,408.01		\$144,205.01
Education-Subsidy		\$2,963.11	\$2,963.11	\$0.00
Excise Taxes		\$19,217.67	\$94,766.27	\$75,548.60
Street Lights	\$6,720.00	\$4,525.01		\$2,194.99
Ashland User Fees	\$84,202.00	\$84,202.00		\$0.00

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
November 15, 2023
6:30 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
October 18, 2023 regular meeting
3. Old Business:
 - a. BYOB permit application for Snowmobile Club event in Feb 2024
 - b. Ambulance Service Update
4. New Business:
 - a. Eagle Scout Project Proposal—Dawson Jandreau
 - b. Crack Sealing Request for 2024: West, Cottage, Hayward, Fox Hill Rds.
 - c. Felch & Co. 2023 Audit Engagement Letter
 - d. Veteran Exemption Request—D. Burke
 - e. Northeast Paving request to extend Transfer Station lease at a reduced rate for winter months
 - f. 2021 Tax Settlement
 - g. Request for Employee Bonuses from Insurance Dividends
 - h. Payables Warrants
5. Town Manager's Report
 - a. Lori McMillon resigned as Deputy Clerk effective October 27
 - b. DEF system went out on Plow again, mechanic could find no issues and reset the sensor
 - c. 1-Ton needed work on ABS sensor to pass inspection, will be done Nov 28 at Percy's Auto
 - d. Digital DOT signs will be back by the end of the month, and DOT will be using Town Hall grounds as a turn-around this winter
 - e. Corrine taking vacation November 20-22 ahead of Thanksgiving Holiday
6. Other Select Board Business
7. Public Comments (as time allows)
8. Adjourn

Next Regular Select Board Meeting: Wednesday, December 20, 2023 @ 6:30 pm

Upcoming Meetings & Events:

Nov 23 & 24: Office closed for Thanksgiving Holiday

Nov 29: Emergency Operations Plan committee meeting, 6:30 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
November 15, 2023, at 6:30 p.m.
Portage Lake Municipal Building Conference Room

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

Members Absent: Bruce Laveway.

Others Present: Corrine Routhier, Jodi Page, Steve Jandreau, Dawson Jandreau, Sandra Bartlett.

Meeting called to order at 6:30 p.m. by Michelle Johnson.

Approval of Minutes: Selectboard reviews the minutes from the October 18, 2023, regular meeting. **Motion made and seconded to approve the minutes for the October 18, 2023, regular meeting as written. Motion carries.**

OLD BUSINESS

BYOB permit application for Snowmobile Club event in February 2024: The Board revisited the BYOB application as both members who were present at the last meeting are also on the Board of the Snowmobile Club. **Michelle made a motion to approve the BYOB permit for the Snowmobile Club event in February. Beech seconded the motion. Motion carries.**

Ambulance Service Update: Corrine has spoken with Fort Kent Ambulance Service. They are currently experiencing staffing problems, so it looks like we are stuck with Ashland's Ambulance Service for at least another year. The Board discussed approaching Ashland with a contract for their Ambulance Service.

NEW BUSINESS

Eagle Scout Project Proposal—Dawson Jandreau: Dawson is looking for ideas for his Eagle Scout project. We will revisit this next month with a list of ideas.

Crack Sealing Request for 2024—West, Cottage, Hayward, Fox Hill Roads: The Board reviewed the crack sealing request for 2024. We have received one quote so far. Michelle would like to get quotes from several other companies before making a decision. We have \$304,000 in Road Reserve funds that can be used to pay for the crack sealing. Corrine would like to add the request to the warrants for the annual town meeting in March.

Felch & Company 2023 Audit Engagement Letter: The Board reviewed the engagement letter from Felch & Company for the 2023 audit and signed it for approval. **Motion made and seconded to sign the audit engagement letter. Motion carries.**

Veteran Exemption Request—D. Burke: Doug Burke is requesting the Veteran Exemption. **Motion made and seconded to approve the tax exemption for Doug Burke. Motion carries.**

Northeast Paving request to extend Transfer Station lease at a reduced rate for winter months: The Board approved the reduced rate. Beech asked where they are at with their office space rental from the Town Hall. They will be moving out at the end of the month. **Motion made and seconded to rent the Transfer Station to Northeast Paving at the reduced rate of \$50 a month. Motion carries.**

2021 Tax Settlement: All of the taxes for 2021 have been paid. The Board signed the 2021 Tax Settlement.

Request for Employee Bonuses from Insurance Dividends: The Board reviewed the different options for employee bonuses from insurance dividends. **Motion made and seconded to go with plan C of \$100 bonus per employee. Motion carries.**

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

TOWN MANAGER'S REPORT

- A. Lori McMillon resigned as Deputy Clerk effective October 27. Michelle suggested combining the CEO position and Deputy Clerk position as one job with benefits.
- B. DEF system went out on Plow again, mechanic could find no issues and reset the sensor
- C. 1-Ton needed work on ABS sensor to pass inspection, will be done November 28 at Percy's Auto
- D. Digital DOT signs will be back by the end of the month, and DOT will be using Town Hall grounds as a turn-around this winter
- E. Corrine taking vacation November 20-22 ahead of Thanksgiving Holiday

OTHER SELECTBOARD BUSINESS

Dean's Liquor License Application: The Board reviewed the liquor license application for Dean's and signed it for approval. **Motion made and seconded to approve Dean's liquor license application. Motion carries.**

Battery Recycling: Michelle asked about battery recycling. The issue is with people leaving batteries that cannot be recycled, leaving car batteries, and generally making a mess in the area. Corrine is going to look into it.

Selectboard Position application: Corrine talked about nomination papers for Beech's Selectboard position.

Road Commissioner: Beech would like to ride around with Jason to look at ditching and drainage around the Lake.

Elected Officials: There is an elected officials workshop on the 28th via a Zoom Webinar.

Comments from the Public (as time allows): Sandra Bartlett brought up the hiring process for employees and the possibility of forming a committee to review job applications.

Next regular Selectboard meeting is Wednesday, December 20, 2023, at 6:30 p.m.

Regular Selectboard Meeting adjourned at 7:37 p.m.

Upcoming Meetings & Events:

- **November 23rd & 24th:** Office closed for Thanksgiving Holiday
- **November 29th:** Emergency Operations Plan committee meeting, 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: 12/19/23
Date

Barry Kerney
Barry Kerney

Signed: Bruce Laveway
Bruce Laveway

Michelle Johnson
Michelle Johnson, Chairperson

Hi Corrine,

We did have a board meeting but the majority of the meeting consisted of budget discussions and the growing lack of staffing. I did not bring up your request because the majority of the discussion concentrated on the service being able to provide coverage for all of the communities due to lack of staff. I think they might not of been open to covering other areas if we are being challenged to cover our existing communities. I will bring it up as things improve. I'll keep you informed. Thanks

John

From: Corrine Routhier <manager@townofportage.org>
Sent: Wednesday, November 08, 2023 3:16 PM
To: John Labrie <jlabrie@ambulance-service.org>
Subject: Ambulance Service Update?

Hi John,

Just checking in to see if your Ambulance Service board has met yet to discuss your budget and possible inclusion of Portage Lake in your service area? My Select Board has a meeting next Wednesday, and I wanted to give them an update if possible.

Sincerely,

Corrine M. Routhier, CCM

Town of Portage Lake in Aroostook County

PO Box 255, Portage Lake, ME 04768

Manager, Treasurer, Tax Collector & Deputy Clerk

Nashville Plt., ME, Tax Collector & Deputy Clerk

Ph: 207-435-4361

Fx: 207-435-6229

Email: manager@townofportage.org

www.townofportage.org

Under Maine's Freedom of Access law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public record which may be inspected by any person upon request, unless otherwise made confidential by law.

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
December 19, 2023
6:30 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
November 15, 2023 regular meeting
3. Old Business:
 - a. Eagle Scout Project Proposal—Dawson Jandreau
 - b. Battery Recycling Update
 - c. Combining CEO & Deputy Clerk Positions
4. New Business:
 - a. Irving Spraying Request for 2024—paid from Silviculture if approved
 - b. Request for new Server Computer in front office, potentially paid from surplus and the remainder in ARPA
 - c. Choose 2023 Town Report dedication & cover picture
 - d. Pick Winner of Dog Registration Gift Certificate Raffle
 - e. Manager's 4th quarter mileage reimbursement request
 - f. Approve Payables Warrants & Discuss Signature policy
5. Town Manager's Report
 - a. Office heat pump is not working; repairs cannot be made when temps are below freezing
 - b. Corrine has been working on the 2024 municipal budget
 - c. Nomination papers are now available for 3-year terms on School Board & Select Board
 - d. Town office closed at Noon on December 29 to process End of Year
6. Other Select Board Business
7. Public Comments (as time allows)
8. Executive Session per 1 MRSA § 405(6)(A) Personnel Matters
9. Adjourn

Next Regular Select Board Meeting: Wednesday, January 17, 2024 @ 6:30 pm

Upcoming Meetings & Events:

Thursday December 21: Office Christmas Party Pot-Luck Luncheon Noon to 1

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
December 19, 2023, at 6:30 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Michelle Johnson, Chairman; Barry "Beech" Kenney, Bruce Laveway.

Members Absent: None.

Others Present: Corrine Routhier, Jodi Page, Sandra Bartlett, Brian Cote.

Meeting called to order at 6:30 p.m. by Michelle Johnson.

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

OLD BUSINESS

Eagle Scout Project Proposal—Dawson Jandreau: Dawson could not make tonight's meeting. Corrine will invite him back for next month's meeting.

Battery Recycling Update: Corrine researched battery recycling options and presented it to the Board. We can get battery recycling receptacles for alkaline batteries. The Ashland Transfer Station and Lowes accepts rechargeable batteries and cell phones. **Motion made and seconded to purchase a battery recycling box for \$77 for the alkaline batteries and to promote residents utilizing the Transfer Station and Lowes for the rechargeables. Motion carries.**

Combining CEO & Deputy Clerk Positions: The Board and Corrine discussed combining the CEO & Deputy Clerk positions. Corrine referenced a couple towns who had tried this with negative results.

NEW BUSINESS

Irving Spraying Request for 2024: Irving would like to do some spraying next fall on an area that was cut a few years ago. If the Selectboard is on board with the spraying, the price will come out of the Silviculture account. Corrine would like to put it in the warrant articles for the annual town meeting. **Motion made and seconded to add it to the 2024 warrant articles. Motion carries.**

Request for new Server Computer in front office, potentially paid from surplus and the remainder in ARPA: The office server computer needs to be replaced as it has reached its end of life. **Motion made and seconded to add this as a 2024 warrant article using what is left of the ARPA funds, with the remainder to come out of surplus. Motion carries.**

Choose 2023 Town Report Dedication & cover picture: The Board reviews the 7 cover picture options. The Board chose option #7 Fish River. **Motion made and seconded to go with the Fish River picture. Motion carries.** The Board discussed the options for the town report dedication. **Motion made and seconded to dedicate the 2023 Town Report to Betty Benson. Motion carries.**

Pick Winner of Dog Registration Gift Certificate Raffle: Jen Brophy is the winner of the \$25 dog registration gift certificate.

Manager's 4th Quarter mileage reimbursement request: The Board reviewed the manager's 4th quarter request. **Motion made and seconded to approve the managers 4th quarter mileage reimbursement request. Motion carries.**

Approve Payables Warrants & Discuss Signature Policy: The Board discussed the signature policy for the payables warrants. The Board reviews the Treasurer's warrants and signs them for approval.

TOWN MANAGER'S REPORT

- A. Office heat pump is not working; repairs cannot be made when temps are below freezing
- B. Corrine has been working on the 2024 municipal budget
- C. Nomination papers are now available for 3-year terms on School Board & Select Board
- D. Town office closed at Noon on December 29th to process End of Year

OTHER SELECTBOARD BUSINESS

Comments from the Public (as time allows): Brian Cote brought up our digital DOT signs and the fact that one is missing. DOT had borrowed the sign for another emergency but it will be brought back.

At 7:30 p.m., a motion was made and seconded to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) for personnel matters. Motion carries. A motion was made and seconded to end the Executive Session at 7:41 p.m. The public portion of the meeting resumed at 7:41 p.m. Motion made and seconded to approve a 3.7% raise for both Sarah Bauzenberger and Jason Poulin beginning January 1, 2024, and to approve a \$50 per month health insurance stipend for Sarah Bauzenberger. Motion carries.

Next regular Selectboard meeting is Wednesday, January 17, 2024, at 6:30 p.m.

Regular Selectboard Meeting adjourned at 7:42 p.m.

Upcoming Meetings & Events:

- **Thursday, December 21st: Office Christmas Party Pot-Luck Luncheon Noon to 1**

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: 11/17/2024
Date
Barry Kenney
Barry Kenney

Signed: Bruce Lavey
Bruce Lavey
Michelle Johnson
Michelle Johnson, Chairperson

Responses from other Managers to an email asking for advice about combining CEO & Deputy Clerk Positions, December 2023

South Thomaston: "Filling positions is a challenge. We had the CEO position open for quite some time. The CEO in a neighboring town filled in, but it was really too much for him to handle both Towns. The Selectboard asked if I would fill in until a CEO could be hired. That was almost a year ago, lol.

I have found that it is difficult to do both jobs well. I feel like both jobs are getting shortchanged. I try to set Tuesday as only CEO days, but that rarely worked. I just try to go with the flow and do what's in front of me! You may have an adjustment period and need to be flexible, but I think it doesn't hurt to try.

Good Luck!

Terri-Lynn Baines
Town Administrator

Hallowell: Hi Corinne....tough problem I know....and doubly so in the County. Have you first tried to make a FT with benefits CEO position and share costs for that with 1-3 neighbor towns? That is what I would try first since the two jobs are like oil and water. Let me know how this turns out and good luck!....Gary

Gary Lamb
Hallowell City Manager

Lincoln:

Corrine,

In many towns a few staff persons do multiple jobs. When I was in Baileyville I had half a dozen titles.

In Lincoln all these jobs have their own separate job description. The question becomes about full time in that position versus some part time.

As an example we have one person in Lincoln who sums together a full time job from part time events coordinator, part time health officer and limited time back-up Code Enforcement. None of those are full time but summed together that creates one full time position.

At times the mixture of jobs any one person has does change. The one I mentioned above was once the back-up assessor.

Rick Bronson, Lincoln

Oxford: Combining positions can be an interesting proposition. I have seen several different combinations. One CEO combo position that seems to have worked well is the CEO/Fire Chief (West Bath).

When I was the Town Manager in Richmond, the employee who was the CEO started with the Town as a Deputy Town Clerk. He went to training and became a certified CEO. Once he became the full time CEO, he remained a backup Deputy Clerk who could work the counter. I often times would use him to cover the counter during lunches, sick calls or even when the counter staff needed to attend a training. This combination seemed to work well. On days/hours the CEO had to work the counter, he scheduled his CEO duties accordingly. I would think this approach could work on a more regular basis with set schedules and appointments.

I hope this is helpful. I am glad to discuss further if you like, feel free to reach out.

By the way, you are not far from where I spent a significant time as a kid, Chapman and Presque Isle =) Lots of family and great memories up that way.

Thank you,
Adam Garland, MSMHR

Tremont: HI Corrine,

Here in Tremont we tried advertising the combined Deputy Clerk with CEO for several months and received no interest. The neighboring Town of Southwest Harbor appointed their Deputy Clerk, Deputy CEO, but she ultimately found it to be too much to focus on both jobs and transitioned to just one of them.

Thanks

Jesse

MTCMA Ambassador Mitch Burkowitz: phone call on 12/8/23

Areas to consider: Have designated days and times the CEO is available and do CEO "work" only during that time.
Require customers to make appointments.

There has to be flexibility among all office staff for emergency situations when CEO is called out for failing septic system, for instance.

The person hired has to be able to pivot between both jobs

Can Municipal Fire Chief fill in? Or when CEO is hired, work in tandem with Fire Chief?

What happens if the combination of the two jobs doesn't work?

Phippsburg: While we have multiple employees who have several job titles (I have a few myself) generally they fall in line with their other responsibilities.

For instance, our Full-Time CEO is also our E-911 Addressing Officer as well as our Health Officer. Since these jobs are similarly aligned with his responsibilities as CEO, it works out OK for him and for the Town.

Having someone who is a CEO and Clerk would be difficult as you mentioned because the jobs do not necessarily overlap and you would have to find someone who is not only able to complete the work of CEO, but also be able to learn the duties of Clerk and switch over to those functions when necessary.

I guess my question would be what is the expected workload on the two positions? Our Deputy Clerk is a very limited part-time position who handles things like dog licenses and printing marriage or death certificates and also helps with elections. If this position doesn't have a lot of daily work to do, the right candidate could essentially be a full-time CEO who also handled Clerk functions as needed. But if your Deputy Clerk is needed for more long-term availability to the public, I would assume that you would have to break the position into different positions on different days and allow them to focus on one job at a time rather than having to bounce back and forth.

For the job description, I would recommend having a single job description with the duties of each position spelled out and a percentage attached to each position. If the positions are indeed equally split, then I would include a 50% percentage of work in each position in the job description. I would also recommend to my board to pay the same rate of pay regardless of duties fulfilled on a certain day, beyond being a logistical challenge to pay someone a different rate of pay on different days, it also would likely make the job less interesting to candidates and might devalue whichever position is paid less.

I don't know if any of this is helpful to you, but these are the first things that came to mind if I was in your position.

Ross M. McLellan
Town Administrator
Town of Phippsburg