

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**Regular Select Board Meeting**  
**July 14, 2025**  
**6:00 P.M.**

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1. Call Meeting to Order & Attendance
2. Approval of Minutes  
June 18, 2025 regular meeting
3. Old Business:
  - a. Mosquito Brook/Oak Point Unauthorized Access Update
  - b. Ashland Rec & Library Subsidies Update
4. New Business:
  - c. Discuss Memorial Bench Site for K-9 Preacher
  - d. Nashville Plantation Lease Request
  - e. Discuss & set Minimum Value for Personal Property accounts
  - f. 2025 Mil rate & Tax Commitment
  - g. Discuss Replacement of Storage Shed for Public Works
  - h. Manager 2<sup>nd</sup> Quarter mileage reimbursement request
  - i. 2<sup>nd</sup> Quarter Treasurer's Report
  - j. Choose Spirit of America Recipient
  - k. Payables Warrants
5. Town Manager's Report
  - a. Len Lednum—EV charger donor issue
  - b. Brad Boutof has retired as Assistant Fire Chief; Jesse Pinette elected by the Fire Dept members to take over that position
  - c. Corrine out July 22 & 23
6. Other Select Board Business
  - a. Thank You Cards
7. Public Comments (as time allows)
8. Adjourn

**Next Regular Select Board Meeting:** Wednesday, August 20, 2025 @ 6 pm

Upcoming Meetings & Events:

July 19: PLHS Annual Baked Bean & Ham Dinner, 5 pm, Town Hall  
August 7-10: Portage Lake Summer Round-Up Weekend

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
July 14, 2025, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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

Members Absent: None.

Others Present: Jodi Page, Corrine Routhier, Arthur Routhier, Sarah Brooks, Sarah Bauzenberger, Herb McPherson, Jean McPherson, Tracy Snow-Cormier, Sandra Bartlett, Leslie Rafford, Cheryl Raymond, Kathy Hoppe.

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

**Approval of Minutes:** Selectboard reviews the minutes from the June 18, 2025, regular meeting. **Motion made by Richard Lyons and seconded by Bruce Laveway to approve the minutes as written. Motion carries.**

**OLD BUSINESS**

**Mosquito Brook/Oak Point Unauthorized Access Update:** Carson Hartman has taken over the investigation while Keith Draper is on paternity leave. There is nothing new to report.

**Ashland Rec & Library Subsidies Update:** Ashland's Town Manager reached out to Corrine and asked if Portage was prepared to pay what we initially offered, \$8,000 for the Library and \$14,000 for the Rec, and then next year Ashland is looking at prorating the subsidies, with Ashland covering more of the budget for that subsidy since they own the assets for said subsidy. **Motion made by Michelle Johnson and seconded by Bruce Laveway to hold a Special Town Meeting on August 5<sup>th</sup> at 6 p.m. to give the residents an opportunity to vote on appropriating from Surplus \$8,000 for the Library and \$14,000 for the Rec. Motion carries.** The Board chose July 23, 2025, at 6 p.m. to hold a Special Board Meeting to sign Warrant Articles. A Special Town meeting will be held on August 5, 2025, at 6 p.m.

**NEW BUSINESS**

**Discuss & Set Minimum Value for Personal Property accounts:** The Board discussed setting a minimum value of \$200 for personal property accounts. **Motion made by Bruce Laveway and seconded by Richard Lyons to set a minimum value of \$200 for personal property accounts. Motion carries.**

**2025 Mil rate & Tax Commitment:** Corrine presented the Board with several options for the 2025 Mil rate and tax commitment. **Motion made by Richard Lyons and second by Bruce Laveway to endorse a Mil rate of 15.39. Motion carries.**

**Nashville Plantation Lease Request—Sarah Bauzenberger:** Nashville Plantation is looking to lease a small office space within Portage's Town Office to house fireproof filing cabinets. Portage proposed an annual lease contract of \$50 a month or \$600 annually. **Motion made by Michelle Johnson and seconded by Bruce Laveway to lease some office space to Nashville to house their fireproof filing cabinets for an indefinite period of time. The lease terms will be reviewed annually. Motion carries.**

**Discuss Memorial Bench Site for K9 Preacher:** The Board decided to skip to this agenda item due to time constraints. Sarah Brooks updated the Selectboard on the memorial bench for K9 Preacher. The funds have been raised for the bench, and Aroustook Monuments is donating a 2<sup>nd</sup> marker. **Motion made by Richard**

Lyons and seconded by Bruce Laveway to support the placement of the Memorial Bench and marker for K9 Preacher in the spot chosen at the Veteran's Memorial Park. Motion carries.

Discuss Replacement of Storage Shed for Public Works: The Board discussed replacing the red storage shed. Discussion tabled for now.

Manager 2<sup>nd</sup> Quarter mileage reimbursement: Motion made by Michelle Johnson and seconded by Richard Lyons to approve the Manager's mile reimbursement request. Motion carries.

2<sup>nd</sup> Quarter Treasurer's Report: The Board reviewed the 2<sup>nd</sup> quarter Treasurer's Report. Motion made by Michelle Johnson and seconded by Bruce Laveway to accept the Treasurer's Report. Motion carries.

Choose Spirit of America Recipient: The Board discussed Spirit of America recipients. Motion made by Michelle Johnson and seconded by Bruce Laveway to nominate Rich Hoppe for the Spirit of America award. Motion carries

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

### TOWN MANAGER'S REPORT

- A. Len Lednum—EV charger donor issue.
- B. Brad Boutot has retired as Assistant Fire Chief; Jesse Pinette elected by the Fire Dept. members to take over that position.
- C. Corrine out July 22 & 23

### OTHER SELECTBOARD BUSINESS

Motion made by Bruce Laveway and seconded by Michelle Johnson to donate \$100 to Lendell Tarr's retirement trip. Motion carries.

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

Next regular Selectboard meeting is Wednesday, August 20, 2025, at 6:00 p.m.

### Upcoming Meeting & Events:

- July 19<sup>th</sup>: PLHS Annual Baked Bean & Ham Dinner, 5 p.m. Town Hall
- August 7-10<sup>th</sup>: Portage Lake Summer Round-Up Weekend

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

We, the undersigned 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

Is Portage still prepared to pay what they initially offered?

Thank you,

Alicia A. Burby  
Town Manager  
Town of Ashland  
PO Box 910  
17 Bridgham Street  
Ashland, ME 04732  
Email: [manager@townofashland.org](mailto:manager@townofashland.org)  
Phone: (207) 435-2311

**From:** Corrine Routhier <[manager@townofportage.org](mailto:manager@townofportage.org)>  
**Sent:** Wednesday, June 18, 2025 7:12 PM  
**To:** Alicia Burby <[manager@townofashland.org](mailto:manager@townofashland.org)>  
**Subject:** Portage Subsidy Payments

Hi Alicia,  
I wanted to let you know that the subsidy requests for Rec & Library were voted down at our special town meeting Wednesday night. As I thought, our townspeople felt it was still too much money to pay to Ashland for what we are getting. When I have the minutes done up, I'll send you a copy so you can read the comments from the people who were there. I know this puts you in a hard place, but we have no plans to revisit the subsidies this year before we commit taxes next month. I am out of the office Friday the 20th and Monday the 23rd, but I'll be back on Tuesday if you'd like to discuss the situation further.

Sincerely,  
Corrine M. Routhier  
Town of Portage Lake, Aroostook County  
Manager, Tax Collector, Deputy Treasurer & Interim Clerk  
Nashville Plt., ME, Tax Collector & Deputy Clerk  
PO Box 255, Portage Lake, ME 04768  
Ph: 207-435-4361  
Fx: 207-435-6229  
Email: [manager@townofportage.org](mailto:manager@townofportage.org)  
[www.townofportage.org](http://www.townofportage.org)

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

Sincerely,  
Corrine M. Routhier  
Town of Portage Lake, Aroostook County  
Manager, Tax Collector, Deputy Treasurer & Interim Clerk  
Nashville Plt., ME, Tax Collector & Deputy Clerk  
PO Box 255, Portage Lake, ME 04768  
Ph: 207-435-4361  
Fx: 207-435-6229  
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Hi Corrine,

I was referring to the revised May 9th offer of \$8,000 for the library and \$14,000 for the Rec. No, Ashland is not prepared to offer a membership fee-based relationship. I did notice that the articles from your special town meeting listed it as "user fees" which did seem to cause some confusion. Ashland at no point agreed to a "user fee" based model, this has always been subsidy based.

I have been working on a few options that I am in hopes I can get the council to approve, but at this point in time their position has not changed. I will keep you posted once I have any updates.

If we are able to transition the library to a nonprofit, I truly believe that will help to resolve that portion of these issues moving forward.

Thank you,

Alicia A. Burby  
Town Manager  
Town of Ashland  
PO Box 910  
17 Bridgham Street  
Ashland, ME 04732  
Email: [manager@townofashland.org](mailto:manager@townofashland.org)  
Phone: (207) 435-2311

**From:** Corrine Routhier <[manager@townofportage.org](mailto:manager@townofportage.org)>  
**Sent:** Thursday, July 10, 2025 1:47 PM  
**To:** Alicia Burby <[manager@townofashland.org](mailto:manager@townofashland.org)>  
**Subject:** RE: Portage Subsidy Payments

Hi Alicia,

First questions that popped into my head:  
When you say what we "initially offered" are you referring to our first letter dated April 4, offering membership amounts of \$4,400 for the library and \$6,600 for the Rec? Or our revised offer on May 9 of \$8,000 for the library and \$14,000 for the Rec? And is Ashland prepared to adopt a membership fee-based relationship with Portage for the Rec & Library as we expressed in those proposal letters?

Unfortunately, because the subsidies were voted down and thus not included in our municipal budget, at this point we don't have enough time to go to a special town meeting to raise and appropriate the funds from reserves. We are committing taxes on Monday, so the timeline for holding a special town meeting would fall after that.

It would be a good idea for either you or one of your Board members (or both) to come to our Board's next regular meeting this coming Monday the 14th at 6 and discuss options. If the Board agrees to terms, they would schedule a special town meeting sometime in August to present the option again to our townspeople and decide where the funds would come from if approved.

-----Original Message-----

From: "Alicia Burby" <[manager@townofashland.org](mailto:manager@townofashland.org)>  
Sent: Thursday, July 10, 2025 11:24am  
To: "Corrine Routhier" <[manager@townofportage.org](mailto:manager@townofportage.org)>  
Subject: RE: Portage Subsidy Payments

Hi Corrine,



The Apple Tree. Provides shade, viewing of honor roll, not far from access road.



View from bench.



View from honor roll looking toward apple tree.



## Personal Property Audit Summary

Portage Lake  
02:06 PM

Account	Name	BETE Exempt	Property	Exemption	Assessment	
00100	AROOSTOOK VENDING, LLC	Totals	0	104	0	104
00089	AT&T MOBILITY, LLC	Totals	0	8,800	0	8,800
00052	COCA COLA BOTTLING CO.	Totals	553	600	0	600
00067	COUNTRY COTTAGE RENTALS	Totals	0	900	0	900
00022	CROOKED TREE LODGE	Totals	0	2,000	0	2,000
00006	DAIGLE OIL CO.	Totals	0	13,200	0	13,200
00007	DEAD RIVER LLC	Totals	0	22,100	0	22,100
00008	DEAN'S MOTOR LODGE	Totals	0	42,900	0	42,900
00021	DIRECTV, LLC	Totals	0	100	0	100
00059	DISH NETWORK, LLC	Totals	0	1,500	0	1,500
00107	EVERBRIGHT, LLC	Totals	0	22,100	0	22,100
00054	FAIRPOINT COMMUNICATIONS, INC	Totals	0	0	0	0
00068	FIRST DATA MERCHANT SERVICES INC.	Totals	0	0	0	0
00076	FIRSTLIGHT FIBER, INC.	Totals	0	12,500	0	12,500
00093	FONES, KENNETH A	Totals	19,592	0	0	0
00050	GRAYHAWK LEASING, LLC	Totals	0	6,600	0	6,600
00069	HUGHES NETWORK SYSTEMS LLC	Totals	0	0	0	0
00096	IRVING WOODLANDS LLC	Totals	0	930	0	930
00091	MAINE CEDAR STORE, LLC	Totals	39,479	78,200	0	78,200
00015	MAINE WOODS CO., LLC	Totals	4,762,910	5,228,300	0	5,228,300
00092	MMB BOUTOT LLC	Totals	0	39,200	0	39,200

## 2025 Tax Commitment Mil Rate Options

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	Mil Rate	Overlay	Difference from 2023 Mil Rate of 14.99
#1	15.35	\$6,942.82	0.36
#2	15.39	\$10,187.60	0.4
#3	15.4	\$10,998.80	0.41
#4	15.41	\$11,809.99	0.42
#5	15.45	\$15,054.77	0.46
#6	15.49	\$18,299.56	0.5
#7	15.5	\$19,110.75	0.51
#8	15.99	\$58,859.32	1

Maximum Mil Rate allowed: 16.027

Minimum Mil Rate allowed: 15.264

## Proposed Replacement Shed for Public Works

2025

	12 X 32	14 X 32	Amish shed from Easton
Base Cost	\$7,020	\$9,355	
8 ft. Roll-up Door	\$690	\$690	
Window Framing	\$300	\$300	
3 Windows	\$675	\$675	(24"X27" double pane vinyl, single hung; \$225 ea.)
Delivery	\$635	\$770	
	<b>\$9,320</b>	<b>\$11,790</b>	

Storage containers are cheaper, but need more work including painting & additional cost of electricity for lighting. Also, storage containers are only 8ft wide, and cannot add shelving or other storage options without need to weld.

Public Works prefers the amish shed due to its size, ease of use, and adaptability.

## Structure Modification

	8' x 10' Wide	12' & 14' Wide
16" OC Walls	\$20.00 per Ft.	\$26.00 per Ft.
12" OC Joists	\$16.00 per Ft.	\$20.00 per Ft.
16" OC Trusses	\$20.00 per Ft.	\$25.00 per Ft.
Cathedral Trusses	\$18.00 per Ft.	\$22.00 per Ft.
	8' x 10'	12' & 14'
Salt Box Roof	\$215.00	\$325.00

**PRICES DO NOT INCLUDE  
TAX & DELIVERY!**

### \*Terms & Conditions

Minimum 10% Cancellation Fee.

Cancellation after construction will result in forfeiture of deposit.

All orders require 25% deposit.

Payment by CASH or CHECK (no cards).

Prices subject to change without notice, and all prices are subject to Delivery Fee and Maine Sales Tax.

## Barn Delivery Rates 2025

Miles	8 Ft.	10 Ft.	12-13x24 Ft.	12x26 & Up	14-14x26 Ft.	14x26 R Up
0-10	\$260	\$290	\$425	\$495	\$580	\$615
10-20	\$305	\$320	\$460	\$530	\$635	\$655
20-30	\$325	\$355	\$510	\$580	\$690	\$710
30-40	\$360	\$400	\$560	\$635	\$745	\$770
40-50	\$390	\$430	\$620	\$700	\$810	\$840
50-60	\$430	\$470	\$675	\$760	\$870	\$925
60-70	\$480	\$520	\$735	\$825	\$945	\$995
70-80	\$525	\$575	\$790	\$890	\$1,015	\$1,070
80-90	\$570	\$620	\$855	\$960	\$1,080	\$1,145
Over 90	\$4.00/mi	\$4.00/mi	\$5.50/mi	\$5.50/mi	\$6.00/mi	\$6.00/mi

Ask about delivery prices on all off road deliveries!  
Landing and positioning fee - \$50/hr up to 12x24 \$70/hr 12x24 and larger.  
All prices subject to change without notice.

**Jonas Swartzentrber**  
748 Houlton Road  
Easton, ME 04740

# J & J

**Mini Barns**  
748 Houlton Road  
Easton, ME 04740

Hours: Mon, Tues, Wed Fri 7am-5pm  
Thurs by chance • Sat 7am-12pm

## February 2025 - Price List

Size	Wood Siding	Metal Siding	Vinyl Siding
8 x 8	\$2185	\$2480	\$2695
8 x 12	\$2440	\$2980	\$3270
8 x 16	\$2845	\$3415	\$3595
10 x 12	\$3000	\$3465	\$3745
10 x 16	\$3415	\$3930	\$4240
10 x 20	\$3830	\$4515	\$4830
10 x 24	\$4375	\$5040	\$5415
12 x 16	\$3835	\$4575	\$4925
12 x 20	\$4455	\$5235	\$5710
12 x 24	\$5020	\$5750	\$6295
12 x 28	\$5525	\$6460	\$6985
12 x 32	\$6190	\$7020	\$7457
14 x 20	\$5270	\$6195	\$6650
14 x 24	\$6125	\$7250	\$8045
14 x 28	\$7035	\$8475	\$9120
14 x 32	\$7990	\$9355	\$10,649
14 x 36	\$8785	\$10,370	\$11,765

Metal and Vinyl Siding Prices Include OSB Sub Siding.

**PRICES DO NOT INCLUDE TAX & DELIVERY**

\*See terms and conditions on the back of the insert.

## High Wall Floorless Garages

14' x 24'	\$9,900.00
14' x 28'	\$10,830.00
14' x 32'	\$11,685.00

Includes: Metal Roofing & Siding w/OSB  
Sub Sheathing  
9' Wide x 8' High Overhead Door

## Outhouses

42" x 42"

\$655.00

*We will do custom buildings*

# Quarterly Selectboard Financial Update

As of June 30, 2025--Second Quarter

## Revenues vs. Expenses, Net

Total Revenues to date	\$90,823.87	
Total Expenses to date	\$554,891.50	
Net Gain (Loss)		(\$464,067.63)

	Commitment	Received	Remainder
2025 Tax Commitment			
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** \$78,683.82

## Bank Reserve Accounts Status

<b>NorState:</b>			
Fire Dept. Equip Reserve & Savings		\$79,600.68	
Ministerial School Lot Stumpage		\$62,440.48	
Savings & CD			
Road Reserve Fund		\$339,253.38	
<b>Total at NorState FCU</b>			\$481,294.54
<b>Katahdin:</b>			
PW Equipment Reserve CD		\$75,785.40	
Silviculture ICS & Checking		\$241,898.40	
General ICS		\$135,357.46	
<b>Total at Katahdin</b>			\$453,041.26
<b>The County FCU</b>			
Town Hall Improvement CD & Share		\$14,447.08	
Revaluation Reserve CD & Share		\$56,856.37	
<b>Total at Key Bank</b>			\$71,303.45
<b>Acadia FCU:</b>			
Cemetery Perpetual Care		\$13,675.73	
Stumpage: Savings & CD		\$405,775.01	
<b>Total at Acadia FCU</b>			\$419,450.74
<b>TOTAL RESERVES:</b>			\$1,425,089.99
	<b>Total Assets in Banks:</b>		<b>\$1,503,773.81</b>

## Real & Personal Property Taxes outstanding principle

<b>Real:</b>				<b>Pers. Prop:</b>
2023	\$5,104.20		2023	\$0.00
2024	\$12,717.50		2024	\$0.00
	\$17,821.70			\$0.00

# Quarterly Selectboard Financial Update

YEAR TO DATE as of June 30, 2025

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$40,850.00	\$30,667.06	\$7,538.46	\$17,721.40
Office Staff	\$104,800.00	\$50,553.48	\$2,770.25	\$57,016.77
Assessing	\$9,330.00	\$1,025.72	\$1,229.28	\$9,533.56
Town Hall	\$23,100.00	\$16,056.94	\$480.00	\$7,523.06
Plan & Appeals	\$1,100.00	\$320.00	\$0.00	\$780.00
Code	\$22,100.00	\$4,893.17	\$2,612.50	\$19,819.33
Discounts	\$163,350.00	\$0.00	\$0.00	\$163,350.00
Abatements	\$2,000.00	\$1,552.96	\$0.00	\$447.04
Annual Dues	\$2,430.00	\$2,428.00	\$0.00	\$2.00
Insurance	\$94,300.00	\$44,735.48	\$80.39	\$49,644.91
Genl. Assistance	\$4,670.00	\$1,190.00	\$787.50	\$4,267.50
Fire Dept.	\$31,350.00	\$13,876.57	\$996.00	\$18,469.43
Animal Control	\$2,725.00	\$1,666.90	\$253.00	\$1,311.10
Contracted Srves	\$3,850.00	\$1,300.00	\$0.00	\$2,550.00
Public Works	\$98,900.00	\$41,236.53	\$3,064.99	\$60,728.46
Ashland Transfer Strn	\$78,020.00	\$39,009.64	\$0.00	\$39,010.36
Transfer Station	\$1,200.00	\$361.20	\$300.00	\$1,138.80
Cemetery	\$3,250.00	\$1,903.26	\$1,100.00	\$2,446.74
Beautification	\$1,400.00	\$456.21	\$15.50	\$959.29
Rec Dept.	\$1,198.00	\$359.85	\$0.00	\$838.15
Parks/Beach/Pav	\$15,650.00	\$3,796.06	\$1,014.09	\$12,868.03
Seaplane Base		\$0.00	\$0.00	\$0.00
Campground	\$3,950.00	\$811.07	\$3,091.54	\$6,230.47
Snomobile Club	\$2,500.00	\$0.00	\$0.00	\$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	\$3,311.00	\$0.00	\$0.00	\$3,311.00
Education Commit.	\$594,096.55	\$294,550.72	\$0.00	\$299,545.83
Educ -Sub & Grants		\$7,115.79	\$7,115.79	\$0.00
Excise Taxes		\$5,913.88	\$69,590.79	\$63,676.91
Street Lights	\$7,680.00	\$4,072.78	\$0.00	\$3,607.22
Ashland User Fees				
Ambulance	\$61,854.00	\$0.00	\$0.00	\$61,854.00
Rec Dept.	\$0.00	\$0.00	\$0.00	\$0.00
Library	\$0.00	\$0.00	\$0.00	\$0.00

Select Board Meeting Attendance  
July 14, 2025 Regular Meeting

**Please PRINT**

Arthur Routhier

Corrine Routhier

Sarah Brooks

Jean McPherson

Hub McPherson

Tracy Snow-Comier

Sandra Bartlett

Sarah Bawzenberg

Lestrie Rafford

Katy Heppa

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**Special Select Board Meeting**  
**July 23, 2025**  
**6:00 P.M.**

---

1. Call Meeting to Order & Attendance
2. Review and Sign Warrant Articles for August 5, 2025 Special Town Meeting
3. Other Select Board Business
4. Public Comments (as time allows)
5. Adjourn

**Next Regular Select Board Meeting:** Wednesday, August 20, 2025 @ 6 pm

Upcoming Meetings & Events:

August 5: Special Town Meeting, 6 pm

August 7-10: Portage Lake Summer Round-Up Weekend

PORTAGE LAKE BOARD OF SELECTPERSONS

Record of Special Meeting

July 23, 2025, at 6:00 p.m.

Portage Lake Municipal Building Conference Room

Members Present: Michelle Johnson, Chairperson; Rick Lyons.

Members Absent: Bruce Laveway.

Others Present: Corrine Routhier.

Meeting called to order at 6:04 p.m. by Michelle Johnson.

**Review and Sign Warrant Articles for August 5, 2025, Special Town Meeting: Motion made by Michelle Johnson and seconded by Richard Lyons to approve the Warrant Articles for the special town meeting to be held Tuesday, August 5, 2025, at 6 p.m. Motion carries.**

**OTHER SELECTBOARD BUSINESS**

Corrine let the Board know there is a conflict-of-interest situation with one of the Planning Board members, and she will be asking that member to step down from the Planning Board to alleviate any conflicts.

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

Next regular Selectboard meeting is Wednesday, August 20, 2025, at 6:00 p.m.

**Special Selectboard Meeting adjourned at 6:07 p.m.**

**Upcoming Meetings & Events:**

- August 5: Special Town Meeting, 6 p.m.
- August 7-10: Portage Lake Summer Round-Up Weekend

We, the undersigned 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**  
**August 20, 2025**  
**6:00 P.M.**

---

1. Call Meeting to Order & Attendance
  
2. Approval of Minutes
  - July 14, 2025 regular meeting
  - July 23, 2025 special meeting
  
3. Old Business:
  - a. Travis Carter Shore Land Zoning—384 West Rd.
  
4. New Business:
  - a. Appoint Danica Hartman as IF&W Agent
  - b. Abatement Application—A. Levesque
  - c. Municipal Valuation Return approval request
  - d. Request to open 10-month CD @ Acadia for Cemetery Perpetual Care
  - e. MMA Executive Committee Ballot
  - f. Taxes Received Update
  - g. Payables Warrants
  
5. Town Manager's Report
  - a. Otis Nelson resigned from the Planning Board effective July 24
  - b. Town received \$861 dividend from Risk Management for good performance/loss prevention efforts
  - c. Bid ad for winter sand will go in newspaper first week of September, 200 cubic yards needed again this year
  - d. Forestry is meeting with interested parties on August 25 concerning the unauthorized access to Oak Point through Mosquito Brook area logging roads
  - e. Jason built new shelving in the Book Room and built a toybox out of the old standing cabinet that was in the room
  - f. Yoga classes will be held on Mondays starting August 25 at our Access Point site
  
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 17, 2025 @ 6 pm

Upcoming Meetings & Events:

PORTAGE LAKE BOARD OF SELECT PERSONS  
Record of Regular Meeting  
August 20, 2025, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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

Members Absent: None.

Others Present: Jodi Page, Corrine Routhier, Otis Nelson, Travis Carter, Sheri-Lyn Carter, Luke Rossignol, Arthur Routhier, Maggie Pierce, Amy Collins, Zenon Caron, Ross Gatcomb, Tammy Kenney, Beech Kenney.

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

**Approval of Minutes:** Selectboard reviews the minutes from the July 14, 2025, regular meeting and July 23, 2025, special meeting. **Motion made by Richard Lyons and seconded by Bruce Laveway to approve the July 14, 2025, minutes. Motion carries. Motion made by Richard Lyons and seconded by Bruce Laveway to approve the July 23, 2025, special meeting minutes. Motion carries.**

**OLD BUSINESS**

**Travis Carter Shore Land Zoning—384 West Road:** The Carter's lawyer addressed the Board regarding the issues they have been having with shore land zoning violations since purchasing their property. The Carters are looking for the Board to overturn the CEO and DEP's determination that the property is in violation. Ross Gatcomb with the DEP Shore Land Zoning Unit addressed the Board as well. **Motion made by Michelle Johnson and seconded by Richard Lyons to stand by the determinations made by Mr. Ross Gatcomb and CEO Maggie Pierce. Motion carries.**

**NEW BUSINESS**

**Appoint Danica Hartman as IF&W Agent:** **Motion made by Richard Lyons and seconded by Michelle Johnson to appoint Danica Hartman as IF&W Agent. Motion carries.**

**Abatement Application—A. Levesque:** Alan was assessed for a large camper that was removed from his property in 2024 and is requesting an abatement. **Motion made by Richard Lyons and seconded by Bruce Laveway to grant the abatement request. Motion carries.**

**Municipal Valuation Return approval request:** The Board reviewed the Municipal Valuation Return and signed it for approval.

**Request to open 10-month CD @ Acadia for Cemetery Perpetual Care:** **Motion made by Michelle Johnson and seconded by Bruce Laveway to make Corrine Routhier and Sue Rogers as signers on the account of a new 10-month CD at Acadia for Cemetery Perpetual Care. Motion carries.**

**MMA Executive Committee Ballot:** The Board reviewed the candidates.

**Taxes Received Update:** Corrine updated the Board on taxes received thus far. We have received 71.18% of our real estate taxes and 92.93% of our personal property taxes.

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

**TOWN MANAGER'S REPORT**

- A. Otis Nelson resigned from the Planning Board effective July 24.



# TAXES RECEIVABLE UPDATE AS OF 8/19/2025

## 2025 Tax Commitment

---

### REAL ESTATE TAXES:

Commit: \$1,055,801.00  
Rec'd: \$751,534.51  
Bal: \$304,266.49

% received as of 8/19/2025 **71.18%**  
264 Accts. left to be paid

### PERSONAL PROPERTY TAXES:

Commit: \$100,564.00  
Rec'd: \$93,456.43  
Bal: \$7,107.57

% received as of 8/19/2025 **92.93%**  
13 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%
2024	75.89%	97.00%



**MAINE MUNICIPAL ASSOCIATION  
RISK MANAGEMENT SERVICES**

60 Community Drive | PO Box 9109 | Augusta, ME 04332-9109

(T) 207-626-5583  
800-590-5583 (in Maine)  
(F) 207-624-0130  
rmsunderwriting@memun.org  
www.memun.org

**PRESS RELEASE  
For Immediate Release**

The Town of Portage Lake is pleased to announce it has received a \$861 dividend check from the Maine Municipal Association because of its good performance and loss prevention efforts. The association manages three self-funded pools for municipal and quasi-public entities in Maine: The Workers Compensation Fund (established in 1978), The Property & Casualty Pool (formed in 1987), and The Unemployment Compensation Fund (formed in 1978). These programs are overseen by governing boards of elected and appointed municipal officials.

This year, more than 81% of program participants received dividends for their effective risk management practices and favorable loss experience. Specifically, the Workers Compensation Fund distributed nearly \$725,000 in dividends, while the Property and Casualty Pool paid out almost \$600,000. In total, over \$1.3 million was returned directly to Maine Municipal Association members.

Since 1997, the association has consistently provided dividends, resulting in over \$29 million returned to participating members. For additional details about the MMA Risk Management Services programs, including online training and other services, you can explore their offerings on their website at [www.memun.org](http://www.memun.org) or call 1-800-590-5583.

Select Board Meeting Attendance  
August 20, 2025 Regular Meeting

**Please PRINT**

Corrine Routhier

Margaret M Pierce

Otis Nelson

Travis Carter

Sheryl Lynn Carter


Lake McRossford

Arthur J. Roberts

Ross GATCOMB

Tammy Kenney

Bryce J. Kenney

Amy Collins 

Zenan Caron

**AGENDA**  
**Town of Portage Lake**  
**Regular Select Board Meeting**  
**September 17, 2025**  
**6:00 P.M.**

---

1. Call Meeting to Order & Attendance
2. Approval of Minutes  
August 20, 2025 regular meeting
3. Old Business:
  - a. Mosquito Brook/Oak Point Area Access
4. New Business:
  - a. Emergency Management Update—Rich Hoppe
  - b. Winter Sand Bid Award
  - c. Appoint Danica Hartman as Animal Welfare Agent
  - d. Appoint New Planning Board member
  - e. Set date & time for Annual General Assistance Ordinance Adoption Public Hearing
  - f. 2025 Taxes Received Update
  - g. Remote Participation Policy Review
  - h. Payables Warrants
5. Town Manager's Report
  - a. 2023 Foreclosure Notices sent to 2 property owners; automatic foreclosure date is October 31.
  - b. Community Pot-Luck Luncheons will be held 1<sup>st</sup> Wednesday of each month beginning October 1 at the Town Hall by our Access Point Committee
  - c. Town Office sponsoring Cozy Coats Campaign, collecting clean, used coats and offering them for free to community members who need them now through end of October
  - d. MMA Risk Management will be in town to inspect our town buildings & playgrounds September 24
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, October 15, 2025 @ 6 pm

Upcoming Meetings & Events:

PORTAGE LAKE BOARD OF SELECT PERSONS  
Record of Regular Meeting  
September 17, 2025, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

Members Present: Michelle Johnson, Chairman; Richard Lyons.

Members Absent: Bruce Laveway.

Others Present: Jodi Page, Corrine Routhier, Linda Lunney, Tammy Lunney, Mark Lunney, Bud Forman, Sandra Bartlett, Lee Doodly, Michael Doodly, Herb McPherson, Jean McPherson, Mike Umphrey, Kathy Hoppe, Walt Washington, Rich Hoppe, Margaret Pierce, Arthur Routhier, Pat Raymond, Chad Wilcox.

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

**Approval of Minutes:** Selectboard reviews the minutes from the August 20, 2025, regular meeting. **Motion made by Richard Lyons and seconded by Michelle Johnson to recommend approval of the August 20, 2025, minutes. Motion carries.**

#### OLD BUSINESS

**Mosquito Brook/Oak Point Area Access:** Property Owners on Oak Point spoke regarding the work that had been done on a winter-access-only road on Town Property to Oak Point causing damage to said property and to protected wetlands. CEO Margaret Pierce explained the town has to make a determination on right, title and interest before anything else can be decided. Bud Forman addressed the Board apologizing for overstepping his bounds, claimed responsibility for the work that was done on the road, and stated he will pay any fines for any damages. The people working on the road who were present at this meeting were looking for permission to continue working on the road. Usage of the access road is off limits until it has completely frozen and all work is to cease. The Chair feels a decision cannot be made until the full Board is present. **Motion made by Michelle Johnson and seconded by Richard Lyons to have all work and usage of the access road to cease until a determination has been made regarding allowing permission for non-Town employees to work on the Town property in question, with the following amendment that Corrine contact our legal counsel to aid us in making any future determinations. Motion carries.**

#### NEW BUSINESS

**Emergency Management Update—Rich Hoppe:** Rich addressed the Board regarding emergency preparedness. The Board then presented Rich Hoppe with the Spirit of America Award for outstanding community service and dedication to Portage Lake.

**Winter Sand Bid Award:** Portage Construction has the winning bid for 200 cubic yards of winter sand at \$3575. A second bid was received after the deadline. **Motion made by Richard Lyons and seconded by Michelle Johnson to accept the bid from Portage Construction for \$3575. Motion carries.**

**Appoint Danica Hartman as Animal Welfare Agent:** **Motion made by Michelle Johnson and seconded by Richard Lyons to appoint Danica Hartman as Animal Welfare Agent. Motion carries.**

**Appoint New Planning Board Member:** **Motion made by Michelle Johnson and seconded by Richard Lyons to appoint Michael Hinken as the new Planning Board member for the remainder of the term left vacant by the resignation of Otis Nelson. The term is set to expire in 2026. Motion carries.**

**Set date & time for Annual General Assistance Ordinance Adoption Public Hearing:** Motion made by Michelle Johnson and seconded by Richard Lyons to move October's Selectboard meeting to October 8 at 6 p.m. to accommodate Richard Lyons and to hold the General Assistance Ordinance Adoption Public Hearing beforehand at 5:45 p.m. Motion carries.

**2025 Taxes Received Update:** Corrine updated the Board on 2025 taxes received so far. We have received 87.45% of real estate taxes and 99.1% of personal property taxes.

**Remote Participation Policy Review:** The Board reviewed the remote participation policy. Motion made by Richard Lyons and seconded by Michelle Johnson to accept the Remote Participation Policy. Motion carries.

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

#### TOWN MANAGER'S REPORT

- A. 2023 Foreclosure Notices sent to 2 property owners; automatic foreclosure date is October 31.
- B. Community Pot-Luck Luncheons will be held 1<sup>st</sup> Wednesday of each month beginning October 1 at the Town Hall by our Access Point Committee.
- C. Town Office sponsoring Cozy Coats Campaign, collecting clean, used coats and offering them for free to community members who need them now through end of October.
- D. MMA Risk Management will be in town to inspect our town buildings & playgrounds September 24.

#### OTHER SELECTBOARD BUSINESS

Motion made by Michelle Johnson and seconded by Richard Lyons to move the work session to a time where all Board members are present. Motion carries.

**Comments from the Public (as time allows):** Arthur commended the gentleman who mows the Town's properties. Arthur states he has done an excellent job keeping the town beautiful.

At 7:05 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. Motion made and seconded to end the Executive Session at 7:26 p.m. The public portion of the meeting resumed. Motion made by Michelle Johnson and seconded by Richard Lyons to approve employee bonuses as presented by the Manager. Motion carries.

Next regular Selectboard meeting is Wednesday, October 8, 2025, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 7:26 p.m.

We, the undersigned 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  
September 17, 2025

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

Bruce Lavey

Michelle Johnson, Chairperson

September 2025

**Planning Board Appointment Request**

Please appoint Michael Hinken to the Planning Board for the remainder of the term left vacant by the resignation of Otis Nelson, term to expire in 2026.

# TAXES RECEIVABLE UPDATE AS OF 9/17/2025

## 2025 Tax Commitment

---

### REAL ESTATE TAXES:

Commit: \$1,055,801.00  
Rec'd: \$923,343.27  
Bal: \$132,457.73

% received as of 9/17/2025 **87.45%**

**141 Accts. left to be paid**

### PERSONAL PROPERTY TAXES:

Commit: \$100,564.00  
Rec'd: \$99,661.92  
Bal: \$902.08

% received as of 9/17/2025 **99.10%**

**6 Accts. left to be paid**

Comparisons:

2nd month following Commitment:

Tax Year	% Received	
	RE	PP
2016	82.38%	96.69%
2017		
2018	78.62%	97.65%
2019	79.76%	97.01%
2020	82.51%	98.88%
2021		
2022	82.68%	99.12%
2023	83.66%	99.06%
2024	85.11%	99.29%
2025	87.45%	99.10%

Draft



# Town of Portage Lake

## Policy for Remote Participation in Public Proceedings

---

Pursuant to 1 M.R.S. §403-B, and after public notice and hearing, the Portage Lake Select Board hereby adopts the following policy governing the participation via remote methods of members of the Town of Portage Lake Select Board, Planning Board, Zoning Board of Appeals, School Board, and Budget Advisory Committee, and the public in the public proceedings or meetings of the aforementioned Boards and Committees. As used herein, "remote methods" means telephonic or video technology (i.e., audio and/or visual systems) that allow simultaneous reception of information and may also include other means necessary to accommodate disabled persons. Public proceedings may not be conducted by text-only means such as email, text messages, or chat functions.

In accordance with the public policies underlying Maine's Freedom of Access Act, it is the intention of this body to conduct its business open to public observation.

I. Remote participation by Members. Members of the body must be physically present for public proceedings at the public meeting location, except when authorized to participate by remote methods under this policy.

a. *When remote participation is authorized:* Members of the body may participate via remote methods in the following circumstances:

1. When a medical condition of the member or family makes attendance impracticable.
2. When traveling
3. When unexpectedly outside of the municipality

b. *Notice to Chair or presiding officer:* A member must notify the Chair or presiding officer of the body at least 3 days in advance if the member will knowingly be unable to physically attend a meeting of the body. The Chair or presiding officer will make a determination that remote participation by the individual member meets the criteria for remote participation stated above.

c. *Public access:* The public will be provided a meaningful opportunity to attend the meeting via remote methods when any member of the body participates via remote methods. Reasonable accommodations will be provided to any individual with a disability upon request. Members of the public will also be provided an opportunity to attend the meeting in-person.

Remote public access will only be available if the Policy is enacted for a Board or Committee member.

- II. Remote Only Participation. The public bodies named above may meet solely by remote means if an emergency or urgent situation requires that all members of the body meet only by remote methods. In that circumstance, public attendance may be restricted to remote access only at the public proceeding.
  - a. The Chair or presiding officer, in consultation with other members if appropriate and possible, is authorized to make a determination that an emergency or urgent situation requires the body to meet only by remote methods and to limit public attendance at the proceedings to remote means only. The Chair or presiding officer's determination will be put in writing and attached to the record of the meeting. Public notice of the determination will be provided as soon as practicable consistent with subsection III.
  - b. Reasonable accommodations will be provided to any individual with a disability upon request.
- III. Public Notice. Notice of all body meetings will be provided in accordance with 1 M.R.S. §406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which members of the public may access the meeting by remote methods and will provide a method for disabled persons to request necessary accommodation to access the meeting. The notice will identify the time of the meeting as well as a location where the public may attend the meeting in person, unless in-person participation is limited in a case of emergency under Section II.
- IV. Documents and Materials Made Available. The body will make all documents and materials to be considered by the body available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.
- V. Roll Call Vote. All votes taken during a meeting using remote methods will be by roll-call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public.
- VI. Public Input. If the body allows or is required to provide an opportunity for public input during the public proceeding, an effective means of communication must be provided between the members of the body, participating by remote methods and in-person, and the public, participating by remote methods or in-person.
  - a. The body can use the following methods of communication to facilitate public comment:


1. Written comments from the public prior to the meeting, which will be read at a subsequent meeting

2. The microphone function on the conference room TV to allow those meeting in-person to hear public comments from those meeting remotely, and vice versa

VII. Policy In Effect. This Remote Participation in Public Proceedings Policy will remain in effect indefinitely unless amended or rescinded.

Dated: \_\_\_\_\_

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



Michelle Y. Eastman, Chair  
Johnson

\_\_\_\_\_  
Bruce J. Laveway

\_\_\_\_\_  
Richard A. Lyons

Select Board Meeting Attendance  
September 17, 2025 Regular Meeting

Please PRINT

Tammy & Mark Lunney

Bud Forman

LINDA B. LUNNEY

Corrine Routher

Sandra Bartlett

Lee A. Doody

Michael Doody

Hub McPherson

Jean McPherson

Arthur Routher

Mike Umphrey

Chad Wilcox

Kathy Happe

Walt Washburn

Rich Happe

Margaret M. Pierce

**AGENDA**  
**Town of Portage Lake**  
**Regular Select Board Meeting**  
**October 8, 2025**  
**6:00 P.M.**

---

1. Call Meeting to Order & Attendance
2. Approval of Minutes  
September 17, 2025 regular meeting
3. Old Business:
  - a. Mosquito Brook/Oak Point Area Access
4. New Business:
  - a. Recognition for retired PLFD Assistant Chief Brad Boutot
  - b. Genl. Assistance Appendices Adoption
  - c. Request to use \$25 from Agent Fees for dog owner drawing for a gift certificate to Veterinarian to encourage dog registrations before mid-December
  - d. Quarterly Treasurer's Report
  - e. Choose March 2026 Annual Town Meeting Date
  - f. Approve Manager 3<sup>rd</sup> qtr. mileage
  - g. Payables Warrants
5. Town Manager's Report
  - a. MMA Risk Management inspection was Sept 24. Only found a few concerns, including red storage shed deteriorating
  - b. Fire truck radiator repairs are complete
  - c. Winter sand & salt have been delivered. Town was part of DOT savings package for salt this year, saved about \$8/ton over last year
  - d. Work on 2026 municipal budget has begun
  - e. We won 2<sup>nd</sup> Place Superior in the MMA Town Report competition for the Small Town category for our 2024 Annual Report
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, November 19, 2025 @ 6 pm

Upcoming Meetings & Events:

Oct. 23 @ 6:30: Portage Lake Town Forest Mgmt. Advisory Cmte. meeting

Oct. 26 @ 2 pm: Movie Matinee @ town hall, fund raiser for PL Historical Society

PORTAGE LAKE BOARD OF SELECT PERSONS  
Record of Regular Meeting  
October 8, 2025, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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

Others Present: Jodi Page, Corrine Routhier, William "Bud" Forman, Ken Hayes, Mark Lunney, Tammy Lunney, Linda Lunney, Matt Stedman, Brian Cote, Brad Boutot, Chad Wilcox, Herb McPherson, Jean McPherson, Keith Draper, Carson Hartman, Mike Doody, Lee Doody, Margaret Pierce, Mike Umphrey.

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

Approval of Minutes: Selectboard reviews the minutes from the September 17, 2025, regular meeting.  
**Motion made by Michelle Johnson and seconded by Richard Lyons to approve the August 20, 2025, minutes. Motion carries.**

**NEW BUSINESS**

Recognition for retired PLFD Assistant Chief Brad Boutot: **Motion made by Michelle Johnson to move this agenda item to the beginning of the meeting.** The Board presented Brad Boutot with a plaque in recognition of his 47 Years of service to the Portage Lake Fire Department.

**OLD BUSINESS**

Mosquito Brook/Oak Point Area Access: Michelle read out loud a letter received from Marcus Russell III, DEP, Senior Enforcement of Field Services, notifying the Town of Portage of violations pertaining to the work that was done on the winter-access-only road. Michelle read out loud an email received from Ross Gatcomb regarding the DEP violations observed during a recent visit to the area in question, which is located within a Resource Protected District. Richard Lyons advocates holding a special meeting with our legal counsel.  
**Motion made by Michelle Johnson and seconded by Bruce Laveway to halt all construction and access to the winter-access-only road until the Board has met with legal counsel. Motion carries.**

**NEW BUSINESS**

General Assistance Appendices Adoption: The Board reviews the General Assistance Appendices recommended by the State. **Motion made by Michelle Johnson and seconded by Richard Lyons to adopt the changes in the ordinances and the appendices. Motion carries.**

Request to use \$25 from Agent Fees for dog owner drawing for a gift certificate to Veterinarian to encourage dog registrations before mid-December: **Motion made by Bruce Laveway and seconded by Michelle Johnson to use \$25 from Agent Fees for dog owner drawing for a gift certificate to Veterinarian. Motion carries.**

Quarterly Treasurer's Report: This agenda item was tabled because not all statements are available.  
Choose March 2026 Annual Town Meeting Date: **Motion made by Michelle Johnson and seconded by Bruce Laveway to hold the meeting on March 27, 2026, at 6:30 p.m. Motion carries.**

Approve Manager's 3<sup>rd</sup> Quarter mileage: **Motion made by Richard Lyons and seconded by Michelle Johnson to approve the Manager's 3<sup>rd</sup> Quarter mileage. Motion carries.**

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

## TOWN MANAGER'S REPORT

- A. MMA Risk Management inspection was Sept. 24<sup>th</sup>. Only found a few concerns, including red storage shed deteriorating. **Motion made by Michelle Johnson and seconded by Bruce Laveway to purchase the new Amish shed with funds from the Town Hall Improvement Fund. Motion carries.** The purchase of the Amish shed from the Town Hall Improvement Fund will be added to the Warrant Articles for next Town meeting.
- B. Fire truck radiator repairs are complete.
- C. Winter sand & salt have been delivered. Town was part of DOT savings package for salt this year, saved about \$8/ton over last year.
- D. Work on 2026 municipal budget has begun.
- E. We won 2<sup>nd</sup> Place Superior in the MMA Town Report competition for the Small Town category for our 2024 Annual Report.

## OTHER SELECTBOARD BUSINESS

Artesian wellhouse is being fixed. Michelle asked whether the Town of Portage had been served any papers yet with regard to the Carter's septic issue. We have not. Matt Stedman, Margaret Pierce, and Keith Draper spoke to the Board regarding the ongoing Oak Point area access and violations.

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

At 7:23 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. Motion made and seconded to end the Executive Session at 7:33 p.m. The public portion of the meeting resumed.

Regular Selectboard Meeting adjourned at 7:34 p.m.

Next regular Selectboard meeting is Wednesday, November 19, 2025, at 6:00 p.m.

### Upcoming Meetings & Events:

- Oct. 23<sup>rd</sup> @ 6:30: Portage Lake Town Forest Management Advisory Committee meeting
- Oct. 26<sup>th</sup> @ 2 p.m.: Movie Matinee @ town hall, fundraiser for PL Historical Society

We, the undersigned 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



# 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)

October 8, 2025

Request letter to the Selectboard Members

I would like to Request the use of \$25.00 from Dog Licensing Agent Fees to use for a gift certificate for the early registration drawing. Residents that register their dog(s) before December 19<sup>th</sup>, 2023, will be added to a drawing for a \$25 Gift Certificate for the Veterinarian of their choice. 2025

Thank you,

Danica Hartman  
Animal Welfare Agent  
Town of Portage Lake

BJL  
MYS  
RL

# Corrine's Quarterly Mileage Sheet

Month/Date	Description	# mi. Driven	Mileage Rate	Total Owed
July				
	11 Bank bag to Katahdin-1 way	10.8		
	17 Bank bag to Katahdin-1 way	10.8		
	31 Bank bag to Katahdin- 1 way	10.8		
<b>Total July Miles</b>		32.4	\$0.60	<b>\$19.44</b>
August				
	8 Bank bag to Katahdin-1 way	10.8		
	11 Bank bag to Katahdin-1way	10.8		
	21 Bank bag to Katahdin- 1 way	10.8		
	28 Bank bag to Katahdin-1 way	10.8		
	29 County FCU for TH Impr. Sav Depos	32.2		
<b>Total Aug Miles</b>		75.4	\$0.60	<b>\$45.24</b>
September				
	3 Open CD @ Acadia/bank bag to Katahdin	22.2		
	5 Bank bag to Katahdin-1 way	10.8		
	11 Bank bag to Katahdin- 1 way	10.8		
	15 Bank bag to Katahdin-1 way	10.8		
	18 Bank bag to Katahdin-1 way	10.8		
	23 Registrar Training-Presque Isle	64.2		
	24 Title 21-A Training-Presque Isle	64.2		
	26 Bank bag to Katahdin-1 way	10.8		
		204.6	\$0.60	<b>\$122.76</b>
				<b>\$187.44</b>

BSL  
MJS  
RL

# Revised Proposed Replacement Shed for Public Works

14 X 32 Amish shed from J&J in Easton

Oct-25

Base Cost	\$9,355.00	
2, 8 ft. Roll-up Door	\$1,380.00	\$690 ea. One on either end of the shed
Delivery	\$870.00	
	\$11,605.00	

Could use the following for this project:

Stumpage

Current Bal

\$224,485.00 Savings

\$184,019.00 CD

Town Hall Improve.

\$21,693.00 CD

*March Warrant - from TH Improvements*  
*Michelle*  
*move*  
*Bruce Jno*



60 Community Drive | Augusta, ME 04330-9486  
1-800-452-8786 (in state) | (t) 207-623-8428  
(f) 207-624-0129

To: Corrine Routhier  
From: Rebecca Lambert, Advocacy & Communications  
Date: Monday, October 6, 2025  
Re: Annual Report Competition

---

I am pleased to announce that Portage Lake has been selected as the “superior” second place winner of the 2025 Annual Report Competition in the under 500 population category.

The criteria used by MMA’s four-person review panel focused on the attractiveness of the cover and layout, as well as reader appeal; the presentation of the materials, including financial statements, statistics, and trends; and the use of tables of contents, photos, and graphics to succinctly inform readers of your community’s achievements.

Cranberry Isles, Dyer Brook, and New Canada also published award winning reports in this population category.

For purposes of bragging rights, your report will be on display during MMA’s Annual Convention held on October 8 and 9 in Bangor, Maine. Additionally, a framed certificate of your accomplishment will be sent to your community.

Thank you for participating in this event. Your contributions are greatly appreciated.

Select Board Meeting Attendance  
October 8, 2025 Regular Meeting

Please PRINT

Corinne Routhier

Mike Doody

Ken Hayes

Lee Doody

Mark & Tammy Lunney

LINDA B. LUNNEY

Matt Stedman

Bruce & Brian Cote

Mark Smith

Brad Boutot

Chad Wilcox

Steve & Joan McPherson

Keith Traper

Carson Hartman

Jean McPherson

Margaret M Pierce

## **AGENDA**

**Portage Lake Select Board**

**Emergency Meeting**

**November 4, 2025**

**8:30 A.M., town hall conference Room & via Zoom**

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1. Call Meeting to Order & Attendance
2. Executive Session Per 1 MRSA §405(6) ( E) Consultation with Legal Counsel
3. Other Select Board Business
4. Public Comments (as time allows)
5. Adjourn

**Next Regular Select Board Meeting:** Wednesday November 19, 2025 @ 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS

Record of Emergency Meeting

November 4, 2025, at 8:30 a.m.

Portage Lake Municipal Building Conference Room & Zoom

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

Others Present: Corine Routhier, town manager; Brent York, town attorney via Zoom

Meeting called to order at 8:30 a.m. by Michelle Johnson.

Motion made by Michelle and seconded by Rick to enter executive session, per 1 MRSA §405 (6)( E), consultation with legal counsel. **Executive Session started at 8:31 a.m. Executive Session ended at 8:57 a.m.**

Public portion of the meeting resumed at 8:58 a.m.

**Mosquito Brook/Oak Point Access**

The Board discussed the proposed access on Town land in the Mosquito Brook area for some residents who own property on Oak Point.

**Rick moved and Michelle seconded to immediately cease & desist as of November 4, 2025 all current & future construction or renovation of new or old access points on town owned property, excepting any approved timber harvest plans or in emergency situations. All in favor, motion carried.**

**Rick moved and Michelle seconded that in accordance with the Shoreland Zoning violation received by the Town from Code Enforcement, the Town will hire a certified wetland site evaluator to prepare a restoration plan, complete with dates of execution and a list of qualified contractors to complete the restoration and submit the plan to Code Enforcement on or before November 21, 2025, this cost and all costs associated with restoration will be incurred to those individuals listed in the violation letter, namely Kenneth Hayes and William Foreman. All in favor, motion carried.**

Next regular Selectboard meeting is Wednesday, November 19, 2025, at 6:00 p.m.

Meeting adjourned at 9:11 am.

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

Approved: 11/04/25  
Date

Signed: [Signature]  
Michelle Johnson, Chair

[Signature]  
Richard Lyons

[Signature]  
Bruce Laveway



# 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)

Town of Portage Lake  
20 School Street  
Portage Lake, ME  
04768

Dear Ms. Routhier

On August 25, 2025, Ross Gatcomb, Maine Department of Environmental Protection Shoreland Zoning, detailed violations that were occurring on property owned by the town of Portage Lake, Map 4 Lot 1, Oak Point. Mr. Gatcomb identified Kenneth Hayes and William Forman as the individuals engaging in the excavation of soil from the wetland to use as material to construct a hardened road on a retired winter timber harvest accessway.

At this time, I am notifying you that the town of Portage Lake are in violation of the Portage Lake Shoreland Zoning and Land Use ordinance (adopted June 14, 1991, last amended March 23, 2018), specifically Section 14, Item 26 Road Construction as well as Section 15 P Clearing or Removal of Vegetation for Activities Other Than Timber Harvesting.

Under Portage Lake Shoreland Zoning Section 14 Table of Land Uses – Item 26 Road Construction is not permitted without planning board approval.

#### 14. Table of Land Uses

##### LAND USES

##### DISTRICT

<u>SP</u>	<u>RP</u>	<u>LR</u>
PB	no8	PB

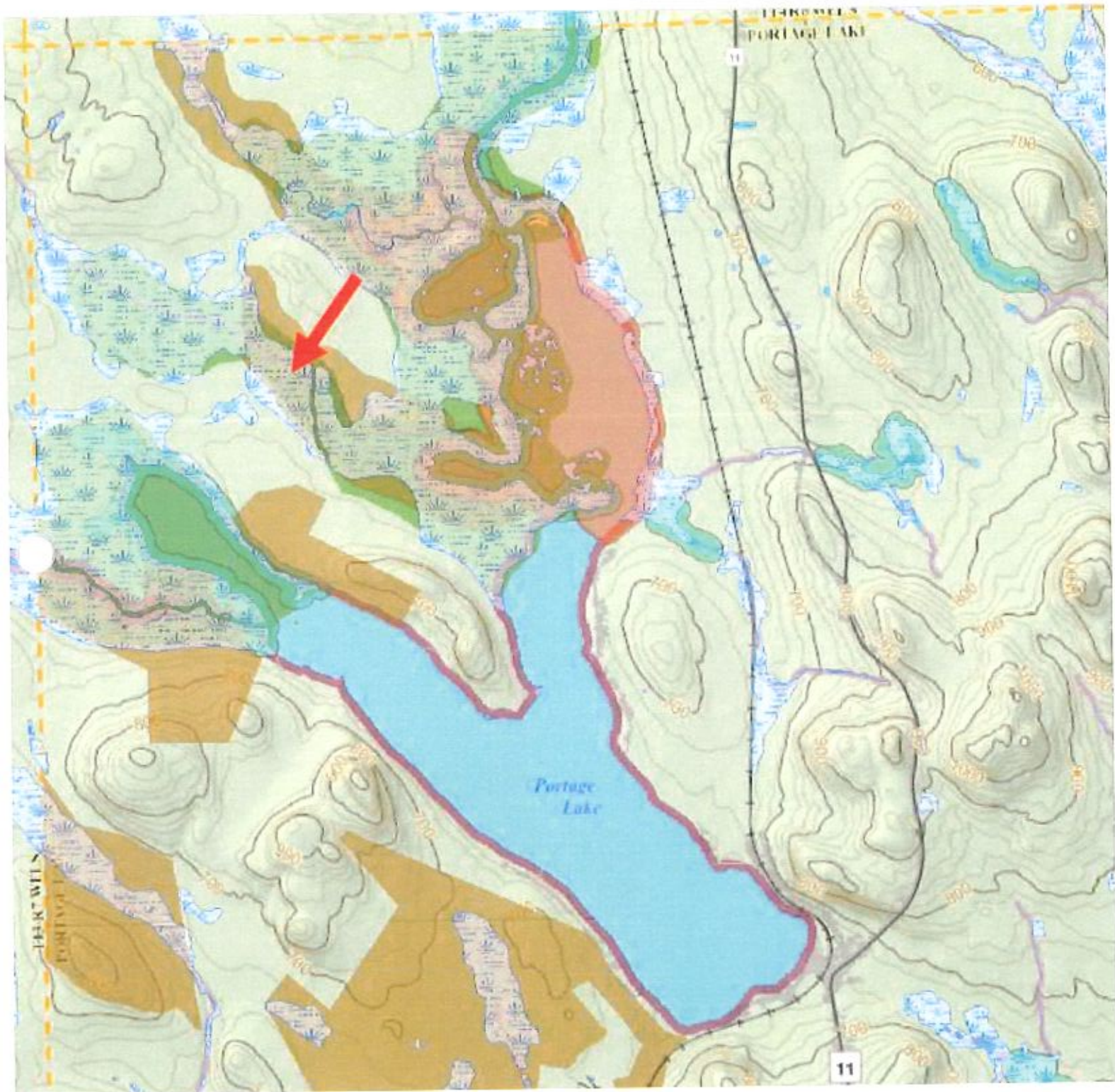
#### 26. Road construction

8 Except as provided in Section 15(H)(4).

15. **Land Use Standards.** All land use activities within the shoreland zone shall conform with the following provisions, if applicable.

**H. Roads and Driveways.** The following standards shall apply to the construction of roads and/or driveways and drainage systems, culverts and other related features.

(4) New roads and driveways are prohibited in a Resource Protection District except that the Planning Board may grant a permit to construct a road or driveway to provide access to permitted uses within the district. A road or driveway may also be approved by the Planning



**\*NOTICE\***

**Emergency**

**Meeting** of the

**Portage Lake**

**Select Board**

---

**Tuesday November 4**

**8:30 am**

Portage Lake Town Hall conference room

Agenda Item: Executive Session per 1 M.R.S.A.

§405(6)(E) Consultation with Legal Counsel

Call the Town Office @ 435-4361 FMI

Posted November 3, 2025

Re: Select Board Meeting Announcement

From: Stan Bennett <stan@bennetradiogroup.com>

Sent: Mon, Nov 3, 2025 at 8:25 am

To: Corrine Routhier, info@channelxradio.com

---

Hi Corrin,

We will take care of this for you. Thanks for reaching out.

Stan

Get [Outlook for iOS](#)

---

**From:** Corrine Routhier <manager@townofportage.org>

**Sent:** Monday, November 3, 2025 8:18:25 AM

**To:** info@channelxradio.com <info@channelxradio.com>

**Subject:** Select Board Meeting Announcement

Good morning,

Would it be possible for someone to announce on air today that Portage Lake's Select Board will be holding an emergency executive session meeting at 8:30 am Tuesday November 4 to meet with legal counsel, per 1 MRSA Sec. 405(6)(E)?

While there isn't an emergency going on, we have to ask local media to announce it if the Select Board will be meeting in a timeframe that is less than a week to advertise it. Contact me if you need more details.

Thank you!

Sincerely,

Corrine M. Routhier

Town of Portage Lake, Aroostook County

Manager, Tax Collector, Deputy Treasurer & Interim Clerk

Nashville Plt., ME, Tax Collector & Deputy Clerk

PO Box 255, Portage Lake, ME 04768

Ph: 207-435-4361

Fx: 207-435-6229

Email: [manager@townofportage.org](mailto:manager@townofportage.org)

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

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

**AGENDA**  
**Town of Portage Lake**  
**Regular Select Board Meeting**  
**November 19, 2025**  
**6:00 P.M.**

*Postponed  
to Nov 26 55*

1. Call Meeting to Order & Attendance
2. Approval of Minutes
  - October 8, 2025 regular meeting
  - November 4, 2025 emergency meeting
3. Old Business:
  - a. Mosquito Brook/Oak Point Access Update
  - b. 3<sup>rd</sup> Quarter Treasurer's Report
4. New Business:
  - a. Stumpage Permit Approval for Jan-Jun 2026
  - b. Pioneer Wireless Application for Pole Location
  - c. Town Investment Policy
  - d. Artificial Intelligence Use Policy
  - e. Unexpected Department Budget Shortfalls: Town Hall & Street Lights
  - f. Payables Warrants
5. Town Manager's Report
  - a. Artesian wellhouse door & threshold have been repaired
  - b. Power surge on 10/30 caused electrical problems with the boilers. Repairs were made; a claim has been filed with Versant Power for damages
  - c. Asbestos testing is being done on interior materials at the Seaplane Base to make sure all is clear to begin renovations inside
  - d. Planning Board is working on clerical updates to Shoreland Zoning & Land Use ordinances, and updating building permit fee schedules. Public Hearing for those changes will be in December. Select Board will need to hold a Public Hearing for those changes in January
  - e. Town Office closed November 27 & 28 for Thanksgiving holiday
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 17, 2025 @ 6 pm

Upcoming Meetings & Events:

- Dec. 3: Community Pot Luck Lunch @ 11 am, Town Hall
- Dec 21: Community Christmas Party @ noon, Town Hall, sponsored by PLSC

Select Board Meeting Attendance  
November 19, 2025 Regular Meeting

**Please PRINT Legibly**

Corrine Rouhier

Sandra Bartlett

Sean McPherson

Heidi McPherson

~~Postponed  
to Nov 26, 2025~~

**Portage Lake Select Board**  
**Regular Meeting Agenda**  
**November 26, 2025 rescheduled from November 19, 2025**  
**6:00 P.M.**

---

1. Call Meeting to Order & Attendance
2. Approval of Minutes
  - October 8, 2025 regular meeting
  - November 4, 2025 emergency meeting
3. Old Business:
  - a. Mosquito Brook/Oak Point Access Update
  - b. 3<sup>rd</sup> Quarter Treasurer's Report
4. New Business:
  - a. Resident's Concerns—Gary Chance
  - b. Stumpage Permit Approval for Jan-Jun 2026
  - c. Pioneer Wireless Application for Pole Location
  - d. Dean's Motor Lodge Liquor License Application Approval
  - e. Town Investment Policy
  - f. Artificial Intelligence Use Policy
  - g. Unexpected Department Budget Shortfalls: Town Hall & Street Lights
  - h. Payables Warrants
5. Town Manager's Report
  - a. Artesian wellhouse door & threshold have been repaired
  - b. Power surge on 10/30 caused electrical problems with the boilers. Repairs were made; a claim has been filed with Versant Power for damages
  - c. Asbestos testing is being done on interior materials at the Seaplane Base to make sure all is clear to begin renovations inside
  - d. Planning Board is working on clerical updates to Shoreland Zoning & Land Use ordinances, and updating building permit fee schedules. Public Hearing for those changes will be in December. Select Board will need to hold a Public Hearing for those changes in January
  - e. Town Office closed November 27 & 28 for Thanksgiving holiday
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 17, 2025 @ 6 pm**

Upcoming Meetings & Events:

Dec. 3: Community Pot Luck Lunch @ 11 am, Town Hall

Dec 21: Community Christmas Party @ noon, Town Hall, sponsored by PLSC

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Rescheduled Regular Meeting  
November 26, 2025, at 6:00 p.m. *rescheduled from November 19, 2025*  
Portage Lake Municipal Building Conference Room

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

Members Absent: None.

Others Present: Jodi Page, Corrine Routhier, Gary Chance, Arthur Routhier, Herb McPherson, Jean McPherson, Otis Nelson, Sue Rogers, Brian Cote.

Others Present via Zoom: Tammy Lunney, Mark Lunney.

Meeting called to order at 6 p.m. by Michelle Johnson. Michelle reviewed the Zoom meeting protocol/disclaimer for everyone present.

**Approval of Minutes:** Selectboard reviews the minutes from the October 8, 2025, regular meeting and the November 4, 2025, emergency meeting. **Motion made by Rick Lyons and seconded by Bruce Laveway to accept the October 8, 2025, regular meeting minutes as written. Motion carries. Motion made by Rick Lyons and seconded by Bruce Laveway to accept the November 4, 2025, emergency meeting minutes as written. Motion carries.**

#### OLD BUSINESS

**Mosquito Brook/Oak Point Area Access Update:** Corinne updated the Board regarding the Mosquito Brook/Oak Point access issue. The Town is waiting on a site evaluator to take soil samples from the area so we can proceed with a Restorative Action Plan. A site evaluator has been found, but they were unable to do testing due to the weather. A letter was sent to the CEO requesting an extension of the November 21<sup>st</sup> deadline for the restoration plan. Mark Lunney asked the Board if the residents of Oak Point were allowed to use the access route once it freezes. The Board stated until the situation is resolved and the area restored, no one is allowed to use the access route. Mark also asked if they could use the road built by Irving. The Board stated any questions regarding use of Irving land need to be addressed to Irving.

**3<sup>rd</sup> Quarter Treasurer's Report:** The Board reviews the 3<sup>rd</sup> Quarter Treasurer's Report. **Motion made by Michelle Johnson and seconded by Bruce Laveway to accept the Treasurer's Report. Motion carries.**

#### NEW BUSINESS

**Resident Concerns—Gary Chance:** Mr. Chance addresses the Board with his concerns regarding the issues and hardships he has faced living in Portage Lake.

**Stumpage Permit Approval for Jan-Jun 2026:** The Board reviews the Stumpage permit for Jan-Jun 2026. **Motion made by Michelle Johnson and seconded by Bruce Laveway to approve the stumpage permit for the stated period. Motion carries.**

**Pioneer Wireless Application for Pole Location:** The Board reviews the location Pioneer Wireless would like to install a pole. **Motion made by Michelle Johnson and seconded by Richard Lyons to accept the Pioneer Wireless Application. Motion carries.**

**Dean's Motor Lodge Liquor License Application Approval:** The Board reviews the application submitted by Dean's Motor Lodge. **Motion made by Michelle Johnson and seconded by Bruce Laveway to accept the liquor license for Dean's Motor Lodge. Motion carries.**

**Town Investment Policy:** The Board reviews the Town Investment Policy as presented by the Treasurer which would grant the Treasurer and Manager, together, the ability to move funds around to obtain the best interest rates available. **Motion made by Michelle Johnson and seconded by Bruce Laveway to adopt the Town of Portage Lake Investment Policy. Motion carries.**

**Artificial Intelligence Use Policy:** The Board reviewed the Artificial Intelligence Use Policy. **Motion made by Richard Lyons and seconded by Michelle Johnson to accept the Artificial Intelligence Use Policy. Motion carries.**

**Unexpected Department Budget Shortfalls—Town Hall & Street Lights:** **Motion made by Michelle Johnson and seconded by Bruce Laveway to consider these shortfalls an emergency expense and will be paid out of the emergency fund. Motion carries.**

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

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

- A. Artesian wellhouse door & threshold have been repaired.
- B. Power surge on 10/30 caused electrical problems with the boilers. Repairs were made; a claim has been filed with Versant Power for damages.
- C. Asbestos testing is being done on interior materials at the Seaplane Base to make sure all is clear to begin renovations inside.
- D. Planning Board is working on clerical updates to Shoreland Zoning & Land Use ordinances and updating building permit fee schedules. Public Hearing for those changes will be in December. Selectboard will need to hold a Public Hearing for those changes in January.
- E. Town Office closed November 27 & 28 for Thanksgiving Holiday.

#### **OTHER SELECTBOARD BUSINESS**

Bruce asked about putting a committee together for the Seaplane base repairs. Michelle asked about installing a basketball hoop in the gym. Sue updated the Board on a project she is working on with Ashland's Town Manager to get youth involved in local politics. Sue also expressed her concerns regarding workers' safety in the Town Office. Camera installation in the front office was discussed. Arthur asked the Board to clarify what constitutes New 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. Motion made and seconded to end the Executive Session at 7:16 p.m. The public portion of the meeting resumed.**

Next regular Selectboard meeting is Wednesday, December 17, 2025, at 6:00 p.m.

#### **Upcoming Meetings & Events:**

- Dec. 3<sup>rd</sup>: Community Potluck @ 11 a.m., Town Hall
- Dec. 21<sup>st</sup>: Community Christmas Party @ noon, Town Hall, sponsored by PLSC

**Regular Selectboard Meeting adjourned at 7:17 p.m.**

We, the undersigned 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 Layeway

Michelle Johnson, Chairperson

# Quarterly Selectboard Financial Update

As of September 30, 2025--Third Quarter

## Revenues vs. Expenses, Net

Total Revenues to date	\$1,375,411.45	
Total Expenses to date	\$1,205,192.25	
Net Gain (Loss)		\$170,219.20

2025 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$1,055,800.85	\$932,683.13	\$123,117.72
Personal Prop.	\$100,563.34	\$99,890.80	\$672.54
	\$1,156,364.19	\$1,032,573.93	\$123,790.26

## Checking Account-Katahdin

**Checkbook Reconciliation Balance** \$616,294.33

## Bank Reserve Accounts Status

### NorState:

FD Equip Reserve Share & CD	\$80,402.42	
Ministerial School Lot Stumpage Savings & CD	\$63,136.83	
Road Reserve Fund	\$341,738.46	
<b>Total at NorState FCU</b>		\$485,277.71

### Katahdin:

PW Equipment Reserve CD	\$73,969.59	
Silviculture ICS & Checking	\$244,004.37	
General ICS	\$114,444.68	
<b>Total at Katahdin</b>		\$432,418.64

### The County FCU

Town Hall Improvement CD & Share	\$21,698.80	
Revaluation Reserve CD & Share	\$57,433.87	
<b>Total at The County FCU</b>		\$79,132.67

### Acadia FCU:

Cemetery Perpetual Care & CD	\$14,230.59	
Stumpage: Savings & CD	\$408,564.26	
<b>Total at Acadia FCU</b>		\$422,794.85

**TOTAL RESERVES:** \$1,419,623.87

**Total Assets in Banks:** \$2,035,918.20

## Real & Personal Property Taxes outstanding principle

### Real:

2023		\$13.68
2024	\$10,554.76	
	\$10,568.44	

### Pers. Prop:

2023		\$0.00
2024	\$0.00	
	\$0.00	



# Town of Portage Lake

## Municipal Artificial Intelligence (AI) Use Policy

---

### **Purpose**

The purpose of this policy is to provide guidance for the responsible, transparent, and ethical use of Artificial Intelligence (AI) technologies by Town of Portage Lake. The goal is to improve efficiency and public service while maintaining accountability, data privacy, and public trust.

### **Scope**

This policy applies to all elected officials, employees, contractors, and volunteers who use or authorize the use of AI tools on behalf of the municipality.

### **Definition**

For the purposes of this policy, "Artificial Intelligence (AI)" includes any computer program, system, or tool that performs tasks normally requiring human intelligence—such as drafting text, analyzing data, recognizing patterns, generating images, or providing recommendations—whether operated directly by staff or through third-party vendors.

### **Guiding Principles**

1. **Transparency**—Residents have the right to know when AI is being used to assist in municipal operations or communications.
2. **Accountability**—Human oversight must always be maintained. AI shall support not replace, human judgement.
3. **Accuracy**—Information produced by AI tools must be reviewed and verified before being used in public communications or decision-making.
4. **Privacy**—AI tools must not be used to collect, share, or store personal data beyond what is necessary for municipal functions.
5. **Equity and Fairness**—AI shall not be used in a manner that discriminates or creates unfair outcomes for individuals or groups.
6. **Security**—AI systems must be used in compliance with cybersecurity best practices and applicable data protection laws.

### **Permitted Uses**

AI May be used to:

- Draft or edit documents, reports, or correspondence (subject to staff review)
- Create routine communications (e.g., newsletters, announcements, or website content)
- Support data analysis for planning, budgeting, or maintenance purposes
- Assist in record management or clerical tasks
- Generate graphics or education materials for community engagement

## Prohibited Uses

AI shall NOT be used to:

- Make decisions affecting residents' rights, benefits, or obligations without human review
- Collect, store, or analyze personal or confidential information without authorization
- Create or distribute misleading, false, or deceptive content
- Replace required public input or transparency processes
- Monitor individuals, employees, or residents

## Human Oversight

All AI-generated content must be:

- Reviewed and approved by at least 2 people, either staff members or elected officials, before publication or use
- Clearly identified as "AI-assisted" when appropriate
- Stored and documented according to existing municipal recordkeeping policies

## Procurement and Vendors

When contracting or purchasing AI-enabled software or services:

- The vendor must disclose any AI capabilities
- The municipality shall evaluate risks to privacy, data ownership, and compliance with policy
- Preference will be given to vendors who offer transparency and data security assurances

## Training

Municipal employees and officials using AI shall receive basic training on:

- responsible and security AI use
- Recognizing AI errors or bias
- Privacy and cybersecurity practices

## Review and Updates

This policy shall be reviewed annually by the Select Board and updated as technology regulations evolve.

## Effective Date

Adopted by the Town of Portage Lake Select Board this 20th day of November, 2025.


Michelle Johnson, chair



Bruce Laveway



Richard Lyons





# Town of Portage Lake, Maine

Incorporated March 24, 1909

Office of the Treasurer  
Susan M. Rogers  
[treasurer@townofportage.org](mailto:treasurer@townofportage.org)

**To:** Portage Lake Selectboard  
**Date:** November 6, 2025  
**Subject:** Implementation of Investment Policy

Dear Selectboard Members,

I would like to request adoption of the proposed **Town of Portage Lake Investment Policy**.

The goal of this policy is to provide flexibility for the Treasurer to make investment decisions—within approved and lawful guidelines—without having to wait for Selectboard approval at monthly meetings. This flexibility would allow the Town to take advantage of better interest rates and more favorable investment options as they arise.

Specifically, I would like the ability to:

- Create subaccounts within our existing investment accounts to better organize and track funds; and
- Move funds between eligible investment vehicles such as flex accounts and money market accounts, which often provide higher yields than standard savings accounts.

To maintain oversight and accountability, I propose that all such transactions require prior approval from the Town Manager before any changes are made. This ensures both transparency and proper internal control, while still allowing the Town to act quickly when favorable investment opportunities become available.

All investments would remain compliant with Maine law and within the conservative guidelines established in the policy (e.g., FDIC/NCUA-insured deposits). Regular reports will continue to be provided to the Selectboard for review.

Implementing this policy will help the Town achieve better returns on its idle funds while maintaining strong internal controls and full compliance with State statutes.

Thank you for your consideration.

Sincerely,

Susan M. Rogers



# Town of Portage Lake Investment Policy

---

## **I. Purpose**

The purpose of this policy is to provide establish guidelines and procedures for the investment of Town funds in accordance with Maine Law (Title 30-A, MRSA §5706 to 5719). This policy is intended to ensure the safety, liquidity, and reasonable return on the Town's funds while allowing the Town Manager and Town Treasurer to make timely investment decisions without requiring prior approval from the Select Board for each transaction.

## **II. Scope**

This policy shall apply to the investment management of the financial assets under the control of the Town of Portage Lake and accounted for within the Town's financial reporting, including but not limited to the following: Capital Equipment Reserve Funds, Capital Improvement Reserve Funds, Special Revenue Funds, and any other funds under the custody of the Town of Portage Lake and its authorized agents. This policy will not make changes to investment authority to the Town's General Fund/Operating Account; authority will remain with the Select Board. Similarly, this policy will not make changes to investment authority for change in banking institutions; authority for that will remain with the Select Board.

The Select Board will review this policy at least annually and make amendments as needed.

## **III. Objectives**

The primary objectives of the Town's investment activities are:

- Safety of Principal—Preservation of capital is the foremost objective. Investments shall be made to minimize the risk of loss.
- Liquidity—The portfolio shall remain sufficiently liquid to meet all operating requirements and disbursement needs.
- Yield—The portfolio shall be managed to attain the best rate of return, consistent with the previously stated objectives of safety and liquidity.
- Conform with all federal, state, and local statutes, rules, or regulations.

## **IV. Delegation of Authority**

This policy authorizes the Town Manager and Town Treasurer to invest Town funds in accordance with this policy and Maine Law, without prior approval of the Select Board for each individual investment decision. At minimum, the Select Board shall be informed of investment changes.

The Manager and Treasurer shall:

- Act prudently and in the best interest of the Town
- Comply with all applicable state statues and/or federal laws

In the case that the Town needs to divest any of its holdings due to sudden changes in financial position or the nature of investments, such divestment should be done in a manner that minimizes principal loss. The Manager and Treasurer shall consult with the Select Board to devise an appropriate strategy.

### VIII. Reporting & Review

The Manager and Treasurer shall provide the Select Board with quarterly investment reports showing current holdings, maturity dates, interest rates, and income earned to date. An annual summary report as part of the Town's financial audit will also be provided as soon after the end of the fiscal year as practicable.


### IX. Ethics & Conflicts of Interest


Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Town's investments or impair their ability to make impartial decisions.


### X. Policy Adoption

This policy shall become effective upon adoption by a vote of the Portage Lake Select Board. It shall remain in effect until amended or rescinded by the Board.

Adopted by the Town of Portage Lake Select Board this 26<sup>th</sup> day of November, 2025.

Michelle Johnson, chair 

Bruce Laveway 

Richard Lyons 

Town Hall

Potential Overage

Current Budget Left (Budget less Expenses):	\$1,453.61	
Current and Projected Revenues:	\$1,210.00	
Boiler Electrical Panel Repair	\$933.92	
Valve motor repair	\$236.54	
Estimated December Electricity	\$500.00	
Estimated Nov & Dec Heat Fuel	\$1,728.60	
Estimated Payroll	\$330.00	
Estimated Cleaning Supplies	<u>\$150.00</u>	
		-\$1,215.45

Street Lights

Current Budget Left (Budget less Expenses Jan-Nov)	-\$159.25	
(Original budget was \$7,680, based on \$640/mo)		
Estimated Street Light Dec Bill	<u>\$748.00</u>	
		-\$907.25

*move to expend from emergency*

### Exp / Rev Summary Report

Department(s): 04  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>04 TOWN HALL</b>					
<b>REVENUES</b>					
110 HALL RENTAL	0.00	680.00	680.00	-680.00	0.00
111 HALL RENTAL	0.00	110.00	110.00	-110.00	0.00
999 MISC	0.00	300.00	300.00	-300.00	0.00
Revenue Total	0.00	1,090.00	1,090.00	-1,090.00	0.00
<b>EXPENSES</b>					
04 TOWN HALL	23,100.00	21,646.39	21,646.39	1,453.61	93.71
100 BUDGET	19,740.00	0.00	0.00	19,740.00	0.00
101 CARRIED FWD	3,360.00	0.00	0.00	3,360.00	0.00
102 PAYROLL-CLEAN	0.00	2,169.34	2,169.34	-2,169.34	0.00
103 PAYROLL-PW	0.00	759.80	759.80	-759.80	0.00
114 BOTTLE WATER	0.00	63.00	63.00	-63.00	0.00
115 WATER TEST	0.00	155.00	155.00	-155.00	0.00
116 GENERATOR	0.00	525.00	525.00	-525.00	0.00
118 ELVTR INSPCT	0.00	825.70	825.70	-825.70	0.00
120 SUPPLIES	0.00	924.47	924.47	-924.47	0.00
122 SEPTIC PUMPO	0.00	733.12	733.12	-733.12	0.00
124 CONTRACT LABOR	0.00	800.00	800.00	-800.00	0.00
126 TRASH REMOVE	0.00	780.00	780.00	-780.00	0.00
128 EXTINGUISHER	0.00	40.00	40.00	-40.00	0.00
129 STOVE INSPEC	0.00	165.00	165.00	-165.00	0.00
130 AED	0.00	157.78	157.78	-157.78	0.00
131 ELECTRICITY	0.00	4,647.00	4,647.00	-4,647.00	0.00
132 FUEL OIL	0.00	5,417.51	5,417.51	-5,417.51	0.00
133 FURN PHS/LDR	0.00	989.78	989.78	-989.78	0.00
134 PROPANE	0.00	27.73	27.73	-27.73	0.00
135 REPAIRS BLDG	0.00	2,082.92	2,082.92	-2,082.92	0.00
140 EQUIP PURCHS	0.00	79.95	79.95	-79.95	0.00
141 BOOK RM MISC	0.00	177.55	177.55	-177.55	0.00
142 ACCESS POINT	0.00	78.00	78.00	-78.00	0.00
999 MISC	0.00	48.74	48.74	-48.74	0.00
Expense Total	23,100.00	21,646.39	21,646.39	1,453.61	93.71
<b>Net Profit / (Loss)</b>	<b>(23,100.00)</b>	<b>(20,556.39)</b>	<b>(20,556.39)</b>	<b>2,543.61</b>	

ACCOUNT-----			CURRENT			UNEXPENDED
DATE	JRNL	DESC---	BUDGET	DEBITS	CREDITS	BALANCE
04 - TOWN HALL			19,740.00	0.00	0.00	19,740.00
<b>04 - TOWN HALL</b>			<b>19,740.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,740.00</b>
100 - BUDGET			19,740.00	0.00	0.00	19,740.00
101 - CARRIED FORWARD			3,360.00	0.00	0.00	3,360.00
102 - PAYROLL-CLEANING			0.00	2,169.34	0.00	-2,169.34
103 - PAYROLL-PW			0.00	759.80	0.00	-759.80
114 - BOTTLED WATER			0.00	63.00	0.00	-63.00
115 - WATER TEST			0.00	155.00	0.00	-155.00
116 - GENERATOR			0.00	525.00	0.00	-525.00
117 - SECURITY SYSTEM			0.00	0.00	0.00	0.00
118 - ELEVATOR INSPECTION			0.00	825.20	0.00	-825.20
119 - FOLDING TABLES			0.00	0.00	0.00	0.00
120 - SUPPLIES			0.00	924.47	0.00	-924.47
122 - SEPTIC PUMPED OUT			0.00	733.12	0.00	-733.12
124 - CONTRACTED LABOR			0.00	800.00	0.00	-800.00
125 - MILEAGE			0.00	0.00	0.00	0.00
126 - CONTRACTED TRASH REMOVAL			0.00	780.00	0.00	-780.00
128 - FIRE EXTINGUISHER SERVICE			0.00	40.00	0.00	-40.00
129 - STOVE FIRE INSPECTION			0.00	165.00	0.00	-165.00
130 - AED			0.00	157.78	0.00	-157.78
131 - ELECTRICITY			0.00	0.00	0.00	0.00
01/29/25	A 0019	12/13/24 - 1/14/2025 TH		564.67	0.00	
02/27/25	A 0043	1/14-2/12/25 - TOWN HALL		589.15	0.00	
03/19/25	A 0062	2/12-3/13/25 - MUNI BLDG		599.79	0.00	
04/25/25	A 0108	3/13-4/14/25 - TWN OFFICE		491.36	0.00	
05/21/25	A 0145	4/14-5/13/25 - TOWN OFF		406.67	0.00	
06/18/25	A 0174	5/13-6/12/25 - TOWN OFF		402.64	0.00	
07/29/25	A 0223	6-12 / 7-15-25 MUNICIPAL		429.50	0.00	
08/20/25	A 0257	7/15-8/14/2025 TWN OFF		404.87	0.00	
09/26/25	A 0316	8/14-9/16/2025 TOWN OFF		377.24	0.00	
10/24/25	A 0341	09/16-10/16/2025 TOWN OFF		381.11	0.00	
		<b>Object.....</b>	<b>0.00</b>	<b>4,647.00</b>	<b>0.00</b>	<b>-4,647.00</b>
132 - #2 FUEL OIL			0.00	0.00	0.00	0.00
01/29/25	A 0019	284.30 GAL @ 2.7324		776.84	0.00	
01/29/25	A 0019	287.50 GAL @ 3.1790		913.95	0.00	
02/27/25	A 0043	311.80 G @ 2.9469		918.86	0.00	
03/26/25	A 0070	282.40 GAL @ \$2.6874		758.94	0.00	
03/26/25	A 0070	299.0 GAL @ \$2.9230		873.96	0.00	
05/09/25	A 0125	#2 - 267.6 G @ 2.5424		680.36	0.00	
08/05/25	A 0238	#2 FUEL 172.70 @ \$2.8640		494.60	0.00	
		<b>Object.....</b>	<b>0.00</b>	<b>5,417.51</b>	<b>0.00</b>	<b>-5,417.51</b>
133 - FURNACE LABOR & PARTS			0.00	0.00	0.00	0.00
06/11/25	A 0164	FURNACE CLEANING #1		279.68	0.00	
06/11/25	A 0164	FURNACE CLEANING #2		159.60	0.00	
08/28/25	A 0271	CIRC PMP REPAIR		1,350.00	0.00	
08/28/25	G 0279	TO LABOR FOR FURNC RPR		0.00	800.00	
		<b>Object.....</b>	<b>0.00</b>	<b>1,789.28</b>	<b>800.00</b>	<b>-989.28</b>
134 - PROPANE			0.00	27.73	0.00	-27.73
135 - REPAIRS BLDG			0.00	2,082.92	0.00	-2,082.92
136 - BOILER CERTIFICATE			0.00	0.00	0.00	0.00
137 - EQUIPMENT RENTAL			0.00	0.00	0.00	0.00

**Exp / Rev Summary Report**

Department(s): 85  
All Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>85 ST LIGHTS</b>					
<b>EXPENSES</b>					
85 STREET LIGHT	7,680.00	7,839.25	7,839.25	-159.25	102.07
100 BUDGET	7,680.00	0.00	0.00	7,680.00	0.00
131 ELECTRICITY	0.00	7,839.25	7,839.25	-7,839.25	0.00
Expense Total	7,680.00	7,839.25	7,839.25	-159.25	102.07
<b>Net Profit / (Loss)</b>	<b>(7,680.00)</b>	<b>(7,839.25)</b>	<b>(7,839.25)</b>	<b>(159.25)</b>	

**Exp acct to date**  
DEPARTMENT(S): 85  
ALL Months

ACCOUNT-----			CURRENT			UNEXPENDED
DATE	JRNL	DESC---	BUDGET	DEBITS	CREDITS	BALANCE
85 - STREET LIGHTS			7,680.00	0.00	0.00	7,680.00
<b>85 - STREET LIGHTS</b>			<b>7,680.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,680.00</b>
100 - BUDGET			7,680.00	0.00	0.00	7,680.00
110 - CARRIED FORWARD			0.00	0.00	0.00	0.00
131 - ELECTRICITY-STREET LIGHTS			0.00	0.00	0.00	0.00
01/15/25	A 0006	12/5/24-1/6/25 ST LIGHTS		618.33	0.00	
01/22/25	A 0011	12/5/24-01/06/25 ST LIGHT		6.69	0.00	
02/13/25	A 0032	1/7-2/5/2025 ST LIGHTS		635.15	0.00	
03/07/25	A 0049	2/6-3/5/25 = STREET LIGHT		635.15	0.00	
04/16/25	A 0098	3/6-4/3/25 - ST LIGHTS		647.57	0.00	
05/09/25	A 0125	4/4-5/5/25 ST LIGHTS		754.85	0.00	
06/11/25	A 0164	5/6-6/4/2025 ST LIGHTS		775.04	0.00	
07/10/25	A 0200	06/05-07/03/25 - ST LIGHT		754.38	0.00	
08/12/25	A 0243	7/4/25 - 8/5/25 ST LIGHTS		755.05	0.00	
09/23/25	A 0299	8/6-9/4/25 ST LIGHTS		755.05	0.00	
10/24/25	A 0341	9/5-10/3/25 ST LIGHTS		754.38	0.00	
11/07/25	A 0357	10/4 - 11/5/2025 ST LIGHT		747.61	0.00	
		<b>Object.....</b>	<b>0.00</b>	<b>7,839.25</b>	<b>0.00</b>	<b>-7,839.25</b>
		<b>Expense.....</b>	<b>7,680.00</b>	<b>7,839.25</b>	<b>0.00</b>	<b>-159.25</b>
		<b>Department..</b>	<b>7,680.00</b>	<b>7,839.25</b>	<b>0.00</b>	<b>-159.25</b>
<b>Final Totals</b>			<b>7,680.00</b>	<b>7,839.25</b>	<b>0.00</b>	<b>-159.25</b>

Select Board Meeting Attendance  
November 26, 2025 Regular Meeting

**Please PRINT Legibly**

Gary Chance

Arthur Rautler

Dean McPherson

Hub McPherson

Otis Nels

SW Rogers  
Burt Co

**AGENDA**  
**Town of Portage Lake**  
**Regular Select Board Meeting**  
**December 17, 2025**  
**6:00 P.M.**

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1. Call Meeting to Order & Attendance
2. Approval of Minutes  
November 26, 2025 regular meeting
3. Old Business:
  - a. Eagle Scout Project Update—Dawson Jandreau
4. New Business:
  - a. Health Ins. Increase—9%. Discuss budget options
  - b. Shoreland Zoning & Land Use Ordinance Changes—Schedule Public Hearing
  - c. Appeals Board Term Appointment—Mike Bartlett
  - d. Snowmobile Club Game of Chance Application
  - e. Choose Town Report Dedication
  - f. Certificate of Settlement—2023 Taxes
  - g. Payables Warrants
5. Town Manager's Report
  - a. The Town has been given a FOIA request from an attorney representing Ken Hayes and William Forman concerning the Notice of Violation the Town was issued for damage to the wetland area near Mosquito Brook
  - b. Working on 2026 budget; will have a draft ready for Board review after Christmas
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 21, 2026 @ 6 pm

Upcoming Meetings & Events:

12/21-Community Christmas Party w/Santa, 12-3 pm, Town Hall

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
December 17, 2025, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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Members Present: Richard Lyons, Bruce Laveway.  
Members Absent: Michelle Johnson.  
Others Present: Jodi Page, Corrine Routhier, Mike Violette.  
Others Present via Zoom: Tammy Lunney.

Meeting called to order at 6 p.m. by Richard Lyons. Richard reviewed the Zoom meeting protocol/disclaimer for everyone present.

**Approval of Minutes:** Selectboard reviews the minutes from the November 26, 2025, rescheduled regular meeting. **Motion made by Bruce Laveway and seconded by Richard Lyons to approve the November 26, 2025, regular meeting minutes as written. Motion carries.**

#### OLD BUSINESS

**Eagle Scout Project Update—Dawson Jandreau:** Dawson was unable to make the meeting tonight, so this discussion is tabled until next month.

#### NEW BUSINESS

**Health Insurance Increase of 9%—Discuss budget options:** The Board reviewed the options available for alternate health insurance plans. Discussion tabled until January.

**Shoreland Zoning & Land Use Ordinance Changes—Schedule Public Hearing:** Mike Violette, Chairman of the Planning Board, addressed the Board regarding the changes to Shoreland Zoning & Land Use Ordinance.

**Appeals Board Term Appointment—Mike Bartlett:** Mr. Bartlett has agreed to stay on for another 3-year term. **Motion made by Richard Lyons and seconded by Bruce Laveway to appoint Mike Bartlett to the Appeals Board. Motion carries.**

**Snowmobile Club Game of Chance Application:** Due to Michelle's absence and Bruce being an officer of the Snowmobile Club, this discussion was tabled until the January meeting.

**Choose Town Report Dedication:** Discussion tabled until January's meeting.

**Certificate of Settlement—2023 Taxes:** All of the 2023 taxes have been collected. The Board signed off on the 2023 tax settlement.

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

#### TOWN MANAGER'S REPORT

- A. The Town has been given a FOIA request from an attorney representing Ken Hayes and William Foreman concerning the Notice of Violation the Town was issued for damage to the wetland area near Mosquito Brook.
- B. Working on 2026 budget; will have a draft ready for Board review after Christmas.

#### OTHER SELECTBOARD BUSINESS

- Corrine updated the Board regarding the engagement letter received from the Town auditor.
- Corrine also updated the Board regarding the stumpage account CD at Acadia. The Treasurer would like to take \$100k from the Stumpage savings account and put it into a CD. **Motion made by Bruce**

Laveway and seconded by Richard Lyons to transfer \$100,000 from the Town's Super share account with a current balance of \$225797.23 and combine it with the expired Stumpage CD funds to invest in a new 2-year certificate deposit. Motion carries.

Comments from the Public (as time allows): Mike Violette proposed to the Board giving town employees a paid holiday the Friday following Christmas. Motion made by Bruce Laveway and seconded by Richard Lyons to allow Friday, December 26<sup>th</sup>, to be a paid holiday for town employees. Motion carries.

At 6:25 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. Motion made and seconded to end the Executive Session at 6:38 p.m. The public portion of the meeting resumed. Motion made by Richard Lyons and seconded by Bruce Laveway to endorse wages increases. Motion carries.

Next regular Selectboard meeting is Wednesday, January 21, 2026, at 6:00 p.m.

Upcoming Meetings & Events:

- Dec. 21<sup>st</sup>: Community Christmas Party w/Santa, 12-3 p.m., Town Hall

Regular Selectboard Meeting adjourned at 6:43 p.m.

We, the undersigned 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

**Current Plan**

	<b>Acadia</b>	<b>Baxter</b>	<b>Katahdin</b>	
Monthly Per Employee	\$1,476.73	\$1,405.91	\$1,359.40	New 2026 Health Ins. Amt's, 9% increase
X 3 EEs	X3	X3	X3	
Total Mnthly	\$4,430.19	\$4,217.73	\$4,078.20	
Total Annually	\$53,162.28	\$50,612.76	\$48,938.40	

Annual Differences:

Acadia vs. Baxter:	\$53,162.28	less	\$50,612.76	<u>\$2,549.52</u>
Baxter vs. Katahdin:	\$50,612.76	less	\$48,938.40	<u>\$1,674.36</u>
Acadia vs. Katahdin	\$53,162.28	less	\$48,938.40	<u>\$4,223.88</u>

Monthly Differences:

Acadia vs. Baxter:	\$4,430.19	less	\$4,217.73	<u>\$212.46</u>
Baxter vs. Katahdin:	\$4,217.73	less	\$4,078.20	<u>\$139.53</u>
Acadia vs. Katahdin	\$4,430.19	less	\$4,078.20	<u>\$351.99</u>

Town has these three options available. If Board wishes to step down to lower Katahdin Plan, then the employee can pay the difference if he/she wishes to remain with Baxter

**Proposed change to Fee Schedule:** Portage Planning Board have discussed utilizing a base fee with a half percent increase (.5%), maintain a double the fee for after-the-fact permits and require commercial structures to obtain their own third-party inspector.

Residential base \$0 - \$7,500 with a fee of \$25

\$7,501 and up: fee is .5% of cost of construction

Commercial base \$0 - \$75,000 with a base fee of \$100

\$75,001 and up: fee is .5% of cost of construction

The Select Board must hold a public hearing on the proposed fee changes before they can be adopted.

**Proposed Shoreland Zoning Ordinance** change to Section 16 C.5: Portage Planning Board has opted to draft language that will be more restrictive than the Chapter 1000 rules. They are requesting that the certified contractor be onsite for the duration of earth moving.

**Proposed Land Use Ordinance** change to Section 2.5: Newly created lots (lots created after the adoption of this proposed change) would have a minimal lots size of 20,000 square feet, which aligns with Maine Subsurface Wastewater Rules.

16.C.(5) When an excavation contractor will perform an activity that requires or results in more than one (1) cubic yard of soil disturbance, the person responsible for management of erosion and sedimentation control practices at the site must be certified in erosion control practices by the Maine Department of Environmental Protection. This person must be present at the site each day earthmoving activity occurs for a the duration ~~that is sufficient to ensure that proper erosion and sedimentation control practices are followed. This is required until erosion and sedimentation control measures have been installed, which will either stay in place permanently or stay in place until the area is sufficiently covered with vegetation necessary to prevent soil erosion.~~ The name and certification number of the person who will oversee the activity causing or resulting in soil disturbance shall be included on the permit application. This requirement does not apply to a person or firm engaged in agriculture or timber harvesting if best management practices for erosion and sedimentation control are used; and municipal, state and federal employees engaged in projects associated with that employment.

December 2025

**Board of Appeals Appointment Request**

Please appoint Michael Bartlett to the Portage Lake Board of Appeals for a 3 year term expiring in 2028.

## Town Report Dedications

Report Year	Name
1990	None
1991	none
1992	Mack Boutot, Bounce Condon, Larry Converse, Eugene Morris, Louis Michaud, Bob Sutherland
1993	none
1994	none
1995	William Good (retired PW) & Laurie Pelletier (oldest citizen)
1996	Herb McPherson (retired FD)
1997	None
1998	None
1999	Mildred Bolstridge Fullerton
2000	Velma Casey
2001	Daniel C. Higgins Sr.
2002	Clarence "Bud" Clark
2003	William Bolstridge
2004	Leo P. Cormier; recognitions: Vern Boyce, Fern Wilson & Richard Levesque
2005	Rachel Stevens; recognitions: Pearle Soucy & Albert "Gib" Gagnon (oldest citizen)
2006	None
2007	Gilbert Cyr
2008	Gladys Cote
2009	John & Wilza Robertson
2010	Rita Sinclair (retired Twn Manager)
2011	Glenna Condon
2012	Eldon Gardner (oldest citizen)
2013	John Gagnon
2014	Wilza Robertson
2015	Christy Dicker
2016	Ida Celia Beaufier (oldest citizen)
2017	Anita & Bo Therfault; recognition for Alyce Bryant-Reece
2018	Judy Moreau
2019	Claude Plourde
2020	All Essential & Emergency Workers (due to the COVID-19 pandemic)
2021	Brian R. Cote
2022	James Dumond
2023	Betty Benson
2024	
2025	
2026	
2027	
2028	
2029	
2030	

