

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**Regular Select Board Meeting**  
**July 17, 2024**  
**6 P.M.**

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1. Call Meeting to Order & Attendance
2. Approval of Minutes  
June 19, 2024 Regular Meeting
3. Old Business:
  - a. Sale of Kubota Mower—sold for \$2,600, proceeds will help offset the Parks' budget
  - b. MMA Legislative Policy Committee Ballot
  - c. Work-Related Accidents Protocol Addition to Personnel Policy
4. New Business:
  - a. ATV Club Storage Shed Request
  - b. ATV Club Trail Re-Route Request—behind Campground
  - c. Choose 2024 tax mil rate
  - d. Consider Town Emergency Operations Plan & appointment for Emergency Management Director
  - e. BYOB Pavilion Rental—Class of 1994 Reunion & PLA
  - f. Treasurer's Quarterly Financial Statement
  - g. Consider moving PW Equipment Reserve funds to County FCU for better return
  - h. SAM Administrator Appointment
  - i. Payables Warrants
5. Town Manager's Report
  - a. DOL Noise Monitoring completed on July 9; this is the last thing to be completed from the DOL citations sent to us in March
  - b. On-Demand hot water heater for the bathrooms was leaking and was replaced
6. Other Select Board Business
7. Public Comments (as time allows)
8. Adjourn

**Next Regular Select Board Meeting:** Wednesday, August 21 at 6 pm

Upcoming Meetings & Events:

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
July 17, 2024, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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

Members Absent: None.

Others Present: Corrine Routhier, Jodi Page, Jim McAulay, Glenn Cusack, Otis Nelson.

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

**Approval of Minutes:** Selectboard reviews the minutes from the June 19, 2024, regular meeting. **Motion made by Richard Lyons and seconded by Bruce Laveway to approve the minutes as written. Motion carries.**

**OLD BUSINESS**

**Sale of Kubota Mower—sold for \$2600, proceeds will help offset the Parks’ budget:** The mower sold quickly, and the proceeds will help offset the Parks’ budget.

**MMA Legislative Policy Committee Ballot:** The Board discussed the ballot. **Motion made by Bruce Laveway and seconded by Michelle Johnson to vote for Richard Lyons and Susie Paradis. Motion carries.**

**Work-Related Accidents Protocol Addition to Personnel Policy:** The Board discussed additions to the Personnel Policy regarding work-related accidents. The Board decided to postpone a decision pending review from MMA Legal.

**NEW BUSINESS**

**ATV Club Storage Shed Request:** Glenn Cusack spoke to the Board regarding obtaining a small parcel of land to place a storage shed on. The Board reviewed a map for potential placement of the shed. **Motion made by Michelle Johnson and seconded by Richard Lyons to table the discussion for now until they have had time to review the grant stipulations and determine placement of the shed. Motion carries.**

**ATV Club Trail Re-Route Request—behind Campground:** Glenn discussed with the Board the existing trail and where they would like to re-route it to. The land in question is co-owned by the Town of Portage and Irving Woodlands, permission has been obtained from Irving Woodlands to re-route the trail. **Motion made by Michelle Johnson and seconded by Richard Lyons to approve the moving of the ATV/snowmobile trail to the proposed new placement and discontinue the old trail. Motion carries.**

**Choose 2024 tax mil rate:** The Board reviewed the options for the 2024 tax mil rate. **Motion made by Bruce Laveway and seconded by Michelle Johnson to go with a mil rate of 14.99. Motion carries.**

**Consider Town Emergency Operations Plan & appointment for Emergency Management Director:** Every town is required to have an Emergency Operations Plan that must be reviewed/updated every 2 years. **Motion made by Michelle Johnson and seconded by Richard Lyons to approve the Emergency Operations Plan and appoint Jim McAulay as the Emergency Management Director. Motion carries. Motion made by Michelle Johnson to table the discussion of a yearly stipend for the EM Director until the next meeting. There was no second or vote on this motion.**

**BYOB Pavilion Rental—Class of 1994 Reunion & PLA:** The Board reviewed the BYOB permits. **Motion made by Richard Lyons and seconded by Michelle Johnson to approve the applications. Motion carries.**

**Treasurer's Quarterly Financial Statement:** The Board reviewed the Treasurer's Quarterly Financial Statement. Motion made by Michelle Johnson and seconded by Bruce Laveway to accept the Treasurer's Quarterly Financial Statement. Motion carries.

**Consider moving PW Equipment Reserve funds to County FCU for better return:** Motion made by Michelle Johnson and seconded by Richard Lyons to move the PW Equipment Reserve funds to a 1-year CD at the County FCU. Motion carries.

**SAM Administrator Appointment:** In order to access the system, Corrine needs to be appointed as the SAM Administrator. Motion made by Michelle Johnson and seconded by Bruce Laveway to nominate Corrine as the SAM Administrator. Motion carries.

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

**TOWN MANAGER'S REPORT**

- A. DOL Noise Monitoring completed on July 9; this is the last thing to be completed from the DOL citations sent to us in March
- B. On-Demand hot water heater for the bathrooms was leaking and was replaced

**OTHER SELECTBOARD BUSINESS**

Bruce asked where we were at regarding the Equipment Committee. He also asked about the diesel tank and if it should have a containment around it. We will look into getting it done.

**Comments from the Public (as time allows):**

At 7:12 p.m., a motion was made and seconded to enter 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. Motion was made and seconded to give Kim Mapley a 2.7% raise for merit following her 6-month review. Motion carries.

Next regular Selectboard meeting is Wednesday, August 21, 2024, at 6:00 p.m.

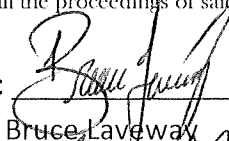
Regular Selectboard Meeting adjourned at 7:20 p.m.

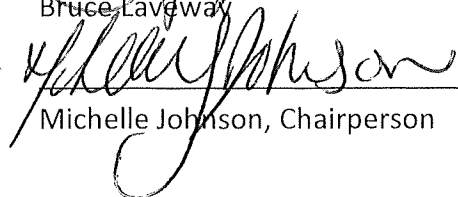
**Upcoming Meetings & Events:**

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: 8/21/2024  
Date

\_\_\_\_\_  
Richard Lyons

Signed:   
Bruce Laveway

  
Michelle Johnson, Chairperson

## Boat Landing ATV Trail

From: Glenn Cusack <gcusack62@gmail.com>

Sent: Fri, Jul 5, 2024 at 8:23 am

To: Stedman, Matt, manager@townofportage.org

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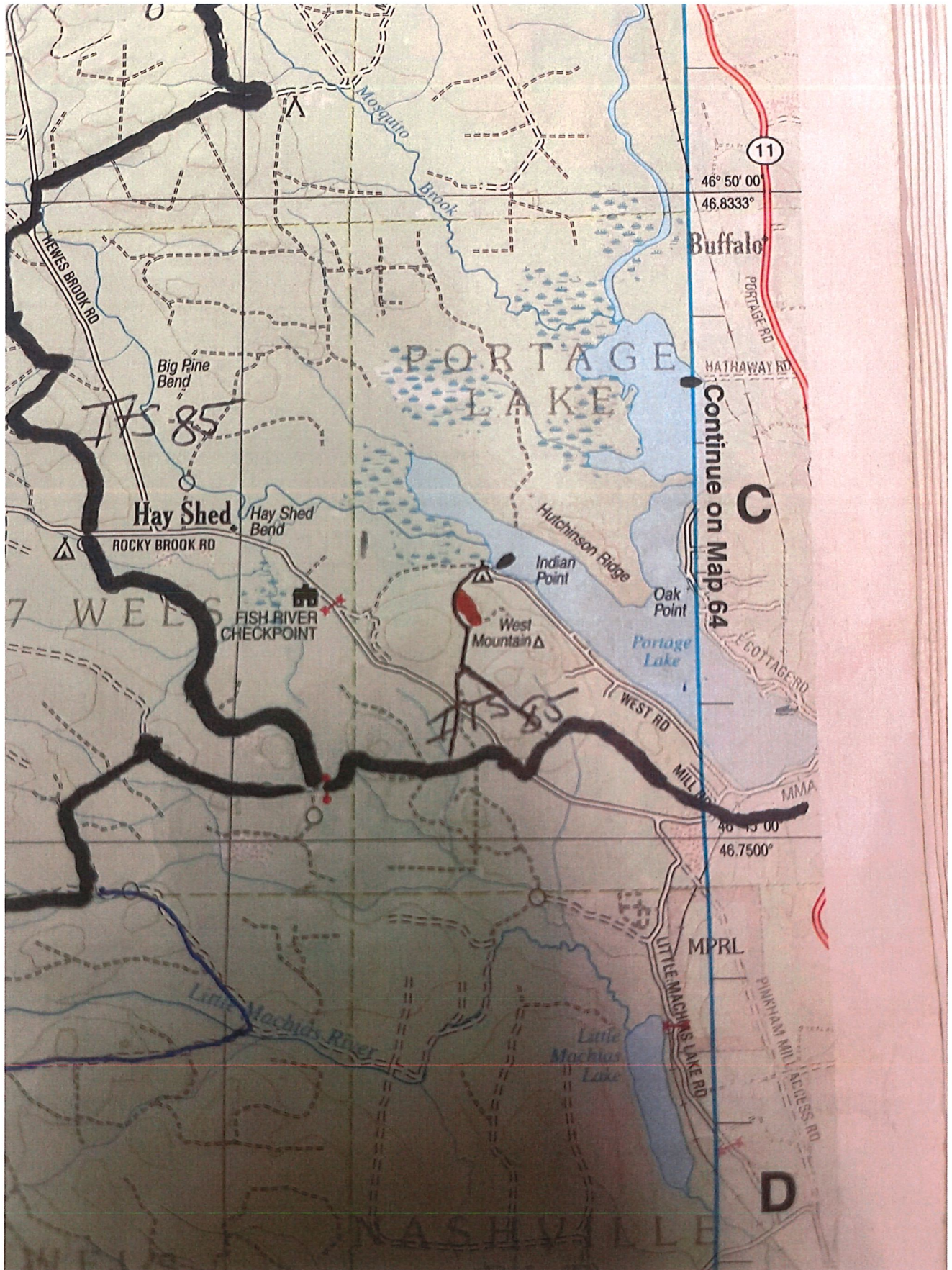
[IMG\\_2967.jpg](#) (3.5 MB)   [IMG\\_2961.jpg](#) (609.3 KB) – [Download all](#)

Good morning,

When you leave the Boat Landing and go up the hill on the trail it flattens out up top. There's about 100 yards of mud up there that there is no real economical way to fix it. I would like to discontinue that section of the trail and relocate back about 50 yards from that spot and it would come out on that big landing on the 2 mile road. It's an old twitch trail about 5 to 800 feet long, it's on higher ground, not too grown in and not a lot of work to open it up. It's mostly blow downs and small brushy stuff. We would also use that for the snowmobile trail. I've attached a map of the trail. The red section in the center is where the proposed work is to be done. I have also walked it and flagged it and attached a couple pictures of what the ground looks like.

Thanks Glenn.

# Proposed ATV Trail Re-Route



## 2024 Tax Commitment Mil Rate Options

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	Mil Rate	Overlay	Difference from 2023 Mil Rate of 13.95
#1	14.95	\$9,694.21	1
#2	14.96	\$10,502.10	1.01
#3	14.99	\$12,925.77	1.04
#4	15	\$13,733.66	1.05
#5	15.05	\$17,773.11	1.1
#6	15.1	\$21,812.55	1.15
#7	15.5	\$54,128.14	1.55
#8	15.571	\$59,864.15	1.621

Maximum Mil Rate allowed: 15.571

Minimum Mil Rate allowed: 14.83

# Portage Lake Emergency Operations Plan

## **G. Preservation of Records**

Each agency/department is responsible for maintaining all legal documents affecting the organization and administration of emergency management functions. It is the responsibility of Town officials to ensure that all records are secure and protected from damage.

## **VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Most departments have emergency functions that complement normal duties. Each department must develop and maintain its own emergency management procedures. Organizations that are not a part of government also have responsibilities.

The following EOC Staffing Positions have been designed to assist in the event of a disaster:

**Select Board**: Provides town government policy, approves media releases and makes decisions relating to the health, safety, and financial issues in protection of the Town. May delegate to Director or Duty Officer.

**EM Director**: Conducts general supervision and is responsible for coordinating all disaster response and recovery procedures and activities during an incident. Manages the EOC as a physical facility. Supervises the EOC staff. Takes direction from the Selectmen.

**Communications Officer**: Will test and operate all EOC communications systems, supervise EOC radio operations and will receive and release all radio messages.

**Damage Assessment Coordinator**: Will coordinate the collection of data relating to damages incurred during the incident.

**Medical Emergency Services Coordinator**: Will coordinate medical needs (EMS, Hospital, Clinics and Pharmacies) by activating rescue teams, determining the number of beds available, pharmacy needs for sheltered citizens and will assist the Fire & Rescue County Coordinator. Aroostook County EMA will serve as Medical Emergency Services Coordinator for Portage Lake.

**Facility Maintenance Manager**: Will assume responsibility for maintaining the EOC facility during an emergency. Checks food supply, water supply, and facility sleeping quarters.

**Fire & Rescue Coordinator**: Coordinates the resources and personnel of the municipal fire protection district during a community-wide event.

**HAZMAT Technical Support**: Will provide technical aid and advice to the EOC staff and responders during a Hazardous Materials (HazMat) related incident. Aroostook County EMA will serve as HazMat Technical Support for Portage Lake.

**Resource Officer**: Will manage and direct resource support activities to include government owned resources and donation management.

**Protection Services Officer**: Will manage planning and actions for traffic control and evacuations will provide security when needed and will coordinate law enforcement needs.

**Public Information Officer**: Will work with local media to provide emergency information to the public. With approval of the Town Selectmen, will release public statements to the media for transmission to the general population in the emergency area.

**Shelter Coordinator**: Will act as liaison between the American Red Cross (ARC), Municipal Shelters staff and EOC staff. Refer to Annex F.

# Quarterly Selectboard Financial Update

As of June 30, 2024--Second Quarter

## Revenues vs. Expenses, Net

Total Revenues to date	\$89,937.02	
Total Expenses to date	\$439,447.42	
Net Gain (Loss)		(\$349,510.40)

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** \$112,105.37

## Bank Reserve Accounts Status

### NorState:

Fire Dept. Equip Reserve & Savings	\$66,338.21	
ARPA Funds	\$0.00	
Ministerial School Lot Stumpage		
Savings & CD	\$59,571.78	
Road Reserve Fund	\$323,340.42	
<b>Total at NorState FCU</b>		\$449,250.41

### Katahdin:

PW Equipment Reserve ICS & Checking	\$63,425.67	
Silviculture ICS & Checking	\$204,322.50	
General ICS	\$151,014.36	
<b>Total at Katahdin</b>		\$418,762.53

### Key Bank

Town Hall Improvement Res	\$6,626.94	
Revaluation Reserve	\$50,746.60	
<b>Total at Key Bank</b>		\$57,373.54

### Acadia FCU:

Cemetery Perpetual Care	\$13,322.03	
Stumpage: Savings & CD	\$405,912.45	
<b>Total at Acadia FCU</b>		\$419,234.48

**TOTAL RESERVES:** \$1,344,620.96

**Total Assets in Banks:** \$1,456,726.33

## Real & Personal Property Taxes outstanding principle

	Real:		Pers. Prop:
	2022 \$3,501.61		2023 <span style="border-bottom: 1px solid black;">\$0.00</span>
	2023 <span style="border-bottom: 1px solid black;">\$11,559.31</span>		
	\$15,060.92		

# Quarterly Selectboard Financial Update

YEAR TO DATE as of June 30, 2024

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$39,900.00	\$36,915.93	\$8,525.85	\$11,509.92
Office Staff	\$91,000.00	\$42,574.69	\$2,775.00	\$51,200.31
Assessing	\$7,350.00	\$1,087.62	\$1,023.99	\$7,286.37
Town Hall	\$21,000.00	\$13,715.49	\$2,720.00	\$10,004.51
Plan & Appeals	\$1,000.00	\$300.00	\$0.00	\$700.00
Code	\$19,100.00	\$2,832.50	\$800.00	\$17,067.50
Discounts	\$14,000.00	\$0.00	\$0.00	\$14,000.00
Abatements	\$1,000.00	\$334.80	\$0.00	\$665.20
Annual Dues	\$2,475.00	\$2,242.00	\$0.00	\$233.00
Insurance	\$70,800.00	\$42,050.61	\$2,643.77	\$31,393.16
Genl. Assistance	\$4,774.00	\$0.00	\$0.00	\$4,774.00
Fire Dept.	\$27,500.00	\$21,601.36	\$1,146.31	\$7,044.95
Animal Control	\$2,650.00	\$1,588.90	\$378.00	\$1,439.10
Cont'd. Svcs.	\$4,250.00	\$160.00	\$0.00	\$4,090.00
Public Works	\$101,600.00	\$42,059.92	\$5,026.17	\$64,566.25
Ash. Transfer Stn.	\$75,650.00	\$37,824.66	\$0.00	\$37,825.34
Transfer Station	\$1,000.00	\$196.00	\$400.00	\$1,204.00
Cemetery	\$2,950.00	\$682.69	\$75.00	\$2,342.31
Beautification	\$1,200.00	\$740.31	\$56.00	\$515.69
Rec Dept.	\$1,335.00	\$136.66	\$0.00	\$1,198.34
Parks/Beach/Pav	\$13,200.00	\$3,443.69	\$3,002.06	\$12,758.37
Seaplane Base	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Campground	\$3,700.00	\$2,131.04	\$2,849.25	\$4,418.21
Snomobile Club	\$2,500.00	\$12,263.90	\$12,263.90	\$2,500.00
PL ATV Club	\$2,500.00	\$0.00	\$0.00	\$2,500.00
PL Historical Soc.	\$2,500.00	\$0.00	\$0.00	\$2,500.00
Social Services	\$3,170.00	\$0.00	\$0.00	\$3,170.00
Education Commit	\$576,819.98	\$288,410.04	\$0.00	\$288,409.94
Education-Subsidy	\$0.00	\$11,331.53	\$11,331.53	\$0.00
Excise Taxes	\$0.00	\$30,756.23	\$66,529.02	\$35,772.79
Street Lights	\$6,575.00	\$3,462.27	\$0.00	\$3,112.73
Ashland User Fees	\$94,652.00	\$0.00	\$0.00	\$94,652.00

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**Regular Select Board Meeting**  
**August 21, 2024**  
**6 P.M.**

---

1. Call Meeting to Order & Attendance
2. Approval of Minutes  
    July 17, 2024 Regular Meeting
3. Old Business:
  - a. Little Saplings Daycare Update-Scott Ferland
  - b. ATV Club Storage Shed Request
  - c. Work-Related Accidents Protocol Addition to Personnel Policy
4. New Business:
  - a. Concerns: Public Works area behind sand shed
  - b. Agency on Aging Access Point Open House—August 28
  - c. Municipal Valuation Return (MVR)
  - d. Special Town Meeting needed to cover projected overages in Insurance, FD and Street Light Accts. Recommend STM in October or November
  - e. Appoint Kim Mapley as Motor Vehicles Agent
  - f. 2024 Taxes Received Update
  - g. Payables Warrants
5. Town Manager's Report
  - a. Upgraded office phones and phone system on August 1 through Greenmark IT. It will be cheaper per month than Consolidated
  - b. Summer Round-Up Weekend was a success. Committee is currently looking for a new chairperson.
  - c. Beach parking lot expansion almost complete
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, September 18 at 6 pm

Upcoming Meetings & Events:

\*Agency on Aging Access Point Open House—August 28 @ 9:45 am

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
August 21, 2024, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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Members Present: Michelle Johnson, Chairperson; Bruce Laveway.

Members Absent: Rick Lyons.

Others Present: Corrine Routhier, Kimberly Mapley, James McAulay, Glenn Cusack, Jason Poulin. Otis Nelson, late arrival at 6:20 p.m.

Meeting called to order at 6:07 p.m. by Michelle Johnson.

**Approval of Minutes:** Selectboard reviews the minutes from the July 17, 2024, regular meeting. **Motion made by Bruce and seconded by Michelle to approve the minutes as written. Motion carries.**

**OLD BUSINESS**

**Little Saplings Daycare Update—Scott Ferland:** Scott could not be present. Discussion tabled until September's meeting.

**ATV Club Storage Shed Request:** The Board discussed the land grant from 1978 that created the ballfield, tennis courts and basketball courts. They saw no reason a storage shed could not be put behind the sand shed. ATV Club will purchase the shed and gift it to the town; the town will file a building permit for it and create a lease agreement for the ATV Club for the use of the building. Michelle suggested the lease include wording that states the fee is free for so many years due to the cost of the shed. She asked Corrine to work on a draft lease. **Motion made by Michelle and seconded by Bruce to approve the storage shed based on the reasons listed. Motion carries.**

**Work-Related Accidents Protocol Addition to Personnel Policy:** A revised protocol was submitted by MMA Workers' Comp. The Board reviewed it. **Motion made by Bruce and seconded by Michelle to accept the Workers' Comp addition and implement it into the town's Personnel Policy under the Miscellaneous section. Motion carries.**

**NEW BUSINESS**

**Concerns—Public Works area behind sand shed:** Bruce wanted to discuss cleaning up some of the Town's things behind the sand shed. Jason has already been going through it and has started clean up. Discussion about what to do with ditching material. Michelle wants the piles of rocks gone. It was suggested to offer it to residents free for the taking. No further concerns from the Board.

**Agency on Aging Access Point Open House—August 28<sup>th</sup>:** The Access Point is going to be part of an Open House for all 20 Access Points in the County on August 28<sup>th</sup> at 9:45 a.m. The Board members are invited. Residents over the age of 60 were also invited to it so they can see firsthand what resources are available.

**Municipal Valuation Return (MVR):** The Board reviews the MVR, which must be filed with the State after tax commitment. It tells the State how much to reimburse for things like Homestead Exemption, Veteran Exemption, etc. The Board signs the form where indicated.

**Special Town Meeting needed to cover projected overages in Insurance, FD and Street Light Accounts.**

**Recommend STM in October or November:** Corrine explains a few accounts are or will be over budget this year, including Insurances, Fire Dept., Street Lights, and the Discount Department. The Board discussed when to hold the meeting. **Motion made by Michelle and seconded by Bruce to hold a special town meeting in November, and that the Warrant Articles to be approved will be ready for the October meeting. Motion carries.**

**Appoint Kim Mapley as Motor Vehicles Agent:** Kim has finished her training and is ready to become a Motor Vehicle Agent. **Motion made by Michelle and seconded by Bruce to appoint Kimberly Mapley as the town's Motor Vehicle Agent. Motion carries.** The Board signs the paperwork to be sent to the State.

**2024 Taxes Received Update:** The Board reviews the 2024 taxes received update showing how many taxes have been received so far since commitment; discount period ended this past Monday. About 75% of real estate taxes has been taken in, and about 97% of personal property taxes.

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

#### TOWN MANAGER'S REPORT

- A. Upgraded office phones and phone system on August 1<sup>st</sup> through Greenmark IT. It will be cheaper per month than Consolidated.
- B. Summer Round-Up Weekend was a success. Committee is currently looking for a new chairperson.
- C. Beach parking lot expansion almost complete.

#### OTHER SELECTBOARD BUSINESS

- A. MMA Executive Committee Ballot to be signed: The Board reviews the ballot and signs it.
- B. Resident tax discount dispute: The Board discussed the best ways to notify town taxpayers about future events concerning tax deadlines, discount deadlines, upcoming meetings, etc. It was suggested to use The County Calendar on WAGM News. Moving forward, the town decided the deadline for tax discounts will never fall on a Monday again. As far as the Resident tax discount dispute, it is a Warrant Article and a State statute that the town has no control over.
- C. Bruce asked for an update on the seaplane base.

**Comments from the Public (as time allows):** Jim McAulay asked the Board's permission to have a table-top exercise to test the town's updated Emergency Operations Plan with the Aroostook Emergency Management Agency director, Darren Woods. This would be an exercise with all pertinent individuals listed in the Emergency Plan, but just as a run-through on paper only. Bruce suggested a date of early April for this.

**At 6:59 p.m., a motion was made and seconded to enter 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 7:19 p.m. The public portion of the meeting resumed at 7:19 p.m. Motion was made by Michelle and seconded by Bruce to have a special Board meeting within the next 10 days to discuss Personnel Matters further. Motion carries.** Michelle asks Corrine to send an email to the Board so they can determine the date that would work the best for everyone.

Next regular Selectboard meeting is Wednesday, September 18, 2024, at 6:00 p.m.

**Regular Selectboard Meeting adjourned at 7:24 p.m.**

**Upcoming Meetings & Events: Agency on Aging Access Point Open House: August 28<sup>th</sup> at 9:45 a.m.**

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

Approved: \_\_\_\_\_

Date

Richard Lyons

August 21, 2024

Signed: \_\_\_\_\_

Bruce Laveway

Michelle Johnson, Chairperson

23-00280  
Portage Recreation Area  
Project Boundary Overlay



K&M LANDSCAPE ARCHITECTS P.A. B.L.M., 2024



State of Maine  
DEPT. of PARKS & RECREATION  
Augusta, Maine  
By FOUR Date 10-27-17

500 ft

Google Earth

## 8.755 WORKERS COMPENSATION

In case of an accident involving personal injury, regardless of how serious, the employee shall immediately notify the supervisor, department head or Chief Executive Officer.

The Town of Portage Lake will fully investigate any on-the-job accidents, or conditions along with their workers' compensation insurance carrier.

The Town of Portage Lake utilizes Workplace Health Northern Light as our preferred occupational provider for all workplace injuries. If an injury does occur at work, and medical treatment is needed, the employee will be sent to Workplace Health at either location listed below:

Northern Light Work Health - Presque Isle  
19 North Street, Presque Isle, ME 04769  
Phone: (207) 768-4568 | Fax: (207) 764-6459

Preferred providers are occupational health facilities that specialize directly in treating employees with work-related injuries. Benefits of using a preferred provider include quick medical intervention, minimizes lost time from work, quick turnaround for specialist referrals, rehabilitation services, and the providers are familiar with the workers' compensation process and required paperwork.

The Maine Workers Compensation statute outlines the rights of both employers and employees:

M.R.S.A Title 39-A §206. Duties and rights of parties as to medical and other services; cost

1. Employer selection. The employer initially has the right to select for the employee a health care provider authorized to practice as such under the laws of the State.
2. Employee selection. After 10 days from the inception of health care under subsection 1, the employee may select a different health care provider by giving to the employer the name of the health care provider and a statement of intention to treat with the health care provider. The employer may file a petition objecting to the named health care provider selected by the employee and setting forth reasons for the objection. The issue of the health care provider must be set for mediation pursuant to section 313.

# TAXES RECEIVABLE UPDATE AS OF 8/21/2024

## 2024 Tax Commitment

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### REAL ESTATE TAXES:

Commit: \$1,017,770.95  
Rec'd: \$772,412.16  
Bal \$245,358.79

% received as of 8/21/2024 **75.89%**

**232 Accts. left to be paid**

### PERSONAL PROPERTY TAXES:

Commit: \$96,960.35  
Rec'd: \$94,054.50  
Bal \$2,905.85

% received as of 8/21/2024 **97.00%**

**16 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%
2023	57.54%	97.54%

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**Special Select Board Meeting**  
**September 5, 2024**  
**6 P.M.**

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1. Call Meeting to Order & Attendance
2. Old Business-
  - a. Personnel Policy
3. New Business
  - a. Bidding Process for Contracted Work
4. Other Select Board Concerns
5. Public Comments
6. Adjourn

**Next Regular Select Board Meeting:** Wednesday, September 18 at 6 pm

Upcoming Meetings & Events:

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Special Meeting  
September 5, 2024, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

---

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

Members Absent: None.

Others Present: Corrine Routhier, Herb McPherson, Sandra Bartlett, Travis Carter, Sheri-Lyn Carter, Otis Nelson.

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

**OLD BUSINESS**

Since there were so many people present for the meeting, the Board decided to postpone Old Business and move directly to Public Comments.

**Personnel Policy:** The Board reviews the updated Personnel Policy. Rick would like to add the word “vacant” to Section II-A to read “all vacant full-time positions.” **Motion made by Rick and seconded by Michelle to modify Section II-A to read “all vacant full-time positions.” Motion carries.**

**NEW BUSINESS**

**Bidding Process for Contracted Work:** The Town needs a contractor to fix a cross culvert on Cottage Road. There have been two estimates, one around \$7000, and the other around \$2000 with the stipulation that our Public Works help with the project. Rick asked if there was a policy by the Town that determines when a bidding process comes into play. Corrine found a motion from Selectboard minutes of January 2011 that says the Selectboard is authorized to make purchasing decisions with budgeted funds for amounts up to \$5000 without requiring a formal bid process. There is no written policy on bidding in the Town office otherwise. Rick gives the purchasing policy from RSU 89 as a guideline for the Town to adopt going forward. Rick suggests the Town proceed with the culvert project at the lower estimate, but in the future put larger projects like this out to bid. No motion was made, but all Board members agreed. Manager was directed to contact the contractor with the lower bid and schedule the work.

**OTHER SELECTBOARD BUSINESS**

**Comments from the Public (as time allows):** Travis & Sheri-Lyn Carter, owners of property at 384 West Road, in the shoreland zoning area, present the Board with information about an issue they are dealing with concerning their failed leach field. They were told by the CEO that they cannot get approval for a new septic system designed for 2 dwellings because their lot does not meet the minimum requirement for lot size for 2 dwellings. Mr. Carter said he was told after he purchased the property a couple years ago that the apartment currently above the garage is not allowed, and that he was not told by the previous owner that the property was in violation. Selectboard asked clarification/informational questions of the homeowner. Michelle suggested the homeowners look at the State level for an appeal process. Rick said neither the Board, nor the Manager had any authority to do anything in this situation. The Carters understood, but

expressed they just wanted the Board to know what was going on. They left the meeting after their discussion with the Board.

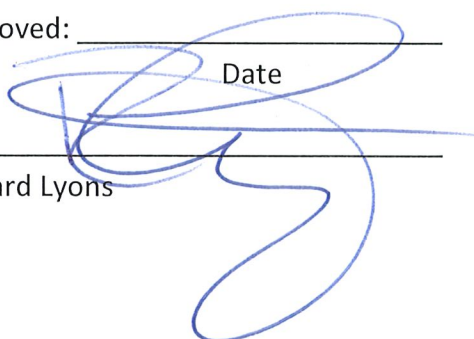
**At 6:27 p.m., a motion was made and seconded to enter Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) for personnel matters. Motion carries. A motion was made and seconded to end the Executive Session at 7:00 p.m. The public portion of the meeting resumed at 7:00 p.m.**

Next regular Selectboard meeting is Wednesday, September 18, 2024, at 6:00 p.m.

**Special Selectboard Meeting adjourned at 7:01 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.

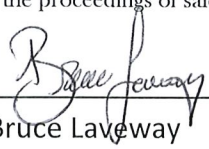
Approved: \_\_\_\_\_



Date

Richard Lyons

Signed: \_\_\_\_\_



Bruce Laveway

Michelle Johnson, Chairperson

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**Regular Select Board Meeting**  
**September 30, 2024 Postponed from September 18, 2024**  
**6 P.M.**

---

1. Call Meeting to Order & Attendance
2. Approval of Minutes
  - August 21, 2024 Regular Meeting
  - September 5, 2024 special meeting
3. Old Business:
  - a. Little Saplings Daycare Update—Scott Ferland
  - b. Personnel Policy Changes Approval-Section 2-A & D, Section 3-B & D-3, Section 6-A
  - c. Seaplane Base Improvements Update—Estimate from PosTech
  - d. Bid & RFP Policy Draft
4. New Business:
  - a. Winter Sand Bid Award
  - b. Schedule General Assistance Ordinance & Appendices Public Hearing
  - c. Speech, Expression & Social Networking policy Update & adoption
  - d. Paid Family Medical Leave Act: Decide if Town will cover all expenses or split 50/50 with employees. Need to include new payroll tax in 2025 budget
  - e. Abatement Request—M. Rossignol
  - f. Use of Dog Registration Fines for Vet gift certificate drawing to encourage dog registrations
  - g. Preliminary 2025 State Valuation for Town
  - h. Street Light Request—3174 Portage Rd.
  - i. Dean's Motor Lodge Special Amusement Permit Request
  - j. Payables Warrants
5. Town Manager's Report
  - a. Agency on Aging Access Point open house held August 28. There were 12 residents, not including office staff, present.
  - b. Station Rd. culvert was re-set by Public Works, side ditch was cleaned. Some ditching was done on West Rd. opposite the beach.
  - c. Appeals Hearing with DOL about the citations for FD and PW this spring is October 3 at noon via Zoom
6. Other Select Board Business
7. Public Comments (as time allows)
8. Executive Session per MRSA §405(6)(A) Personnel
8. Adjourn

**Next Regular Select Board Meeting:** Wednesday, October 16, 2024, 6 pm.

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
September 30, 2024, at 6:00 p.m. (Postponed from September 18, 2024)  
Portage Lake Municipal Building Conference Room

---

Members Present: Bruce Laveway, Rick Lyons.  
Members Absent: Michelle Johnson.  
Others Present: Corrine Routhier, Jodi Page, Scott Ferland.

Meeting called to order at 6:01 p.m. by Bruce Laveway.

**Approval of Minutes:** Selectboard reviews the minutes from the August 21, 2024, regular meeting and the September 5, 2024, special meeting. **Motion made by Rick Lyons and seconded by Bruce Laveway to approve the minutes as written. Motion carries.**

#### OLD BUSINESS

**Little Saplings Daycare Update—Scott Ferland:** Scott updated the Board on the Little Saplings Daycare. They have purchased lot #19 for the daycare center and have roughly a 6500 sq. ft building planned. The plan is to accommodate 40-60 children ages newborn to 12 years. The project will cost about 2 million to build from scratch. Fundraising is under way.

**Personnel Policy Changes Approval-Section 2-A & D, Section 3-B & D-3, Section 6-A:** The Board discussed changes to the Personnel Policy for the sections mentioned. Section 2-A: Added the “all regular full-time & regular part-time vacant positions” to first line; Section 2-D: added wording to indicate the Board negotiates the salary of the Manager, and wording to indicate the Manager will determine the hourly rate of all other employees, with Board approval; Section 3-B2: Added Deputy Clerk and Treasurer to Office & Clerical Employees; Section 3- D3: added a pay increase may be considered upon favorable outcome of employee evaluation; Section 6-A: Included wording to indicate a pay increase to be determined at the time of state certification of employees; Section 7-A: Reworded #2 to say “The Town Manager shall assign work schedules, considering input from the employee; Section 8-C: Increased the yearly stipend for Road Commissioner from \$400 to \$450. **Motion made by Rick Lyons and seconded by Bruce Laveway to endorse the Town of Portage Lake Personnel Policy changes. Motion carries.**

**Seaplane Base Improvements Update—Estimate from PosTech:** The Board reviewed the estimate from PosTech. Toby Saucier from PosTech looked at the Seaplane base. The estimate came in at \$15978. The Town has \$5000 in the budget for the improvements. Rick suggested the November special town meeting to approve the allocation of the funds from the stumpage account. **Motion made by Rick Lyons and seconded by Bruce Laveway to add the cost of the improvements to the warrant articles for the November special meeting. Motion carries.**

**Bid & RFP Policy Draft:** **Motion made by Rick Lyons and seconded by Bruce Laveway to approve the bid and RFP Policy. Motion carries.**

#### NEW BUSINESS

**Winter Sand Bid Award:** The Town received one bid from Brad St. Peter for 200 cubic yards of winter sand delivered at \$3575. **Motion made by Rick Lyons and seconded by Bruce Laveway to endorse the bid. Motion carries.**

**Schedule General Assistance Ordinance & Appendices Public Hearing:** The Board elected to follow past practices and decided to hold the public hearing before their next scheduled Selectboard meeting.

**Speech, Expression & Social Networking policy update & adoption:** The Board reviewed the Speech, Expression & Social Networking policy update. **Motion made by Rick Lyons and seconded by Bruce Laveway to accept the updates. Motion carries.**

**Paid Family Medical Leave Act—Decide if Town will cover all expenses or split 50/50 with employees; need to include new payroll tax in 2025 budget:** Rick suggested the Town absorb the 1% payroll tax. **Motion made by Rick Lyons and seconded by Bruce Laveway to absorb the 1% payroll tax. Motion carries.**

**Abatement Request—M. Rossignol:** **Motion made by Bruce Laveway and seconded by Rick Lyons to approve the \$15 abatement request. Motion carries.**

**Use of Dog Registration Fines for Vet gift certificate drawing to encourage dog registrations:** **Motion made by Rick Lyons and seconded by Bruce Laveway to continue using dog registration fines for the vet gift certificate. Motion carries.**

**Preliminary 2025 State Valuation for Town:** The Board reviewed the preliminary 2025 State Valuation for the Town at \$106.45 million, which is up from \$97.2 million.

**Street Light Request—3174 Portage Road:** The Board discussed the streetlight request and decided the citizen was welcome to have one installed at their own expense. **Motion made by Bruce Laveway and seconded by Rick Lyons to deny the request for a streetlight at 3174 Portage Road at the Town's expense. Motion carries.**

**Dean's Motor Lodge Special Amusement Permit Request:** **Motion made by Rick Lyons and seconded by Bruce Laveway to approve the Special Amusement Permit for Dean's Motor Lodge. Motion carries.**

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

#### **TOWN MANAGER'S REPORT**

- A. Agency on Aging Access Point open house held August 28<sup>th</sup>. There were 12 residents, not including office staff, present.
- B. Station Road culvert was reset by Public Works, side ditch was cleaned. Some ditching was done on West Road opposite the beach.
- C. Appeals Hearing with DOL about the citations for FD and PW this spring is October 3<sup>rd</sup> at noon via Zoom.
- D. Crack sealing was done on West Road and Cottage Road last week.
- E. The Town sent out two 45-day foreclosure notices last week.

#### **OTHER SELECTBOARD BUSINESS**

**Comments from the Public (as time allows):**

**At 7:10 p.m., a motion was made and seconded to enter Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) for personnel matters. Motion carries. The Executive Session ended at 7:25 p.m. The public portion of the meeting resumed at 7:25 p.m.**

Next regular Selectboard meeting is Wednesday, October 16, 2024, at 6:00 p.m.

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

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

Approved: \_\_\_\_\_  
Date

Signed: \_\_\_\_\_  
Bruce Laveway

Richard Lyons

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](http://www.townofportage.org)

August 27, 2024

Dear Portage Lake Select Board 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 20<sup>th</sup>, 2024, will be added to a drawing for a \$25 Gift Certificate for the Veterinarian Office of their choice.

Thank you,

Kimberly Mapley  
Animal Welfare Agent  
Town of Portage Lake

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**Regular Select Board Meeting**  
**October 16, 2024**  
**6 P.M.**

---

1. Call Meeting to Order & Attendance
2. Approval of Minutes  
September 30, 2024 regular meeting
3. Old Business:
  - a. Special Town Meeting Warrant Articles
  - b. Ashland Ambulance Contract Discussion
4. New Business:
  - a. Adoption of General Assistance Updates
  - b. Quit Claim Deed-Prior Year Lien Release
  - c. Quarterly Treasurer Financial Report
  - d. Manager quarterly mileage reimbursement request
  - e. Payables Warrants
5. Town Manager's Report
  - a. DOL determined the Town needs to pay all fines assessed for citations this spring, despite all citations having been abated/fixe
  - b. Greg done mowing for the season; Jason getting equipment ready for winter
  - c. Winter sand has been delivered
  - d. Manger on vacation from 10/18 to 10/22
6. Other Select Board Business
  - a. Choose meeting times for Winter months (Nov-April)-historically 6:30 pm
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, November 20, 2024

Upcoming Meetings & Events:

Nov 5: Presidential & Referendum Elections, 10 am to 8 pm

Nov 20: Special Town Meeting, 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
October 16, 2024, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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Members Present: Bruce Laveway, Rick Lyons.

Members Absent: Michelle Johnson.

Others Present: Corrine Routhier, Jodi Page.

Meeting called to order at 6:01 p.m. by Bruce Laveway.

**Approval of Minutes:** Selectboard reviews the minutes from the September 30, 2024, regular meeting.

**Motion made by Rick Lyons and seconded by Bruce Laveway to approve the minutes as written. Motion carries.**

**OLD BUSINESS**

**Special Town Meeting Warrant Articles:** Corrine updated the Board members present on the change to the Warrant Article for Street Lights. The bill arrived after Corrine had sent the Board members the Warrant Articles and was \$100 more than anticipated. **Motion made by Bruce Laveway and seconded by Rick Lyons to approve the Warrant Articles for the Special Town Meeting. Motion carries.**

**Ashland Ambulance Contract Discussion:** The Board discussed creating a contract with the Town of Ashland for their Ambulance Service.

**NEW BUSINESS**

**Adoption of General Assistance Updates:** **Motion made by Rick Lyons and seconded by Bruce Laveway to adopt the State General Assistance Ordinances and Appendices. Motion carries.**

**Quit Claim Deed-Prior Year Lien Release:** The Board reviewed the Quit Claim Deed Release and signed it for approval.

**Quarterly Treasurer Financial Report:** The Board reviewed the quarterly treasurer's financial report. **Motion made by Rick Lyons and seconded by Bruce Laveway to approve the quarterly treasurer's financial report presented as of September 30th. Motion carries.**

**Manager quarterly mileage reimbursement request:** Corrine submitted her quarterly mileage reimbursement request. **Motion made by Rick Lyons and seconded by Bruce Laveway to approve the mileage reimbursement request in the amount of \$106.80. Motion carries.**

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

**TOWN MANAGER'S REPORT**

- A. DOL determined the Town needs to pay all fines assessed for citations this spring, despite all citations having been abated/fixd.
- B. Greg done mowing for the season; Jason getting equipment ready for winter.
- C. Winter sand has been delivered.
- D. Manager on vacation from 10/18 to 10/22.

**OTHER SELECTBOARD BUSINESS**

- A. Choose meeting times for Winter months (Nov-April)—historically 6:30 p.m. The Board decided to keep the meeting times at 6 p.m. with the exception of next month’s meeting due to the Special Town Meeting scheduled at 6 p.m. before the regular Selectboard meeting.
- B. Rick asked Corrine about streaming our upcoming meetings so that citizens can view the meeting at home. The Town of Portage would need to adopt a policy for this.

**Comments from the Public (as time allows):**

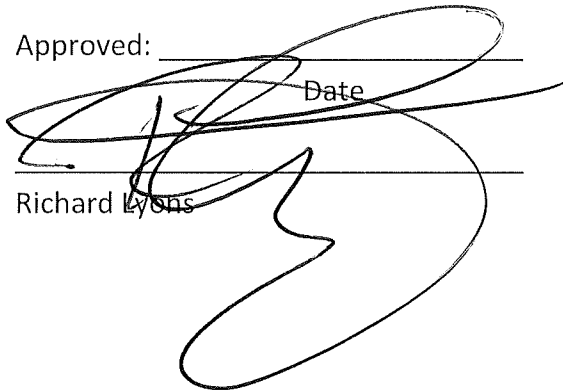
**At 6:28 p.m., a motion was made and seconded to enter Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) for personnel matters. Motion carries. The Executive Session ended at 6:43 p.m. The public portion of the meeting resumed at 6:44 p.m.**

Next regular Selectboard meeting is Wednesday, November 20, 2024, at 6:00 p.m.

**Regular Selectboard Meeting adjourned at 6:45 p.m.**

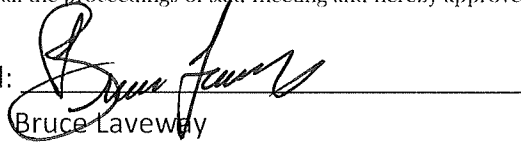
We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge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

Approved: \_\_\_\_\_

  
\_\_\_\_\_

Richard Lyons

Signed: \_\_\_\_\_

  
\_\_\_\_\_

Michelle Johnson, Chairperson

# Quarterly Selectboard Financial Update

As of September 30, 2024--Third Quarter

## Revenues vs. Expenses, Net

Total Revenues to date	\$1,302,436.85	
Total Expenses to date	\$1,142,370.49	
Net Gain (Loss)		\$160,066.36

2024 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$1,017,770.95	\$885,347.91	\$132,423.04
Personal Prop.	\$96,960.35	\$96,273.74	\$686.61
	\$1,114,731.30	\$981,621.65	\$133,109.65

## Checking Account-Katahdin

**Checkbook Reconciliation Balance** \$560,178.21

## Bank Reserve Accounts Status

### NorState:

Fire Dept. Equip Reserve & Savings	\$67,182.33	
ARPA Funds	\$0.00	
Ministerial School Lot Stumpage		
Savings & CD	\$60,366.39	
Road Reserve Fund	\$325,949.45	
<b>Total at NorState FCU</b>		\$453,498.17

### Katahdin:

PW Equipment Reserve ICS & Checking	\$63,634.31	
Silviculture ICS & Checking	\$200,327.48	
General ICS	\$176,670.44	
<b>Total at Katahdin</b>		\$440,632.23

### Key Bank

Town Hall Improvement Res	\$14,202.02	
Revaluation Reserve	\$50,906.74	
<b>Total at Key Bank</b>		\$65,108.76

### Acadia FCU:

Cemetery Perpetual Care	\$13,335.45	
Stumpage: Savings & CD	\$409,125.56	
<b>Total at Acadia FCU</b>		\$422,461.01

**TOTAL RESERVES:** \$1,381,700.17

**Total Assets in Banks:** \$1,941,878.38

## Real & Personal Property Taxes **outstanding** principle

	Real:	Pers. Prop:	
	2022 \$1,007.70		2023 <span style="border-bottom: 1px solid black;">\$1.19</span>
	2023 <span style="border-bottom: 1px solid black;">\$10,591.34</span>		
	\$11,599.04		

# Quarterly Selectboard Financial Update

YEAR TO DATE as of September 30, 2024

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$39,900.00	\$37,234.28	\$5,752.33	\$8,418.05
Office Staff	\$91,000.00	\$64,919.55	\$4,085.00	\$30,165.45
Assessing	\$7,350.00	\$124.00	\$282.74	\$7,508.74
Town Hall	\$21,000.00	\$18,794.70	\$6,005.00	\$8,210.30
Plan & Appeals	\$1,000.00	\$300.00		\$700.00
Code	\$19,100.00	\$5,351.00	\$1,175.00	\$14,924.00
Discounts	\$14,000.00	\$16,116.36		<b>-\$2,116.36</b>
Abatements	\$1,000.00	\$334.80		\$665.20
Annual Dues	\$2,475.00	\$2,442.00		\$33.00
Insurance	\$70,800.00	\$65,605.77	\$3,409.77	\$8,604.00
Genl. Assistance	\$4,774.00	\$40.00		\$4,734.00
Fire Dept.	\$27,500.00	\$22,634.82	\$1,402.10	\$6,267.28
Animal Control	\$2,650.00	\$1,829.90	\$256.00	\$1,076.10
Cont'd. Svcs.	\$4,250.00	\$160.00		\$4,090.00
Public Works	\$101,600.00	\$55,460.19	\$1,875.00	\$48,014.81
Ash. Transfer Stn.	\$75,650.00	\$56,736.99		\$18,913.01
Transfer Station	\$1,000.00	\$895.00	\$700.00	\$805.00
Cemetery	\$2,950.00	\$1,704.12	\$619.00	\$1,864.88
Beautification	\$1,200.00	\$778.21	\$58.00	\$479.79
Rec Dept.	\$1,335.00	\$136.66		\$1,198.34
Parks/Beach/Pav	\$13,200.00	\$11,281.31	\$3,132.06	\$5,050.75
Seaplane Base	\$5,000.00			\$5,000.00
Campground	\$3,700.00	\$2,049.61	\$3,223.25	\$4,873.64
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	\$3,170.00	\$3,168.25		\$1.75
Education Commit	\$576,819.98	\$457,899.49		\$118,920.49
Education-Subsidy			\$7,831.45	\$7,831.45
Excise Taxes		\$33,176.12	\$99,732.45	\$66,556.33
Street Lights	\$6,575.00	\$5,305.78		\$1,269.22
Ashland User Fees	\$94,652.00	\$94,651.70		\$0.30

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

---

1. Call Meeting to Order & Attendance
2. Approval of Minutes  
October 16, 2024 regular meeting
3. Old Business:
  - a. Ashland Ambulance Contract Discussion
  - b. Public Works Equipment Committee Meeting Update
4. New Business:
  - a. Abatement Request—US Trust Houlton Band of Malliseet Acct 154
  - b. Choose March 2025 Annual Town Meeting Date
  - c. BYOB-Portage Lakers Snowmobile Club for February 2025 event
  - d. Dean's Motor Lodge: Liquor License Approval and Special Amusement Permit
  - e. Revaluation—1<sup>st</sup> Proposal \$125,500
  - f. Payables Warrants
5. Town Manager's Report
  - a. All 2022 property taxes have been paid; no Tax Acquired foreclosures for the town for the 3<sup>rd</sup> year in a row.
  - b. Plow truck is inspected; had to repair a rear spring
  - c. Continue to work on 2025 budget. Health Ins. increasing by 9% next year.
  - d. Town Services off for Thanksgiving Holiday Nov 28 & 29
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, December 18, 2024 @ 6 pm

Upcoming Meetings & Events:

- Nov 28 & 29: Office Thanksgiving Holiday  
Dec 3: Forest Advisory Committee meeting at 6:30 pm  
Dec. 5: Regular School Board meeting at 5:30 pm

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
November 20, 2024, at 6:30 p.m.  
Portage Lake Municipal Building Conference Room

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Members Present: Michelle Johnson, Bruce Laveway, Rick Lyons.

Members Absent: None.

Others Present: Corrine Routhier, Jodi Page, Brian Cote, Sandra Bartlett, Jim McAulay, Angela McAulay, Herb McPherson, Jean McPherson, Kim Mapley, Gail Burby.

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

**Approval of Minutes:** Selectboard reviews the minutes from the October 16, 2024, regular meeting. **Motion made by Rick Lyons and seconded by Bruce Laveway to approve the minutes. Motion carries.**

**OLD BUSINESS**

**Ashland Ambulance Contract Discussion:** The Board discussed what they would like to see in the contract. Ashland Selectboard member Gail Burby was present to answer questions posed by our Board and Town Manager. We would like to see a contract in place before we begin working on next year's budget. The Board decided to schedule a work session to draft a contract.

**Public Works Equipment Committee Meeting Update:** Corrine put together a Public Works Equipment Committee and they met last week. The Committee is comprised of Scott Ferland, Beech Kinney, Bruce Laveway, Jason Poulin, and Brad St. Peter. The Committee was created to plan and budget for future equipment replacements with a goal of meeting at least twice a year.

**NEW BUSINESS**

**Abatement Request—US Trust Houlton Band of Malliseet Acct 154:** The Houlton Band of Malliseet placed 3 properties they own on Oak Point in a US Trust making them tax exempt. **Motion made by Rick Lyons and seconded by Michelle Johnson to approve the abatement request. Motion carries.**

**Choose March 2025 Annual Town Meeting Date:** **Motion made by Michelle Johnson and seconded by Bruce Laveway to choose March 28, 2025, as the annual town meeting date. Motion carries.**

**BYOB—Portage Lakers' Snowmobile Club for February 2025 event:** The Board reviews the BYOB permit and signs it for approval. **Motion made by Michelle Johnson and seconded by Rick Lyons to approve the BYOB permit and special event licenses. Motion carries.**

**At this point in the meeting, due to time constraints, the Board moved to Other Selectboard Business where Mr. McAulay posed a question to the Board.**

**Dean's Motor Lodge Liquor License Approval and Special Amusement Permit:** The Board reviews the permits. **Motion made by Michelle Johnson and seconded by Bruce Laveway to approve both the liquor license and Special Amusement permit. Motion carries.**

**Revaluation--1<sup>st</sup> Proposal \$125,500:** The cost for a full revaluation is \$125,500. It was suggested to do a market adjustment instead at a price of \$14,000. This would push the full revaluation back by a couple years. Corrine recommends the market adjustment.

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

## TOWN MANAGER'S REPORT

- A. All 2022 property taxes have been paid; no Tax Acquired foreclosures for the town for the 3<sup>rd</sup> year in a row.
- B. Plow truck is inspected; had to repair a rear spring. Bruce asked Corrine if there was enough money in the budget to replace the spring on the opposite side.
- C. Continue to work on 2025 budget. Health Insurance increasing by 9% next year.
- D. Town Services off for Thanksgiving Holiday Nov. 28<sup>th</sup> and 29<sup>th</sup>.

## OTHER SELECTBOARD BUSINESS

Jim McAulay asked about the Town of Ashland Police Department and whether they are supposed to respond to calls in the Town of Portage. The Board stated we do not pay subsidies for the Town of Ashland Police Department; therefore, they will not respond to calls in our area. **At this time, the McAulays left the meeting, and the Board went back to the next item on the agenda.**

Sandra Bartlett asked about the Rec and Library subsidies we pay to the Town of Ashland and what will happen with those once we have a contract in place for the Ambulance service. Any surplus with the Rec and Library subsidies will be rolled over to the following year. It was suggested to revisit the topic of membership fees for the Rec and Library programs. This topic will be included in the Ambulance contract work session.

### Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, December 18, 2024, at 6:00 p.m.

### Upcoming Meetings & Events:

- November 28<sup>th</sup> and 29<sup>th</sup>: Office Thanksgiving Holiday
- December 3<sup>rd</sup>: Forest Advisory committee meeting at 6:30 p.m.
- December 5<sup>th</sup>: Regular School Board meeting at 5:30 p.m.

### Regular Selectboard Meeting adjourned at 7:19 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**  
**December 18, 2024**  
**6:00 P.M.**

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1. Call Meeting to Order & Attendance
2. Approval of Minutes  
November 20, 2024 regular meeting
3. Old Business:
  - a. Ashland Ambulance Contract Discussion
4. New Business:
  - a. Select Board DocuSign Policy Discussion
  - b. Audit Engagement Letter
  - c. Certificate of Settlement—2022 Taxes
  - d. Stumpage Permit Jan-June 2025
  - e. Choose 2024 Town Report Dedication
  - f. Payables Warrants
5. Town Manager's Report
  - a. PW Equipment CD opened at Katahdin instead of County FCU; comparable rate at Katahdin and change-over was easier because it was at same bank
  - b. Nomination Papers now available for Select Board and School Board 3-year terms
  - c. Continue to work on 2025 budget. Have met with Brian & Jason to discuss their dept. budgets
  - d. Working on an RFP for revaluation firms to submit proposals by February of 2025.
  - e. Town Office Holiday Hours: Dec 24: 8-12, Dec 25-Closed; Dec 31-Closed to customers—office staff working to close books; Jan 1-Closed. Last in-person customer day of year Dec 27 ahead of Town's End of Year to close the books
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 15, 2025 @ 6 pm

Upcoming Meetings & Events:

Merry Christmas & Happy New Year!!

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
December 18, 2024, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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Members Present: Michelle Johnson, Bruce Laveway, Rick Lyons.

Members Absent: None.

Others Present: Corrine Routhier, Jodi Page, Sandra Bartlett, Herb McPherson, Jean McPherson.

Meeting called to order at 6:03 p.m. by Michelle Johnson.

**Approval of Minutes:** Selectboard reviews the minutes from the November 20, 2024, regular meeting. **Motion made by Rick Lyons and seconded by Bruce Laveway to approve the minutes as written. Motion carries.**

#### OLD BUSINESS

**Ashland Ambulance Contract Discussion:** The Selectboard chose to table the discussion until January.

#### NEW BUSINESS

**Selectboard DocuSign Policy Discussion:** The Board would like to be able to sign the Payables Warrants via DocuSign. Corrine looked into the legalities and found it is possible to do so. The Town's lawyer is drawing up a policy for the Board to review and implement.

**Audit Engagement Letter:** The Board reviewed the Audit Engagement Letter for the Town's Annual Audit. The cost this year will be \$8500. **Motion made by Michelle Johnson and seconded by Bruce Laveway to accept and approve the contract for the audit. Motion carries.**

**Certificate of Settlement—2022 Taxes:** The Board reviewed the Certificate of Settlement. All taxes for 2022 have been paid for and accounted for. The Board signed off on the Certificate.

**Stumpage Permit January-June 2025:** The Board reviewed the Stumpage Permit. Irving will be cutting about 250 acres past the campground area. **Motion made by Bruce Laveway and seconded by Michelle Johnson to accept the Stumpage Permit for January to June 2025. Motion carries.**

**Choose 2024 Town Report Dedication:** Possible candidates were discussed. Discussion tabled until next month's meeting.

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

#### TOWN MANAGER'S REPORT

- A. PW Equipment CD opened at Katahdin instead of County FCU; comparable rate at Katahdin and change-over was easier because it was at same bank.
- B. Nomination Papers now available for Selectboard and School Board 3-year terms.
- C. Continue to work on 2025 budget. Have met with Brian & Jason to discuss their dept. budgets.
- D. Working on an RFP for revaluation firms to submit proposals by February of 2025.
- E. Town Office Holiday Hours: Dec. 24<sup>th</sup>: 8-12; Dec. 25<sup>th</sup>: Closed; Dec. 31<sup>st</sup>: Closed to customers—office staff working to close books; Jan. 1<sup>st</sup>: Closed. Last in-person customer day of year Dec. 27<sup>th</sup> ahead of Town's End of Year to close the books.

**OTHER SELECTBOARD BUSINESS**

The Board signed the Special Amusement Permit for Dean's that was approved at last month's meeting.

**Comments from the Public (as time allows):**

At 6:51 p.m., a motion was made and seconded to enter Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) for personnel matters. Motion carries. The Executive Session ended at 7:38 p.m. The public portion of the meeting resumed at 7:39 p.m. A motion was made by Michelle Johnson and seconded by Rick Lyons to accept the manager's 3-year contract at an annual salary rate increase of 5% each year. Motion carries.

Next regular Selectboard meeting is Wednesday, January 15, 2025, at 6:00 p.m.

**Regular Selectboard Meeting adjourned at 7:40 p.m.**

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

Approved: 1-15-25  
Date  
[Signature]  
Richard Lyons

Signed: [Signature]  
Bruce Laveway  
[Signature]  
Michelle Johnson, Chairperson

