

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
January 17, 2024
6:30 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
December 19, 2023 regular meeting
3. Old Business:
 - a. EV Charger Update
4. New Business:
 - a. Designate new Oldest Citizen
 - b. Ballot Clerk Appointment
 - c. Proposed use of State Reimbursements for 2024 budget
 - d. Treasurer's Quarterly Financial Report & 2023 Year End Report
 - e. Approve Payables Warrants
5. Town Manager's Report
 - a. Backhoe had new starter installed by Tyler Michaud first part of the month
 - b. Fire Dept. held CPR training on Jan 14 for 6 FF to get re-certified
 - c. 2024 Budget almost complete; waiting on actual figures for Ashland subsidies
6. Other Select Board Business
7. Public Comments (as time allows)
8. Adjourn

Next Regular Select Board Meeting: Wednesday, February 21, 2024 @ 6:30 pm

Upcoming Meetings & Events:

Joint Select Board & Budget Advisory Committee: Tuesday January 30, 2024 @ 6 pm

Forest Advisory Committee Meeting: Tuesday January 23, 2024 @ 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
January 17, 2024, 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.

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

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

OLD BUSINESS

EV Charger Update: The charger is in and being sent up for installation. Underwood Electric will be installing the charger when it arrives.

NEW BUSINESS

Designate new Oldest Citizen: The newest oldest citizen is Ed Bodeau and he will be presented with a certificate. His name will be added to the plaque in the Town Hall. **Motion made and seconded to designate Ed Bodeau as the newest oldest citizen. Motion carries.**

Ballot Clerk Appointment: Motion made and seconded to appoint the following Election Clerks for the 2024 election year: Serena Bonville, Jennifer Brophy, Jodi Page, Sandy Bartlett, Maggie Pierce, Kim Allen, Leslie Rafford, Jennifer Pitcairn, Trena Soucy, Corrine Routhier, Alden Routhier, Joyia Cyr, Carol Gagnon, Kathrine Gagnon, Jean McPherson, Danica Hartman, Tracy Snow-Cormier, Geraldine Condon, Janice Cyr, Michelle Eastman, Frank Hallett, Pamela Hallett, Debra Holmes, Kimberly Holmes, Chris Johnson, Tammy Kenney, Amy Collins, Haleigh Holmes, Calvin Mokler. **Motion carries.**

Proposed use of State Reimbursements for 2024 budget: The Board reviews the following proposals:

- 100% of the annual Veteran Exemption Reimbursement to be used for the Municipal Cemetery Dept;
- 20% of the Homestead Exemption Reimbursement to be put into a reserve account to use for Town Hall improvements with the remainder of the reimbursement to be put into Surplus at the end of the year;
- \$5000 of the BETE Reimbursement to the Revaluation Reserve, \$10,000 to the Public Works Equipment Reserve, \$10,000 for the Fire Dept. Equipment Reserve with the remainder to be put into Surplus at the end of the year;
- \$7500 of the Tree Growth Reimbursement to be used for payments to the ATV Club, Historical Society and Snowmobile Club with the remainder to be put into Surplus at the end of the year.

Motion made and seconded to approve the use of State Reimbursements for the 2024 budget. Motion carries.

Treasurer's Quarterly Financial Report & 2023 Year-End Report: The Board reviews the Treasurer's Quarterly Financial Report and the 2023 Year-End Report. **Motion made and seconded to accept the quarterly financials and year-end report as written. Motion carries.**

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

TOWN MANAGER'S REPORT

- A. Backhoe had new starter installed by Tyler Michaud first part of the month
- B. Fire Dept. held CPR training on January 14th for 6 FF to get recertified. Michelle asked if any of these recertified firefighters would be on call if needed due to the response time of the Ashland Ambulance.
- C. 2024 Budget almost complete; waiting on actual figures for Ashland subsidies
- D. Corrine has received an application for the Deputy Clerk position.

OTHER SELECTBOARD BUSINESS

Michelle asked about the fees to register our dogs, if they are set by the State, and they are.

Comments from the Public (as time allows): Sandra Bartlett asked about the new dock business in town and what the zoning ordinances are for that area.

Next regular Selectboard meeting is Wednesday, February 21, 2024, at 6:30 p.m.

Regular Selectboard Meeting adjourned at 7:04 p.m.

Upcoming Meetings & Events:

- **Joint Selectboard & Budget Advisory Committee: Tuesday, January 30, 2024**

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: _____

Bruce Laveway

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

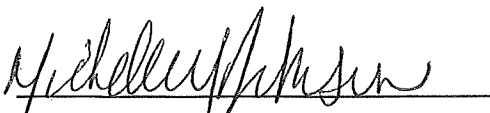
January 17, 2024

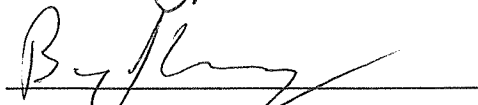
Edward Bodeau Jr.
2187 Portage Rd.
Portage Lake, ME 04768

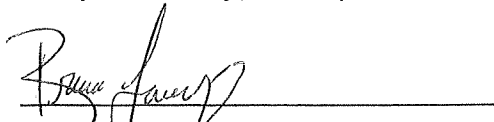
Dear Mr. Bodeau,

Congratulations! The Portage Lake Board of Selectpersons hereby officially gives you the honor of being the Oldest Citizen in the Town of Portage Lake. This designation is given to the oldest registered voter on record living within town lines. Enclosed is a certificate commemorating this honor. Your name will be added to a plaque at the Town Office, displayed along with the Silver-Headed Cane for the oldest citizen. On behalf of the Townspeople of Portage Lake, we congratulate you for this distinction.

Sincerely,


Michelle Y. Johnson, Board Chairman


Barry J. Kenney, Selectperson


Bruce J. Laveway, Selectperson

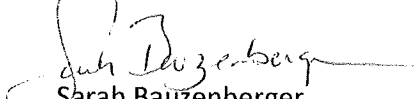
Enc

January 17, 2024

Please appoint the following Election Clerks for the Town of Portage Lake for the 2024 Election Year:

Serena Bonville (U)
Jennifer Brophy (U)
Jodi Page (U)
Sandy Bartlett (U)
Maggie Pierce (U)
Kim Allen (U)
Leslie Rafford (U)
Jennifer Pitcairn (U)
Trena Soucy (U)
Corrine Routhier (U)
Alden Routhier (U)
Joyia Cyr (D)
Carol Gagnon (D)
Kathrine Gagnon (D)
Jean McPherson (D)
Danica Hartman (D)
Tracy Snow-Cormier (D)
Geraldine Condon (R)
Janice Cyr (R)
Michelle Eastman (R)
Frank Hallett (R)
Pamela Hallett (R)
Debra Holmes (R)
Kimberly Holmes (R)
Chris Johnson (R)
Tammy Kenney (R)
Amy Collins (R)
Haleigh Homes (G)
Calvin Mokler (G)

Thank you,


Sarah Bauzenberger
Town Clerk

Proposed Use of State Reimbursements for 2024 budget year

In 2023, you the Board approved using our state reimbursements for Veteran Exemption, Homestead Exemption and Business Equipment Tax Exemption (BETE) for direct use toward some of our municipal budget items and to put into reserves for future use. These proposed uses were voted on and approved at the annual Town Meeting. Using these reimbursements decreased what we needed to raise and appropriate as part our Municipal Budget by \$31,995.

I would like to propose we continue doing this for subsequent years, continuing with the 2024 budget year, with the addition of using Tree Growth Reimbursement for payments to the ATV Club, Historical Society and Snowmobile Club. All of these budget items, if approved by the Board, will then be added to the 2024 Warrant Articles to be voted on at the annual March town meeting by the resident voters.

Veteran Exemption:

As was approved in 2023, I propose once again appropriating 100% of the annual Veteran Exemption Reimbursement to be used for the Municipal Cemetery Department for flags and flag-holders on Veteran's graves and any other regular maintenance. In 2023, the amount of the Veteran Exemption Reimbursement was \$424.

Homestead Exemption:

As was approved in 2023, I propose once again putting 20% of Homestead Exemption Reimbursement into a reserve account to use for Town Hall Improvements in the coming years. Our building is getting older, and repairs are becoming more expensive. By designated a reserve account we may have enough to make significant improvements to the municipal building when/if the time comes. In 2023, the amount put into the Town Hall Improvement Reserve account was \$6,571, with the remainder of the Homestead Exemption Reimbursement (\$26,287) closing to Surplus at the end of the year.

BETE Exemption:

As was approved in 2023, I propose once again appropriating the following amounts from the BETE Reimbursement:

\$5,000 to the Revaluation Reserve

\$10,000 to the Public Works Equipment Reserve

\$10,000 for the Fire Department Equipment Reserve

The Two Equipment Reserve accounts are designated for the purchase of trucks or large mobile equipment (like a backhoe) in the future. The Revaluation Account is a savings specific to the cost of a total town Revaluation that is likely to be needed in 3 years' time. Using the BETE Reimbursement in this way does not burden the taxpayers, and still allows approximately \$32,600 to close to Surplus at the end of the year.

Tree Growth Reimbursement:

New request for 2024, I propose using \$7,500 of this reimbursement (usually around \$12,600) in place of what is raised and appropriated for the ATV Club, Snowmobile Club and Historical Society each year. Each club asks for \$2,500. This would still allow approximately \$5,100 to close to Surplus at the end of the year, and will decrease what needs to be Raised and Appropriated from taxes.

Quarterly Selectboard Financial Update

As of December 31, 2023--4th Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$1,520,780.94
Total Expenses to date	\$1,297,419.44
Net Gain (Loss)	\$223,361.50

2023 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$936,429.53	\$878,783.56	\$57,645.97
Personal Prop.	\$89,202.90	\$88,625.03	\$577.87
	\$1,025,632.43	\$967,408.59	\$58,223.84

Checking Account-Katahdin

Checkbook Reconciliation Balance \$134,805.92

Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$64,809.46
ARPA Funds	\$1,395.38
Ministerial School Lot Stumpage	
Savings & CD	\$58,030.49
Road Reserve Savings & FLEX	\$317,699.16
Total at NorState FCU	\$441,934.49

Katahdin:

PW Equipment Reserve ICS & Checking	\$62,953.47
Silviculture ICS & Checking	\$202,800.44
General ICS*	\$444,372.10
Total at Katahdin	\$710,126.01

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

Key Bank

Town Hall Improvements Reserve	\$6,585.76
Revaluation Reserve	\$45,383.43
Total at Key Bank	\$51,969.19

Acadia FCU:

Cemetery Perpetual Care Prime & Super Saving	\$13,295.54
Stumpage: Savings & CD	\$406,458.33
Total at Acadia FCU	\$419,753.87

TOTAL RESERVES: \$1,623,783.56

Total Assets in Banks: \$1,758,589.48

Real & Personal Property Taxes **outstanding** principle

Real:

2021	\$0.00
2022	\$8,242.71
	\$8,242.71

Pers. Prop:

2022 \$0.00

Quarterly Selectboard Financial Update

YEAR TO DATE as of December 31, 2023

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$36,200.00	\$35,430.17	\$3,990.57	\$4,760.40
Office Staff	\$84,800.00	\$78,428.17	\$8,944.75	\$15,316.58
Assessing	\$6,500.00	\$7,378.34	\$1,889.07	\$1,010.73
Town Hall	\$23,000.00	\$19,991.13	\$7,944.29	\$10,953.16
Plan & Appeals	\$1,000.00	\$694.00	\$225.00	\$531.00
Code	\$13,000.00	\$11,736.40	\$2,772.50	\$4,036.10
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	\$64,470.04	\$1,057.71	\$5,587.67
Genl. Assistance	\$5,265.00	\$490.30		\$4,774.70
Fire Dept.	\$27,300.00	\$24,439.98	\$400.00	\$3,260.02
Animal Control	\$2,600.00	\$2,142.10	\$268.00	\$725.90
Police Patrol	\$2,068.00			\$2,068.00
Cont'd. Svcs.	\$3,800.00	\$876.00		\$2,924.00
Public Works	\$95,000.00	\$99,822.11	\$16,311.24	\$11,489.13
Ash. Transfer Stn.	\$51,705.00	\$57,380.58	\$5,675.58	\$0.00
Transfer Station	\$875.00	\$780.00	\$650.00	\$745.00
Cemetery	\$3,200.00	\$1,846.28	\$1,444.00	\$2,797.72
Beautification	\$8,400.00	\$8,415.63	\$46.00	\$30.37
Rec Dept.	\$1,560.00	\$224.04	\$0.00	\$1,335.96
Parks/Beach/Pav	\$14,000.00	\$12,425.18	\$575.59	\$2,150.41
Seaplane Base	\$5,000.00			\$5,000.00
Campground	\$6,200.00	\$3,586.03	\$4,519.00	\$7,132.97
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	\$538,613.02		\$0.00
Education-Subsidy		\$5,144.95	\$5,144.95	\$0.00
Excise Taxes		\$93,950.29	\$124,315.91	\$30,365.62
Street Lights	\$6,720.00	\$6,463.02		\$256.98
Ashland User Fees	\$84,202.00	\$84,202.00		\$0.00

AGENDA
TOWN OF PORTAGE LAKE
Special Select Board Meeting
January 31, 2024
6:30 P.M.

1. Call Meeting to Order & Attendance

2. New Business:
 - a. BYOB permit for Portage Lakers Snowmobile Club's Pie Auction, February 17
 - b. Irving Stumpage permit
 - c. Ashland Subsidy Budget
 - d. Town Clerk Resignation & Appoint new Clerk
 - e. Payables Warrants

3. Other Select Board Business

4. Public Comments (as time allows)

5. Adjourn

Next Regular Select Board Meeting: Wednesday, February 21, 2024 @ 6:30 pm

Upcoming Meetings & Events:

Saturday February 3: PLSC 45th Anniversary Celebration, all day @ Groomer Shed & Town Hall

Saturday February 17: PLSC Pie Auction, 6 pm @ Town Hall

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting
January 31, 2024, 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, Sarah Bauzenberger, Brian Cote.

Meeting called to order at 6:31 p.m. by Michelle Johnson.

NEW BUSINESS

BYOB permit for Portage Lakers Snowmobile Club's Pie Auction February 17th: The Board reviews the BYOB permit and signs it for approval. **Motion made by Michelle and seconded to approve the BYOB permit for the Portage Lakers Snowmobile Club's Pie Auction February 17th. Motion carries.**

Irving Stumpage permit: The Board reviews the stumpage permits for Irving and the Town and signs them for approval. **Motion made and seconded to approve the permits for Irving and the Town. Motion carries.**

Ashland Subsidy Budget: The Board discussed what they would like to see happen should the Town vote down the Ashland subsidies.

Town Clerk Resignation & Appoint new Clerk: Sarah's last day will be February 14, 2024. Kim Mapley has been hired as the Deputy Clerk. The Board appointed Corrine Routhier as interim Town Clerk, Bureau of Motor Vehicles Agent, Inland Fisheries & Wildlife Agent, Animal Welfare Agent, Elections Facilitator, and Registrar of Voters until such time as a new Clerk can be hired. **Motion made and seconded to appoint Corrine as interim Town Clerk, Bureau of Motor Vehicles Agent, Inland Fisheries & Wildlife Agent, Animal Welfare Agent, Elections Facilitator, and Registrar of Voters effective February 14, 2024. Motion carries.**

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

OTHER SELECTBOARD BUSINESS

Beech would like to see an equipment committee created for the replacement of Town equipment and future planning.

Comments from the Public (as time allows):

At 6:48 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 7:44 p.m. The public portion of the meeting resumed at 7:44 p.m.

Next regular Selectboard meeting is Wednesday, February 21, 2024, at 6:30 p.m.

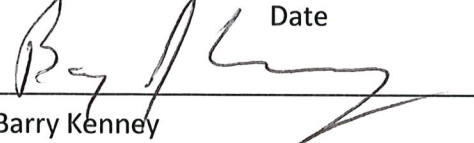
Regular Selectboard Meeting adjourned at 7:45 p.m.


Upcoming Meetings & Events:

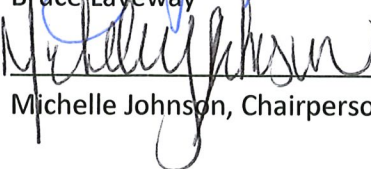
- **Saturday, February 3rd: PLSC 45th Anniversary Celebration, all day @ Groomer Shed & Town Hall**
- **Saturday, February 17th: PLSC Pie Auction, 6 p.m. @ Town Hall**

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: 2-21-24


Barry Kenney

Signed: 


Michelle Johnson, Chairperson

January 26, 2024

This has been a very hard to write.

I have been offered a position elsewhere, with an increase in pay.

I had a lot to consider and I understand the kind of position this leaves Corrine, and the Town in. Which made it incredibly difficult. I have been back and forth on my decision, but I believe practicality wins in the end. I have to go where the value I bring is shown in compensation.

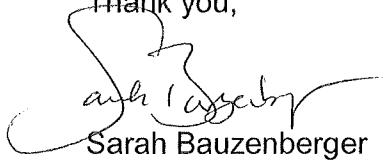
I have to go on what I think I am worth, and if someone else sees the value I bring and is willing to pay more for it, then I have to take it.

I apologize for any stresses or issues this may cause all of you. There are things I will miss greatly.

It has been a pleasure to work for the Town of Portage Lake. I enjoy both of my times here immensely. I will miss the people in and out of the office.

My last day will be Wednesday, February 14, 2024. This gives 3 weeks for me to prepare the office for this transition.

Thank you,



Sarah Bauzenberger

January 31, 2024

Please appoint Corrine Routhier to the following positions on an interim basis: (effective February 14, 2024)

Town Clerk

Bureau of Motor Vehicles Agent

Inland Fisheries & Wildlife Agent

Animal Welfare Agent

Elections Facilitator

Registrar of Voters

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
February 21, 2024
6:30 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
 - January 17, 2024 regular meeting
 - January 31, 2024 special meeting
3. Old Business:
 - a. None
4. New Business:
 - a. Snowmobile Lake Races Request—Collins Family
 - b. Veteran's Widow Exemption Application—T. Rankin
 - c. Planning Board Member Appointments
 - d. 2024 Assessor's Notice
 - e. 2024 Warrant Articles
 - f. Fox Hill Rd. Pavement Damage
 - g. Payables Warrants
5. Town Manager's Report
 - a. Dept of Labor did an inspection on 2/5 of the PW Garage and Fire Dept. Found a few issues, mostly with updating safety training.
 - b. Drainage issue discovered in the ladies' bathroom; Allen's Environmental found wipes of some kind had been flushed and they were able to clear it.
 - c. Sarah's last day was Feb 14. Kim Mapley will be accelerating her Clerk training
 - d. Primary Elections are March 5 from 10 to 8. The Town Office will need to be closed on that day so I can attend elections and Kim can learn how they are run.
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, March 20, 2024 @ 6:30 pm

Upcoming Meetings & Events:

Municipal Elections: Tuesday March 21, 2024 from 3 to 7 pm

Town Meeting: Friday March 22, 2024 @ 6:30 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
February 21, 2024, 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, Arthur Routhier, Jodi Page, James Collins Jr. and family, Mike Violette, Serena Bonville, Tony Goulet, Betty Haley.

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

Approval of Minutes: Selectboard reviews the minutes from the January 17, 2024, regular meeting and the January 31, 2024, special meeting. **Motions made and seconded to approve the minutes for the January 17, 2024, regular meeting and the January 31, 2024, special meeting as written. Motion carries.**

NEW BUSINESS

Snowmobile Lake Races Request—Collins Family: James Collins Jr. spoke to the Board regarding the snowmobile races he would like to hold on Portage Lake. This year would be the 1st annual Lake Race. They need permission from the Board to use the beach area and Station Street for parking for the race. **Motion made and seconded to let them use the beach parking lot, the playground and the overrun lot for their race. Motion carries.**

Veteran's Widow Exemption Application—T. Rankin: **Motion made and seconded to approve the widow's exemption. Motion carries.**

Planning Board Member Appointments: James McAulay is appointed for a 3-year term and Mike Violette is taking the vacancy left by Dary Gagnon. **Motion made and seconded to appoint James McAulay and Mike Violette to the Planning Board for 3-year terms. Motion carries.**

2024 Assessor's Notice: The Board reviews the 2024 Assessor's Notice and signs it for approval.

2024 Warrant Articles: The Board chose to appropriate \$55,000 in Other Revenues versus the \$50,000 that is usually appropriated. **Motion made and seconded to sign the 2024 Warrant Articles, selecting the \$55,000 appropriation option. Motion carries.**

Fox Hill Road Pavement Damage: The pavement on Fox Hill sustained damage from a skidder. Beech went out to look at the damage and talk with the parties involved. Corrine will be sending out a follow-up letter as well.

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

TOWN MANAGER'S REPORT

- A. Dept. of Labor did an inspection on 2/5 of the PW Garage and Fire Dept. Found a few issues, mostly with updating safety training.
- B. Drainage issue discovered in the ladies' bathroom; Allen's Environmental found wipes of some kind had been flushed and they were able to clear it.
- C. Sarah's last day was Feb. 14th. Kim Mapley will be accelerating her Clerk training.
- D. Primary Elections are March 5 from 10 to 8. The Town Office will need to be closed on that day so I can attend elections and Kim can learn how they are run.

OTHER SELECTBOARD BUSINESS

Tony Goulet and Betty Haley were here as representatives of the Town of Masardis to discuss the Ashland subsidies with the Board.

Comments from the Public (as time allows):

At 7:24 p.m., a motion was made and seconded to reschedule the Executive Session to next month. Motion carries.

Next regular Selectboard meeting is Wednesday, March 20, 2024, at 6:30 p.m.

Regular Selectboard Meeting adjourned at 7:25 p.m.

Upcoming Meetings & Events:

- **Municipal Elections: Thursday, March 21, 2024, from 3 to 7 p.m.**
- **Town Meeting: Friday, March 22, 2024, @ 6:30 p.m.**

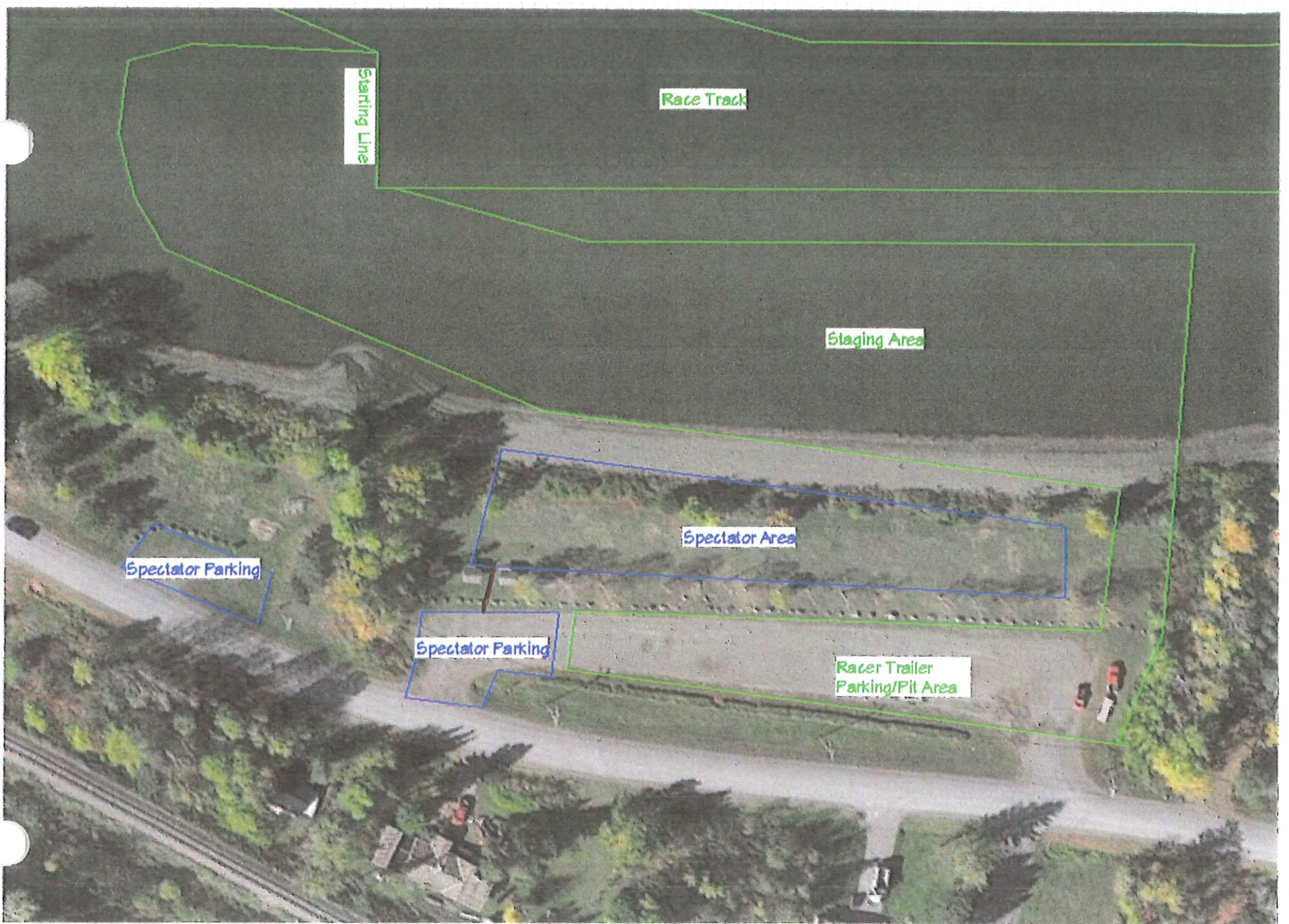
We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge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

Approved: 3/2/24
Date

Barry Kenney
Barry Kenney

Signed: Bruce Layeway
Bruce Layeway

Michelle Johnson
Michelle Johnson, Chairperson



spectator areas = Blue
will be staked and snowfence

Green areas will be staked
and partial snow fence near spectators.

February 2024

Planning Board Appointment Request

Please appoint the following people to the Planning Board for 3-year terms, each expiring in 2027:

James McAulay

Michael Violette

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
March 20, 2024
6:30 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
February 21, 2024
3. Old Business:
 - a. Eagle Scout Project—Dawson Jandreau
 - b. Ashland Subsidies Documents
4. New Business:
 - a. Appoint new Town Clerk Kimberly Mapley
 - b. Appoint new Town Treasurer Susan Rogers
 - c. County Tax 6-month Bill & Warrant Signature
 - d. Veteran's Exemption Applications—J. Russo & D. Russo
 - e. Homestead Exemption Applications—M. Lafrenier & M. Humphrey
 - f. Payables Warrants
5. Town Manager's Report
 - a. Still working on abating the citations for Public Works & the Fire Dept. from the Dept. of Labor inspection on Feb 5; deadline to have them corrected is April 1. Most are completed; we asked for an extension of the deadline on a few due to the nature of the citation.
 - b. Can-Am Dog Sled Races were cancelled the first weekend of March due to lack of snow, so the Town did not charge Can-Am for the usual \$125 fee this year
 - c. The Snowmobile Races held on the ice on March 9 were successful; the Town was thanked publicly by the James "Buddy" Collins for our help preparing for the races.
 - d. Town Elections are tomorrow from 3-7 pm. Town Meeting is Friday at 6:30, with the Historical Society soup dinner at 5:30 ahead of that.
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, April 17, 2024 @ 6:30 pm

Upcoming Meetings & Events:

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
March 20, 2024, 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, Arthur Routhier, Jodi Page, Steve Jandreau, Dawson Jandreau, Sandra Bartlett, Kim Mapley.

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

Approval of Minutes: Selectboard reviews the minutes from the February 21, 2024, regular meeting.

Motion made and seconded to approve the minutes for the February 21, 2024, regular meeting as written.

Motion carries.

OLD BUSINESS

Eagle Scout Project—Dawson Jandreau: The original project has been scrapped due to time constraints. Instead, for his Eagle Scout Project, Dawson would like to build a bench swing for the Town to be placed potentially at the Pavilion. Someone from the Town will check out the area this spring and let Dawson and Steve know the ideal spots for placement.

Ashland Subsidies Documents: The Board reviewed the documents.

NEW BUSINESS

Appoint new Town Clerk Kimberly Mapley: Motion made and seconded to appoint Kimberly Mapley as the new Town Clerk, the Inland Fisheries & Wildlife Agent, and the Animal Welfare Agent. Motion carries.

Appoint new Town Treasurer Susan Rogers: Sue's first day as the new Town Treasurer will be April 2, 2024. On her first day, the Town Clerk will appoint her as the new Deputy Clerk. Motion made and seconded to appoint Susan Rogers as the new Town Treasurer. Motion carries.

County Tax 6-month Bill & Warrant Signature: County taxes are moving to a July to June tax year. To fill the gap from January to June, they need to have a 6-month bill. The Board reviewed the 6-month bill of \$83,203 and the payment options of paying the entirety all at once, 2 payments split in half, or paying over a 3-year term interest free. They chose to go with the option of paying over a 3-year term. Motion made and seconded to pay over a 3-year term. Motion carries.

Veteran's Exemption Applications—J. Russo & D. Russo: Motion made and seconded to accept and approve the applications for Veteran's Exemptions for J. Russo & D. Russo. Motion carries.

Homestead Exemption Applications—M. Lafrenier & M. Humphrey: Motion made and seconded to accept the Homestead Exemption applications for M. Lafrenier and M. Humphrey. Motion carries.

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

TOWN MANAGER'S REPORT

- A. Still working on abating the citations for Public Works & the Fire Dept. of Labor inspection on Feb. 5; deadline to have them corrected is April 1. Most are completed; we asked for an extension of the deadline on a few due to the nature of the citation.

- B. Can-Am Dog Sled Races were cancelled the first weekend of March due to lack of snow, so the Town did not charge Can-Am for the usual \$125 fee this year.
- C. The Snowmobile Races held on the ice on March 9 were successful; the Town was thanked publicly by the James "Buddy" Collins for our help preparing for the races.
- D. Town Elections are tomorrow from 3-7 p.m. Town Meeting is Friday at 6:30, with the Historical Society soup dinner at 5:30 ahead of that.

OTHER SELECTBOARD BUSINESS

Corrine mentioned the Aroostook Area Agency on Aging came in and toured the building as they would like to do a remote site in Portage Lake. They will cover the costs for everything for up to 3 years. Beech asked if it was possible to hire a Constable for BYOB events or if it needs to be an Active Duty Law Enforcement official. Corrine will email the Town's insurance company to see what is acceptable.

Comments from the Public (as time allows):

At 7:10 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 7:34 p.m. The public portion of the meeting resumed at 7:34 p.m.

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

Regular Selectboard Meeting adjourned at 7:35 p.m.

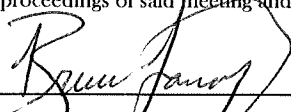
Upcoming Meetings & Events:

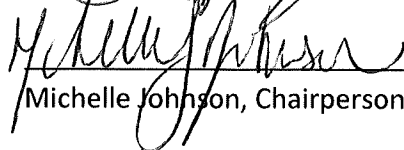
- **Municipal Elections: Thursday, March 21, 2024, from 3 to 7 p.m.**
- **Town Meeting: Friday, March 22, 2024, @ 6:30 p.m.**

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: 4/17/24
Date

Barry Kenney

Signed: 
Bruce Laveway


Michelle Johnson, Chairperson

March 20, 2024

Please appoint Susan Rogers as the new Town Treasurer.

Sincerely,

Corrine Routhier, manager

Corrine Routhier

BJL

MJ

B.J.K.

March 20, 2024

Please appoint Kimberly Mapley to the following positions:

Town Clerk

Inland Fisheries & Wildlife Agent

Animal Welfare Agent

Sincerely,

Corrine Routhier, manager

Corinne Routhier

BSL

BJK.

MJ

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
April 17, 2024
6:30 P.M.

1. Call Meeting to Order & Attendance
2. Choose Chairman for the ensuing year
3. Approval of Minutes
 March 20, 2024
4. Old Business:
 - a. Ashland Subsidies Update
5. New Business:
 - a. General Town Questions—Gary Chance, resident
 - b. Annual Appointments
 - c. PHCC Liquor License Application & Special Amusement Permit Application
 - d. Northeast Paving Lease Renewals
 - e. Quarterly Treasurer's Report
 - f. Manager Mileage & Cell Phone reimbursement requests
 - g. Payables Warrants
6. Town Manager's Report
 - a. DOL citations abatement certification worksheets and supporting documents were submitted to DOL before the April 1 deadline and have been accepted. Two citations have been given extensions for completion.
 - b. EV charger has arrived at Underwood Electric, should be installed by mid-May on the front of the town hall building under the town office windows
7. Other Select Board Business
 - a. Choose Summer meeting times: 6 or 6:30?
 - b. Fireworks Show debris concerns
8. Public Comments (as time allows)
9. Adjourn

Next Regular Select Board Meeting: Wednesday, May 15, 2024 @ ???? pm

Upcoming Meetings & Events:

May 21—Housing Corporation meeting @ 6 pm, town hall

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
April 17, 2024, at 6:30 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Michelle Johnson, Chairperson; Richard Lyons, Bruce Laveway.

Members Absent: None.

Others Present: Corrine Routhier; Jodi Page; Gary Chance; Brian Cote; Susan Rogers; Dave Pierce; Jason Poulin; Paula Brewer, Journalist; Arthur Routhier.

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

Choose Chairman for the ensuing year: Motion made and seconded to stay with the current chair. Motion carries.

Approval of Minutes: Selectboard reviews the minutes from the March 20, 2024, regular meeting. Motion made and seconded to accept the minutes as written. Motion carries. Rick abstained from voting on the minutes.

OLD BUSINESS

Ashland Subsidies Update: Board members attended meetings in Garfield Plantation and Ashland where they voiced their concerns regarding the subsidies. An upcoming work session is planned with Ashland's Council Chairman and another Council member, and the Board chairs and Town managers from the surrounding towns of Masardis, Nashville Plantation, and Garfield Plantation. The Board and citizens present during the meeting discussed the issues and topics they would like addressed at the work session.

NEW BUSINESS

General Town Questions—Gary Chance, resident: Gary Chance addressed the Board regarding property taxes. He is asking for an abatement on property taxes currently owed due to hardship. He is asking the Town to reword the 30-Day Lien Notices that go out to taxpayers so they are less stressful. Other concerns mentioned by Mr. Chance were the hunting dogs nearby, the condition of the road he lives on, and what Mr. Chance views as unnecessary spending by the Town.

Annual Appointments: Motion made and seconded to nominate Corrine Routhier as Town Manager, Tax Collector, Agent for Overseers of the Poor, Road Commissioner, E-911 Officer, and Freedom of Access Officer. Motion carries. Motion made and seconded to nominate Margaret Pierce as Interim Code Enforcement Officer, Interim Health Officer, Interim Plumbing Inspector, and Interim Building Inspector. Motion carries. Motion made and seconded to nominate Todd Allen as Animal Control Officer. Motion carries. Motion made and seconded to nominate Brian Cote as Fire Chief. Motion carries. Town Clerk and Treasurer were already appointed in March.

PHCC Liquor License Application & Special Amusement Permit Application: The Board reviews the applications for PHCC. Motion made and seconded to approve the liquor license and the special entertainment permit for PHCC with the stipulation that entertainment needs to end at midnight instead of 1 p.m. Motion carries.

Northeast Paving Lease Renewals: Northeast Paving would like to continue leasing office space from the Town Office at \$1000 per month and \$100 a month for the use of the former transfer station for the upcoming paving season. **Motion made and seconded to approve the lease renewals. Motion carries.**

Quarterly Treasurer's Report: The Board reviews the Quarterly Treasurer's Report. Rick asked about the School Budget, and the Board discussed when the next School Board meeting will be. **Motion made and seconded to accept the Quarterly Treasurer's Report. Motion carries.**

Manager Mileage & Cell Phone reimbursement requests: The Board reviews the requests. **Motion made and seconded to approve the requests. Motion carries.**

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

TOWN MANAGER'S REPORT

- A. DOL citations abatement certification worksheets and supporting documents were submitted to DOL before April 1 deadline and have been accepted. Two citations have been given extensions for completion.
- B. EV charger has arrived at Underwood Electric, should be installed by mid-May on the front of the town hall building under the town office windows. Arthur suggested the town have the Star Herald do a write-up regarding the donations for the EV charger, installation, and costs to maintain.

OTHER SELECTBOARD BUSINESS

- a) Choose summer meeting times: 6 or 6:30? **Motion made and seconded to move the meeting times to 6 p.m. Motion carries.**
- b) Fireworks Show debris concerns: Michelle brought up the issue of the debris from the fireworks and how she would like to see it cleaned up after the Whoopie Pie Festival.
- c) Welder and cart for the Public Works Dept. found cheaper elsewhere.
- d) DOT is asking for permission to run their trucks on our side roads.

Comments from the Public (as time allows): Brian Cote thanked the Board for having the speakers adjusted during PHCC's events. Arthur commented on the good job Town Officials are doing.

Next regular Selectboard meeting is Wednesday, May 15, 2024, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 7:38 p.m.

Upcoming Meetings & Events:

- **May 21—Housing Corporation meeting at 6 p.m., town hall**

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: 5/15/24
Date

Richard Lyons

Signed: Bruce Laveway
Bruce Laveway

Michelle Johnson, Chairperson

Quarterly Selectboard Financial Update

As of March 31, 2024--First Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$48,541.50	
Total Expenses to date	\$264,609.41	
Net Gain (Loss)		(\$216,067.91)

2024 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 \$93,923.34

Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$64,810.25	
ARPA Funds	\$1,395.73	
Ministerial School Lot Stumpage		
Savings & CD	\$58,796.08	
Road Reserve Fund	\$320,450.12	
Total at NorState FCU		\$445,452.18

Katahdin:

PW Equipment Reserve ICS & Checking	\$63,189.13	
Silviculture ICS & Checking	\$203,560.05	
General ICS	\$301,553.09	
Total at Katahdin		\$568,302.27

Key Bank

Town Hall Improvement Res	\$6,606.32	
Revaluation Reserve	\$50,588.70	
Total at Key Bank		\$57,195.02

Acadia FCU:

Cemetery Perpetual Care	\$13,308.78	
Stumpage: Savings & CD	\$409,603.65	
Total at Acadia FCU		\$422,912.43

TOTAL RESERVES:

\$1,493,861.90

Total Assets in Banks:

\$1,587,785.24

Real & Personal Property Taxes outstanding principle

Real:

2022	\$7,553.24	
2023	\$25,380.38	
	\$32,933.62	

Pers. Prop:

2023		\$0.00
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Quarterly Selectboard Financial Update

YEAR TO DATE as of March 31, 2024

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$39,900.00	\$15,118.39	\$2,630.38	\$27,411.99
Office Staff	\$91,000.00	\$17,215.68	\$1,024.00	\$74,808.32
Assessing	\$7,350.00	\$13.50	-\$262.83	\$7,073.67
Town Hall	\$21,000.00	\$8,308.94	\$445.00	\$13,136.06
Plan & Appeals	\$1,000.00	\$100.00	\$0.00	\$900.00
Code	\$19,100.00	\$747.78	\$142.50	\$18,494.72
Discounts	\$14,000.00	\$0.00	\$0.00	\$14,000.00
Abatements	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Annual Dues	\$2,475.00	\$2,242.00	\$0.00	\$233.00
Insurance	\$70,800.00	\$22,509.40		\$48,290.60
Genl. Assistance	\$4,774.00	\$0.00		\$4,774.00
Fire Dept.	\$27,500.00	\$2,095.16		\$25,404.84
Animal Control	\$2,650.00	\$894.90	\$177.00	\$1,932.10
Cont'd. Svcs.	\$4,250.00	\$0.00		\$4,250.00
Public Works	\$101,600.00	\$20,267.33		\$81,332.67
Ash. Transfer Stn.	\$75,650.00	\$18,912.33		\$56,737.67
Transfer Station	\$1,000.00	\$196.00	\$150.00	\$954.00
Cemetery	\$2,950.00	\$0.00		\$2,950.00
Beautification	\$1,200.00	\$0.00	\$50.00	\$1,250.00
Rec Dept.	\$1,335.00	\$100.00		\$1,235.00
Parks/Beach/Pav	\$13,200.00	\$165.91	\$92.06	\$13,126.15
Seaplane Base	\$5,000.00	\$0.00		\$5,000.00
Campground	\$3,700.00	\$0.00	\$108.80	\$3,808.80
Snomobile Club	\$2,500.00	\$0.00		\$2,500.00
PL ATV Club	\$2,500.00	\$0.00		\$2,500.00
PL Historical Soc.	\$2,500.00	\$0.00		\$2,500.00
Social Services	\$3,170.00	\$0.00		\$3,170.00
Education Commit.	\$0.00	\$144,205.02		-\$144,205.02
Educ -Sub & Grants	\$0.00	\$9,876.97	\$9,876.97	\$0.00
Excise Taxes	\$0.00	\$689.40	\$24,944.17	\$24,254.77
Street Lights	\$6,575.00	\$1,640.10		\$4,934.90
Ashland User Fees	\$0.00	\$0.00		\$0.00

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
May 15, 2024
6 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
April 17, 2024
3. Old Business:
 - a. Resident's Concerns—Gary Chance
 - b. Ashland Subsidy Update
4. New Business:
 - a. Town Certified Ratio Declaration
 - b. Scholarship Application Review
 - c. Veteran Exemption Application Review—P. Flagg
 - d. Seaplane Base Improvements
 - e. Payables Warrants
5. Town Manager's Report
 - a. Agency on Aging satellite area completed in conference room.
 - b. EV Charger installed on front of building. Will send a Thank You letter to Mr. Lednum for his donation of the unit & cost of installation
 - c. Fire Dept received \$1,200 safety grant through MMA to purchase "Emergency Scene Ahead" road signs
 - d. Roof over kitchen has been fixed at the price quoted last fall
 - e. Town Office is presenting our town Veterans with Honor Baskets, asking for "sponsors" for the cost of each basket's items
6. Other Select Board Business
7. Public Comments (as time allows)
8. Adjourn

Next Regular Select Board Meeting: Wednesday, June 19, 6 pm

Upcoming Meetings & Events:

May 20—PL School Board regular meeting @ 5:30 pm, town hall

May 21—Housing Corporation meeting @ 6 pm, town hall

May 26—Memorial Day Ceremony @ 11:15, Veteran's Park

May 30—School Budget Town Meeting @ 6:30 pm, town hall

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
May 15, 2024, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Michelle Johnson, Chairperson; Richard Lyons, Bruce Laveway.

Members Absent: None.

Others Present: Corrine Routhier; Jodi Page; Gary Chance; Herb McPherson, Sandra Bartlett, Dave Pierce, Arthur Routhier.

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

Approval of Minutes: Selectboard reviews the minutes from the April 17, 2024, regular meeting.

Motion made and seconded to accept the minutes as written. Motion carries.

OLD BUSINESS

Resident's Concerns—Gary Chance: Mr. Chance addressed the Board regarding his concerns about the hunting dogs that are housed within 100 yards of his property and creating disturbances with their continual barking. The Town is going to reach out to IF&W, Game Wardens and other organizations to see if there is anything that can be done about it.

Ashland Subsidies Update: Michelle attended the Town of Ashland's Council meeting last night. The Town voted to provide the Town of Portage with year-end reports with balances and expenditures for the accounts we pay into as well as to either carry forward the balances in those accounts or place the money into a Reserve account. This allows us to follow the money trail and ensures that the money we pay for those subsidies stays in those accounts.

NEW BUSINESS

Town Certified Ratio Declaration: The Board discussed the certified ratio declaration and chose a ratio of 90%. **Motion made and seconded to choose a ratio of 90%. Motion carries.**

Scholarship Application Review: There are no graduating seniors from the Town of Portage this year. There was one application received from a resident of Ashland. **Motion made and seconded to deny the application due to the student not being a resident of Portage. Motion carries.**

Veteran Exemption Application Review—P. Flagg: The Board reviewed the application from Mr. Flagg. **Motion made and seconded to accept Mr. Flagg's application. Motion carries.**

Seaplane Base Improvements: The Board discussed the necessary repairs and the cost of renovating the Seaplane Base.

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

TOWN MANAGER'S REPORT

- A. Agency on Aging satellite area completed in conference room.
- B. EV charger installed on front of building. Will send a Thank You letter to Mr. Lednum for his donation of the unit & cost of installation.
- C. Fire Dept. received \$1,200 safety grant through MMA to purchase "Emergency Scene Ahead" road signs.

- D. Roof over kitchen has been fixed at the price quoted last fall.
- E. Town Office is presenting our town Veterans with Honor Baskets, asking for “sponsors” for the cost of each basket’s items.

OTHER SELECTBOARD BUSINESS

- ME Woods Company is having an Open House on Wednesday, June 5th – they are requesting one of the Board Members or the Town Manager as a guest speaker.
- Jason has been cleaning out the red shed and found some interesting stuff. Old Kubota mower has not been used in 2 years at least. The Town is looking into selling it.
- Office copier needs to be replaced. Northern Business Products has a refurbished copier on hand for \$3500. Levesque Office Supply has a used 1-year-old Savin copier for \$2995. Each offers a maintenance package. The Board needs to decide what Reserve account to take it out of. A special town meeting needs to be held for the town residents to approve the warrant article. Rick asked about having a contingency built into the Town’s budget for these types of purchases to avoid having to have special meetings to approve said purchases.
- Michelle chose next week’s Special Board Meeting to hold an Executive Session regarding the abatement application.

Comments from the Public (as time allows): Dave Pierce asked about where the Town is at regarding fixing the boat landing. He has a contact that can provide us with some new but used floats.

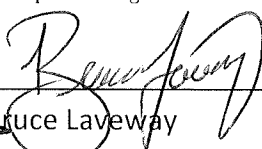
Next regular Selectboard meeting is Wednesday, June 19, 2024, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 7:31 p.m.

Upcoming Meetings & Events:

- May 20: PL School Board regular meeting @ 5:30 p.m., town hall
- May 21: Housing Corporation meeting @ 6 p.m., town hall
- May 26: Memorial Day Ceremony @ 11:15 a.m., Veteran’s Park
- May 30: School Budget Town 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.

<p>Approved: _____ _____ Date</p>	<p>Signed:  _____ Bruce Laveway</p>
<p>Richard Lyons</p>	<p>Michelle Johnson, Chairperson</p>



STATE OF MAINE
 MAINE REVENUE SERVICES
 PO BOX 1064
 AUGUSTA ME 04332-1064

Letter ID: L0001465993
 Letter Date: March 29, 2024
 TAXPAYER ASSISTANCE: (207) 624-5600
 V/TTY 7-1-1

Municipal Valuation Return
 Account ID: 1168-8372
 Period Start: April 01, 2024
 Period End: March 31, 2025

PORTAGE LAKE TOWN OF
 DBA PORTAGE LAKE
 PO BOX 255
 PORTAGE LAKE ME 04768-0255



CERTIFIED RATIO DECLARATION FORM

Municipality: PORTAGE LAKE County: AROOSTOOK Tax Year: 2024 Due Date: June 03, 2024

Under Maine law, municipal assessors must annually certify to Maine Revenue Services (MRS) the ratio of assessed value to just value in their municipality. This certified ratio must be used by the assessors to adjust the value of certain exemptions in the municipality, including the homestead exemption. As part of the process for determining municipal reimbursement for the homestead exemption, assessors must declare their certified ratio to MRS by June 3 each year. Please review the below options for declaring the certified ratio. MRS will accept the ratio declared by an assessor if it is within 10% of the developed parcel ratio determined by MRS for the municipality as part of the most recently completed state valuation. If the ratio declared by the assessor differs by more than 10% from the developed parcel ratio, the assessor must provide evidence showing the ratio declared is more accurate for one of the reasons under Option #2 on page 2.

Option #1: The municipality declares the developed parcel ratio of 82%, determined by MRS as part of the 2024 state valuation, as the certified ratio for 2024.

Option #2: The municipality declares a current year certified ratio that differs from the developed parcel ratio in Option #1.

If this ratio is not between 74% and 90%, select a reason and attach supporting evidence. If insufficient proof is included with this form, MRS will only accept use of the developed parcel ratio in Option #1 and will adjust reimbursements received by the municipality accordingly.

Visit the Maine Tax Portal at revenue.maine.gov to file your Certified Ratio Declaration online. If you cannot file electronically, complete page 2 and mail to the following address:

Maine Revenue Services
 Property Tax Division
 PO BOX 1064
 AUGUSTA ME 04332-1064

Phone: (207) 624-5600
 Fax: (207) 287-6396
 Email: prop.tax@maine.gov

Go Paperless - Visit the Maine Tax Portal at revenue.maine.gov to manage your account today.

AGENDA
TOWN OF PORTAGE LAKE
Special Select Board Meeting
May 23, 2024
6 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Warrant Articles for Special Town Meeting on May 30
3. Other Select Board Business
4. Public Comments
5. Executive Session per 36 MRS §841 (2)
8. Adjourn

Next Regular Select Board Meeting: Wednesday, June 19, 6 pm

Upcoming Meetings & Events:

May 26—Memorial Day Ceremony @ 11:15, Veteran's Park

May 30—School Budget Town Meeting @ 6:30 pm, town hall

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting
May 23, 2024, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Michelle Johnson, Chairperson; Richard Lyons, Bruce Laveway.

Members Absent: None.

Others Present: Corrine Routhier; Beech Kenney; Gary Chance.

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

Approval of Warrant Articles for Special Town Meeting on May 30th: The Board reviews the warrant articles for the Special Town Meeting. **Motion made and seconded to approve the Warrant Articles as written.** Michelle noted her name on the Warrant was still Eastman. Corrine told her to sign as Johnson and said we would fix it for the posting of the meeting. Rick asked if the figures listed for the Ashland subsidies were the same as originally asked for in February. They are the same. The Board signed the Articles for approval.

OTHER SELECTBOARD BUSINESS

Comments from the Public (as time allows):

At 6:03 p.m., a motion was made and seconded to enter into Executive Session pursuant to 36 M.R.S.A. § 841(2) for abatement procedures. Motion carries. A motion was made and seconded to end the Executive Session at 6:23 p.m. The public portion of the meeting resumed at 6:24 p.m. Motion made and seconded to deny the poverty abatement for Case #1 because applicant did not meet the federal poverty guidelines threshold. Motion carries.

Next regular Selectboard meeting is Wednesday, June 19, 2024, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 6:30 p.m.

Upcoming Meetings & Events:

- **May 26: Memorial Day Ceremony @ 11:15 a.m., Veteran's Park**
- **May 30: School Budget Town 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: _____

Date

Richard Lyons

Signed: _____

Bruce Laveway

Michelle Johnson, Chairperson

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
June 19, 2024
6 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
 - May 15, 2024 Regular Meeting
 - May 23, 2024 Special Meeting
3. Old Business:
 - a. Resident's Concerns—Gary Chance
 - b. Discuss sale of old Kubota lawnmower
 - c. Seaplane Base Improvements Update
4. New Business:
 - a. County Tax FY 24-25 Bill
 - b. MMA Legislative Policy Committee Ballot
 - c. Tax Abatement Application-C. Cyr
 - d. Veteran Exemption Application Review—D. Jones
 - e. Review Work Related Injury Protocol for Personnel Policy Addition
 - f. Manager mileage & purchases reimbursements request
 - g. Payables Warrants
5. Town Manager's Report
 - a. New copier/scanner delivered & installed on June 6. Works great!
 - b. Fire Dept. payroll budget already at limit due to 2 major fire call-outs. Fund raisers may be needed to supplement the budget.
 - c. Mil rate for 2024 likely will be close to 15 mil (last year was 13.95). Still waiting for final numbers from Real Estate & Personal Property assessors
 - d. Office closed July 4.
6. Other Select Board Business
7. Public Comments (as time allows)
8. Adjourn

Next Regular Select Board Meeting: Wednesday, July 17 at 6 pm

Upcoming Meetings & Events:

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
June 19, 2024, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Richard Lyons, Bruce Laveway.

Members Absent: Michelle Johnson, Chairperson.

Others Present: Jodi Page; Corrine Routhier.

Meeting called to order at 6:00 p.m. by Richard Lyons.

Approval of Minutes: Selectboard reviews the minutes from the May 15, 2024, regular meeting and the May 23, 2024, special meeting. **Motions made and seconded to approve the minutes as written. Motions carry.**

OLD BUSINESS

Resident's Concerns—Gary Chance: Mr. Chance was absent.

Discuss sale of old Kubota lawnmower: The Board discussed selling the old Kubota lawnmower. It needs a new battery, and the timing is off. It will be listed on Facebook Marketplace as well as other media platforms. **Motion made and seconded to have Jason list the old Kubota lawnmower on social media for a starting sale price of \$3000. Motion carries. Motion made and seconded to replace the battery in the lawnmower before selling it. Motion carries.**

Seaplane Base Improvements Update: The Planning Board approved the plans for renovations to the Seaplane Base. The Board decided to scrap the plans to move the Seaplane Base back.

NEW BUSINESS

County Tax FY 24-25 Bill: The Board discussed the County Tax bill for fiscal year 2024-2025. The Town is looking at a possible revaluation. The County Tax bill came in at \$208,916. **Motion made and seconded to accept and pay the County Tax Bill of \$208,916. Motion carries.**

MMA Legislative Policy Committee Ballot: The Board discussed the MMA Legislative Policy Committee Ballot and decided to table this discussion until next month when Michelle is present.

Tax Abatement Application—C. Cyr: The Board reviewed the application from C. Cyr. **Motion made and seconded to approve C. Cyr's application for an abatement in the amount of \$334.80. Motion carries.**

Veteran Exemption Application Review—D. Jones: The Board reviewed Mr. Jones's application. **Motion made and seconded to accept the Property Tax exemption application for Mr. Jones. Motion carries.**

Review Work-Related Injury Protocol for Personnel Policy Addition: The Board reviewed the work-related injury protocol. **Motion made and seconded to approve the addition as a first reading. Motion carries.**

Manager mileage & purchases reimbursements request: The Board reviewed Corrine's mileage and purchases reimbursements request. **Motion made and seconded to approve the requests of \$111.42 and \$63.66. Motion carries.**

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

TOWN MANAGER'S REPORT

- A. New copier/scanner delivered & installed on June 6. Works great!
- B. Fire Dept. payroll budget already at limit due to 2 major fire callouts. Fund raisers may be needed to supplement the budget.
- C. Mil rate for 2024 likely will be close to 15 mil (last year was 13.95). Still waiting for final numbers from Real Estate & Personal Property assessors.
- D. Office closed July 4.

OTHER SELECTBOARD BUSINESS

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, July 17, 2024, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 6:40 p.m.

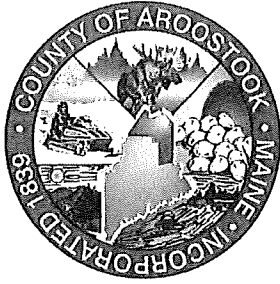
Upcoming Meetings & Events:

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: _____
Date _____
Richard Lyons

Signed: _____
Bruce Laveway
Michelle Johnson
Michelle Johnson, Chairperson

INVOICE



County of Aroostook

144 Sweden Street, Suite 1
Caribou, ME 04736
Tel: (207) 493-3318

Bill To	Invoice Date	Invoice No.
Town of Portage Lake	5/21/2024	PortageLake-24

PO Box 255
Portage Lake, ME 04768

Description	Due Date	Amount Due
2024 Special 6 Month County Tax: Option 3 (Payment #1)	9/1/2024	\$27,735.00
2024-2025 County Tax	9/1/2024	\$181,181.00
	TOTAL	\$208,916.00

Invoice Information

The total of this invoice is the result of your Town/City response to the 2024 County Special 6 Month County Tax bill payment plan options notice plus your Town/City apportionment of the 2024-2025 County Tax bill.

Interest shall accrue at the rate of 8.5% APR on all unpaid balances beginning November 1, 2024.

Draft

MAINE REVENUE SERVICES - 2024 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: Portage Lake

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

Table with 4 columns: Line number, Description, Amount, and Total. Rows 1-6 showing taxable valuations and exemptions.

Assessments

Table with 4 columns: Line number, Description, Amount, and Total. Rows 7-11 showing county tax, municipal appropriation, TIF financing, and local education appropriation.

ALLOWABLE DEDUCTIONS

Table with 4 columns: Line number, Description, Amount, and Total. Rows 12-15 showing anticipated state revenue sharing, other revenues, and net to be raised.

Table with 6 columns: Line number, Amount, Selection (X), Rate, Amount, and Description. Rows 16-23 showing calculations for Maximum Allowable Tax, Minimum Tax Rate, Maximum Tax Rate, Tax for Commitment, Maximum Overlay, Homestead Reimbursement, BETE Reimbursement, and Overlay.

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.