

**AGENDA**  
**Town of Portage Lake**  
**Regular Select Board Meeting**  
**January 12, 2026**  
**6:00 P.M.**

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1. Call Meeting to Order & Attendance
2. Approval of Minutes  
December 17, 2025 regular meeting
3. Public Comments as time allows
4. Old Business:
  - a. Eagle Scout Project Update—Dawson Jandreau
  - b. Building Permit Fee Schedule
  - c. Snowmobile Club Game of Chance Application
  - d. Town Health Insurance Plan & Budget
5. New Business:
  - a. Congrats to Sue Rogers, newly Certified Municipal Treasurer
  - b. Appoint Fire Chief—Brian Cote
  - c. BYOB Application—Snowmobile Club Pie Auction
  - d. Abatement Request—Assessed by Town in error
  - e. Financial Update: Treasurer 4<sup>th</sup> Qtr. 2025 Report & Bank Account Update
  - f. Choose Town Report Dedication & Cover Photo
  - g. Scholarship Donation Received—Decide how to handle budgetarily
  - h. Proposed Use of State Reimbursements for 2026 Budget
  - i. Payables Warrants
6. Town Manager's Report
  - a. The FOAA request by the attorney for Mr. Ken Hayes and Mr. William Forman stemming from the requested vehicle access in the Mosquito Brook area has been completed and mailed to said attorney.
  - b. Nomination papers for Select Board and School Board positions are now available in the Town Office.
  - c. Auditor will be in office week of January 20
7. Other Select Board Business
8. Executive Session Per 1 MRSA §405(6)(A)—Personnel Matters
9. Adjourn

**Next Regular Select Board Meeting:** Wednesday, February 18, 2026 @ 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
January 12, 2026, at 6:00 p.m.  
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, Sandra Bartlett, Herb McPherson, Jean McPherson, Mike Violette, Margaret Pierce, Dawson Jandreau, Steve Jandreau.

Others Present via Zoom: None.

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

**Approval of Minutes:** Selectboard reviews the minutes from the December 17, 2025, regular meeting. **Motion made by Richard Lyons and seconded by Bruce Laveway to accept the December 17, 2025, regular meeting minutes as written. Motion carries.**

**OLD BUSINESS**

**Eagle Scout Project Update—Dawson Jandreau:** Dawson updated the Board on his now complete Eagle Scout Project at the Pavilion. He presented the Board with photos of the completed project, and the Board commented on what a very nice job he did.

**Building Permit Fee Schedule:** The Board reviewed the proposed changes to the building permit fee schedule. The changes are as follows:

- **Residential:** Construction costs of \$0-\$7500 will be a flat fee of \$25; \$7501 and up is proposed at 0.5%.
- **Commercial:** Construction costs of \$0-\$75,000 will be a flat fee of \$100; \$75,001 and up, the fee is proposed at 0.5%; all commercial projects will be required to obtain a 3<sup>rd</sup>-party inspector.

**Motion made by Michelle Johnson and seconded by Richard Lyons to adopt the proposed fees. Motion carries.**

**Snowmobile Club Game of Chance Application:** The Board reviewed the application. Bruce recused himself for conflict of interest. **Motion made by Michelle Johnson and seconded by Richard Lyons to approve the Game of Chance license for the Snowmobile Club. Motion carries.**

**Town Health Insurance Plan & Budget:** The Board reviewed the different options for Town Health Insurance. **Motion made by Bruce Laveway and seconded by Richard Lyons to keep the Health Insurance Plan (the Baxter Plan) the same as it has been with the \$2600 increase. Motion carries.**

**NEW BUSINESS**

**Congrats to Sue Rogers, newly Certified Municipal Treasurer:** Sue Rogers is now a Certified Municipal Treasurer. Congratulations Sue Rogers.

**Appoint Fire Chief—Brian Cote:** **Motion made by Michelle Johnson and seconded by Bruce Laveway to appoint Brian Cote as Fire Chief. Motion carries.**

**BYOB Application—Snowmobile Club Pie Auction:** The Snowmobile Club is holding a pie auction in February and would like it to be BYOB. **Motion made by Michelle Johnson and seconded by Richard Lyons to approve the BYOB application. Motion carries.**

**Abatement Request—Assessed by Town in error:** The Board reviewed the abatement request. **Motion made by Michelle Johnson and seconded by Bruce Laveway to approve the abatement in the amount of \$180.50. Motion carries.**

**Financial Update—Treasurer 4<sup>th</sup> Quarter 2025 Report & Bank Account Update:** The Board reviewed the 4<sup>th</sup> quarter 2025 financial update from Sue Rogers, Treasurer. **Motion made by Michelle Johnson and seconded by Richard Lyons to accept the report. Motion carries.** Sue Rogers, Treasurer, is requesting Town Manager authorization for the following bank actions:

- Road Reserve Account (Money Market): Authorize opening a 3-year Certificate of Deposit at an interest rate of 3.75% in the amount of \$376,001.92 with the funds in our current Money Market Account.
- Ministerial Account: Authorize opening a new Money Market account for the Ministerial account and funding it with the minimum required deposit of \$1000; Authorize opening a 4-year Certificate of Deposit at an interest rate of 3.70% with the remaining balance of \$50,177.59.

**Choose Town Report Dedication & Cover Photo:** The Board reviewed the cover photos that were submitted and chose option #2. **Motion made by Michelle Johnson and seconded by Bruce Laveway to chose option #2 for the cover photo. Motion carries. Motion made by Michelle Johnson and seconded by Bruce Laveway to choose the report dedication during their Executive Session. Motion carries.**

**Scholarship Donation Received—Decide how to handle budgetarily:** **Motion made by Richard Lyons and seconded by Michelle Johnson to use the scholarship donation received to supplement the budget. Motion carries.**

**Proposed Use of State Reimbursements for 2026 Budget:** The Board reviewed the proposed use of State reimbursements. They are as follows:

- Corrine proposes appropriating 100% of the annual Veteran Exemption Reimbursement to a special General Ledger account for new panels at the Veterans' Memorial Park.
- Corrine proposes appropriating 20% of Homestead Exemption Reimbursement for the Town Hall Improvements Reserve account.
- Corrine proposes appropriating \$15,000 from the BETE Reimbursement for the Public Works Equipment Reserve, \$10,000 from the BETE Reimbursement for the Fire Department Equipment Reserve, and \$16,300 from the BETE Reimbursement for Discounts on taxes paid within 30 days of mailing date.
- Corrine proposes using 80% of the Tree Growth Program Reimbursement for the Revaluation Reserve account.

**Motion made by Michelle Johnson and seconded by Richard Lyons to accept the proposed usage of state reimbursements for the 2026 budget. Motion carries.**

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

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

- A. The FOAA request by the attorney for Mr. Ken Hayes and Mr. William Forman stemming from the requested vehicle access in the Mosquito Brook area has been completed and mailed to said attorney.
- B. Nomination papers for Select Board and School Board positions are now available in the Town Office.
- C. Auditor will be in office week of January 20<sup>th</sup>.

OTHER SELECTBOARD BUSINESS

Comments from the Public (as time allows):

At 6:32 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 7:05 p.m. The public portion of the meeting resumed. Motion made by Michelle Johnson and seconded by Bruce Laveway to dedicate the 2025 town report to the Jim & Amy Collins family for their volunteerism and promotion of the town. Motion carries. Motion made by Michelle Johnson and seconded by Richard Lyons to give Sue Rogers a 2% wage increase for becoming a Certified Municipal Treasurer.

Next regular Selectboard meeting is Wednesday, February 18, 2026, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 7:08 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: 2-24-2026  
Date

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

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

# Quarterly Selectboard Financial Update

As of December, 2025--Fourth Quarter

## Revenues vs. Expenses, Net

|                        |                |              |
|------------------------|----------------|--------------|
| Total Revenues to date | \$3,105,433.37 |              |
| Total Expenses to date | \$2,877,357.34 |              |
| Net Gain (Loss)        |                | \$228,076.03 |

| 2025 Tax Commitment | Commitment     | Received       | Remainder   |
|---------------------|----------------|----------------|-------------|
| Real Estate         | \$1,055,800.85 | \$1,008,578.48 | \$47,222.37 |
| Personal Prop.      | \$100,563.34   | \$99,960.05    | \$603.29    |
|                     | \$1,156,364.19 | \$1,108,538.53 | \$47,825.66 |

## Checking Account-Katahdin

**Checkbook Reconciliation Balance** \$271,102.91

## Bank Reserve Accounts Status

### NorState:

|  |              |              |
|--|--------------|--------------|
| FD Equip Reserve Share, Flex & CD                  | \$82,588.32  |              |
| Ministerial School Lot Stumpage Savings, Flex & CD | \$51,279.62  |              |
| Road Reserve Fund                                  | \$427,158.50 |              |
| <b>Total at NorState FCU</b>                       |              | \$561,026.44 |

### Katahdin:

|                             |              |              |
|-----------------------------|--------------|--------------|
| PW Equipment Reserve CD     | \$74,607.66  |              |
| Silviculture ICS & Checking | \$245,861.50 |              |
| General ICS                 | \$268,396.28 |              |
| <b>Total at Katahdin</b>    |              | \$588,865.44 |

### The County FCU

|                                  |             |             |
|----------------------------------|-------------|-------------|
| Town Hall Improvement CD & Share | \$21,913.57 |             |
| Revaluation Reserve CD & Share   | \$70,909.47 |             |
| <b>Total at The County FCU</b>   |             | \$92,823.04 |

### Acadia FCU:

|                              |              |              |
|------------------------------|--------------|--------------|
| Cemetery Perpetual Care & CD | \$14,880.88  |              |
| Stumpage: Savings & CD       | \$412,163.57 |              |
| <b>Total at Acadia FCU</b>   |              | \$427,044.45 |

**TOTAL RESERVES:** \$1,669,759.37

**Total Assets in Banks:** \$1,940,862.28

## Real & Personal Property Taxes outstanding principle

### Real:

|      |             |  |
|------|-------------|--|
| 2024 | \$9,529.32  |  |
| 2025 | \$47,222.37 |  |
|      | \$56,751.69 |  |

### Pers. Prop:

|      |          |  |
|------|----------|--|
| 2024 | \$0.00   |  |
| 2025 | \$603.29 |  |
|      | \$603.29 |  |

# Proposed Use of State Reimbursements for 2026 budget year

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For the last 3 years, the Select Board & Town has approved using some of our state reimbursements for direct use toward specific municipal budget items and toward reserves for future use. These proposed uses were voted on and approved at the annual Town Meeting. Using these reimbursements decreased what we needed to raise and appropriate as part our Municipal Budget. I would like to continue this practice, with some adjustments, for 2026:

## **Veteran Exemption:**

I propose appropriating 100% of the annual Veteran Exemption Reimbursement to a special General Ledger account for new panels at the Veterans' Memorial Park in the near future. This was done in 2025.

## **Homestead Exemption:**

I propose appropriating 20% of Homestead Exemption Reimbursement for the Town Hall Improvements Reserve account. We have done this percentage for 3 years and is a good way for us to safe for future repairs. By designating a reserve account, we may have enough to make significant improvements to the municipal building when/if the time comes. As with prior years, the remainder of the Homestead Exemption Reimbursement will close to Undesignated Surplus at the end of the year.

## **BETE Exemption:**

I propose appropriating the following amounts from the BETE Reimbursement:

**\$15,000 to the Public Works Equipment Reserve**

**\$10,000 for the Fire Department Equipment Reserve**

**\$16,300 for Discounts on taxes paid within 30 days of mailing date**

The Two Equipment Reserve accounts are designated for the purchase of trucks or large mobile equipment (like a backhoe) in the future. Using the BETE Reimbursement in this way does not burden the taxpayers.

## **Tree Growth Reimbursement:**

I propose using 80% of the Tree Growth Program Reimbursement for the Revaluation Reserve account. Over the last 2 years, this has been an effective way to increase the Revaluation account without raising taxes. We will be using \$14,000 from this account this year to complete our market adjustment so we can hold off a total revaluation and put money away for another 5-7 years or so, hopefully.

Respectfully,

Corrine Routhier, manager