

AGENDA
Town of Portage Lake
Regular Select Board Meeting

February 18, 2026

6:00 P.M.

*Feb 24
rescheduled*

-
1. Call Meeting to Order & Attendance
 2. Approval of Minutes
January 12, 2026 regular meeting
 3. Public Comments as time allows
 4. Old Business:
 - a. Update on Property Valuation Market Adjustment
 5. New Business:
 - a. Corrine 4th Quarter 2025 Mileage Reimbursement Request
 - b. 2026 Warrant Articles
 - c. Consideration of Town Credit Card & Rewards Policy
 - d. Treasurer's Investment Update—New FLEX acct for Fire Dept, renewal of 12-month CD for Fire Dept.
 - e. Consideration of Compensatory Time Policy addition to Personnel Policy
 - f. Street Lights Update: Budget Cmte & Select Bd requested at least 4 street lights be removed to reduce our monthly electricity expense. Two have been removed with permission. Three more need approval from Board.
 - g. Community Garden Request from Friends of Ashland committee
 - h. Payables Warrants
 6. Town Manager's Report
 - a. Fire hydrant at the Sutherland St. turn-around was accidently backed into with the 1-Ton; the bottom flange was cracked.
 - b. New block heater for the generator battery was installed. During that installation it was discovered that the generator needs upgrades to its electrical connections to the building.
 - c. Absentee ballots for Select Board & School Board Elections will be available starting February 26
 7. Other Select Board Business
 8. Executive Session Per 1 MRSA §405(6)(A)—Personnel Matters
 9. Adjourn

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

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Rescheduled Regular Meeting
February 24, 2026, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Members Absent: None.

Others Present: Jodi Page, Corrine Routhier, Sandra Bartlett, Lewis Cousins, Otis Nelson.

Others Present via Zoom: Angela Belk.

Meeting called to order at 6:02 p.m. by Michelle Johnson.

Approval of Minutes: Selectboard reviews the minutes from the January 12, 2026, regular meeting. **Motion made by Richard Lyons and seconded by Bruce Laveway to accept the January 12, 2026, regular meeting minutes as written. Motion carries.**

Public Comments (as time allows): Sandra Bartlett asked why the Public Comments were moved to the beginning of the agenda. Michelle answered that they had moved the Public Comments for one meeting and it helped with the flow of the agenda, so the Board decided to keep it at the beginning of the meeting. Otis Nelson spoke to the Board about the condition of the town roads due to ice & snow build up and asked if anything could be done to improve them.

OLD BUSINESS

Update on Property Valuation Market Adjustment: Lewis Cousins presented his findings to the Board regarding property valuation market adjustments. Lewis provided the Board with a breakdown of his findings.

NEW BUSINESS

Community Garden Request from The Gateway Communities & Friends: Due to time constraints, this agenda item was moved up. Angela Belk, president of The Gateway Communities & Friends group, discussed the concept of a community garden with the Board. The group is looking for participation from the Town of Portage. The Board tabled this discussion until next month.

Corrine 4th Quarter 2025 Mileage Reimbursement Request: The Board reviewed Corrine's 4th Quarter 2025 mileage reimbursement request.

2026 Warrant Articles: The Board reviewed the 2026 Warrant Articles. **Motion made by Michelle Johnson and seconded by Bruce Laveway to approve the 2026 Warrant Articles as written. Motion carries.**

Consideration of Town Credit Card & Rewards Policy: The Board reviewed the Town Credit Card & Rewards policy. The Board tabled this discussion until next month.

Treasurer's Investment Update—New FLEX account for Fire Department, renewal of 12-month CD for Fire Dept.: Corrine updated the Board on the new FLEX account for the Fire Department and the renewal of a 12-month CD for the Fire Department as well.

Consideration of Compensatory Time Policy addition to Personnel Policy: The Board reviewed the addition to the Personnel Policy and had questions that Corrine will look into.

Streetlights Update: Budget Committee & Selectboard requested at least 4 streetlights be removed to reduce our monthly electricity expense. Two have been removed with permission. Three more need

approval from Board. **Motion made by Michelle Johnson and seconded by Richard Lyons to approve the request to remove the 3 streetlights. Motion carries.**

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

TOWN MANAGER’S REPORT

- A. Fire hydrant at the Sutherland Street turn-around was accidentally backed into with the 1-ton; the bottom flange was cracked. Otis Nelson asked if this could be claimed on the Town’s auto insurance.
- B. New block heater for the generator battery was installed. During that installation, it was discovered that the generator needs upgrades to its electrical connections to the building.
- C. Absentee ballots for Selectboard & School Board Elections will be available starting February 26.

OTHER SELECTBOARD BUSINESS

At 7:12 p.m., a motion was made and seconded to enter Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) for personnel matters. Motion carries. Motion made and seconded to end the Executive Session at 7:19 p.m. The public portion of the meeting resumed.

Next regular Selectboard meeting is Wednesday, March 18, 2026, 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

Signed: _____

 Bruce Laveway

 Michelle Johnson, Chairperson

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
February 18, 2026, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Bruce Laveway.

Members Absent: Michelle Johnson, Chairman; Richard Lyons.

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

Others Present via Zoom: Tammy Lunney, Haleigh Holmes, Calvin Mokler.

Meeting called to order at 6 p.m. by Bruce Laveway. The meeting ended at 6:01 p.m. due to a lack of quorum. It has been rescheduled for Tuesday, February 24, 2026, at 6 p.m.

Next regular Selectboard meeting is Tuesday, February 24, 2026, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 6:01 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

Signed: _____

Bruce Laveway

Richard Lyons

Michelle Johnson, Chairperson

Lewis Cousins

From: Lewis Cousins
Sent: Tuesday, February 17, 2026 9:29 PM
To: Corrine Routhier
Subject: Re: Update for Select Board

Hi Corrine,

Numbers look like this.

Using sales from 2023, 2024, 2025 there are 735 listing, many of which are discarded as not being true arms length sales (reliable data).

I broke the usable sales into five categories. Here are the categories and ratios as determined by the usable sales.

13 diff between Sales price + all grant Pradca 735 Sales

Rt # 11 - 87%.
Vacant Land - 86%.
Oak Point - 84%.
Non-water - 75%. This is across the rd. on West, Cottage, and includes Stockford, and most other town streets.
Water - 64%.

So, all land will be increasing, because the vacant land ratio is tied to land only it gives a baseline.

From there is to find the right amount to increase buildings and I use Marshall cost manual for that, along with Maine Revenue pricing manual, and then to determine what amount to apply to the remaining land areas to achieve a new ratio % equal for all categories.

Lewis

From: Corrine Routhier <manager@townofportage.org>
Sent: Wednesday, February 11, 2026 3:41 PM
To: Lewis Cousins <lcousins@presqueisleme.us>
Subject: RE: Update for Select Board

Ya, doubling the front foot value on waterfront won't go over very well at all, since those people already think they are overvalued as it is!

If you can't get real numbers to me by Friday, I'll use this summary email to inform the Board potentially what we are looking at coming down the line, and look for real numbers from you in March.

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

From: "Lewis Cousins" <lcousins@presqueisleme.us>
Sent: Wednesday, February 11, 2026 3:28pm
To: "Corrine Routhier" <manager@townofportage.org>
Subject: RE: Update for Select Board

Good afternoon,

RT 11

Road	Purch Dt	Land	Buildings	Total	Sale Price	Ratio	Land 15%	Bldg 12%	New Land & Build	new ratio
Mill Rd	2023	14,800	54,900	69,700	15,000	465%		61,488	54,900	3.66
Portage Rd	2021	14,400	1,700	16,100	3,500	460%		1,904	1,700	0.49
Portage Rd	2023	17,600	174,000	191,600	100,000	192%		194,880	174,000	1.74
								0		
								0		
								0		
								0		
Portage Rd	2024	13,000	71,500	84,500	50,000	169%	14,690	80,080	94,770	1.9
Route 11 Land	2023	54,300	0	54,300	50,000	109%	61,359	0	61,359	1.23
Portage Rd	2025	9,000	27,900	36,900	35,000	105%	10,170	31,248	41,418	1.18
Portage Rd	2024	18,200	20,300	38,500	45,000	86%	20,566	22,736	43,302	0.96
Portage Rd	2024	15,500	0	15,500	20,000	78%	17,515	0	17,515	0.88
Portage Rd	2023	18,200	20,100	38,300	50,000	77%	20,566	22,512	43,078	0.86
Portage Rd	2023	30,300	0	30,300	40,000	76%	34,239	0	34,239	0.86
Portage Rd	2023	10,000	110,800	120,800	160,000	76%	11,300	124,096	135,396	0.85
Fox Hill Rd	2024	42,500	100,100	120,100	190,000	63%	48,025	112,112	160,137	0.84
Portage Rd	2023	18,200	97,600	115,800	190,000	61%	20,566	109,312	129,878	0.68
Portage Rd	2024	111,100	0	111,100	187,000	59%	125,543	0	125,543	0.67
						87%		0		0.99
								0		
								0		
								0		
								0		
								0		
Portage Rd	2023	10,700	68,400	79,100	154,900	51%		76,608	68,400	0.44
Portage Rd	2025	87,100	0	87,100	185,200	47%		0	0	0
Fox Hill Rd	2025	30,500	149,400	157,400	380,000	41%		167,328	149,400	0.39

Water

Road	Purch Dt	Land	Buildings	Total	Sale Price	Ratio	land 65%	Bldg 45%	New L&B	New Ratio
West Rd	2023	70,800	17,400	88,200	40,000	221% FMV		25,230	#VALUE!	#VALUE!
West Rd	2024	109,700	105,500	215,200	122,500	176%		152,975	152,975	1.25
West Rd	2024	44,100	300	44,400	37,500	118%		435	435	0.01
								0	0	
								0	0	
West Rd	2023	97,200	0	97,200	97,200	100%	160,380	0	160,380	1.65
West Rd	2023	89,900	158,500	248,400	500,000	50%	148,335	229,825	378,160	0.76
West Rd	2023	152,000	26,600	178,600	205,000	87%	250,800	38,570	289,370	1.41
West Rd	2023	51,200	35,400	86,600	100,000	87%	84,480	51,330	135,810	1.36
West Rd	2024	104,200	47,000	151,200	205,000	74%	171,930	68,150	240,080	1.17
West Rd	2024	98,600	215,800	314,400	450,000	70%	162,690	312,910	475,600	1.06
Almond Dr Off Cottage	2023	149,500	142,200	294,700	480,000	61%	246,675	206,190	452,865	0.94
Hayward St	2024	98,300	254,600	352,900	585,000	60%	162,195	369,170	531,365	0.91
West Rd	2023	89,200	107,700	196,900	335,000	59%	147,180	156,165	303,345	0.91
West Rd	2023	67,100	76,600	143,700	245,000	59%	110,715	111,070	221,785	0.91
Overlook Dr	2023	62,600	52,100	114,700	200,000	57%	103,290	75,545	178,835	0.89
Hayward St	2023	36,500	60,200	96,700	169,000	57%	60,225	87,290	147,515	0.87
Cottage Rd	2025	80,600	183,200	241,300	450,000	54%	132,990	265,640	398,630	0.89
West Rd	2024	90,000	36,700	126,700	240,000	53%	148,500	53,215	201,715	0.84
West Rd	2024	87,500	17,800	105,300	224,900	47%	144,375	25,810	170,185	0.76
West Rd	2023	54,200	54,900	109,100	246,000	44%	89,430	79,605	169,035	0.69
						64%		0	0	1.00
								0	0	0.28
Cottage Rd	2024	117,900	94,600	212,500	495,000	43%		137,170	137,170	0.28
Sly Dr	2023	26,200	30,500	56,700	145,000	39%		44,225	44,225	0.31
Cottage Rd	2024	45,800	45,800	91,600	250,000	37%		66,410	66,410	0.27

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