

AGENDA
Town of Portage Lake
Regular Select Board Meeting
March 18, 2026
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
 - February 18, 2026 regular meeting postponement
 - February 24, 2026 rescheduled regular meeting
3. Old Business:
 - a. Community Garden Proposal by Gateway Communities Committee
 - b. Town Credit Card Rewards/Points Policy
4. New Business:
 - a. Sign 2026 Assessors' Notice
 - b. Request for new Ballot Clerk appointment
 - c. Spirit of America Award Nominee
 - d. Proposal for Pavilion rental fee changes effective 2026 season
 - e. Electrical Projects RFP Draft
 - f. Generator Electrical Connection Repairs Estimate
 - g. Payables Warrants
5. Town Manager's Report
 - a. Winter Harvest Stumpage Revenues Update--\$118,084.62 (Jan, Feb, Mar)
 - b. I applied to host community for MMA for a Day—MMA partners with the Town to provide a gathering for elected & appointed officials & town staff, for all area towns who wish to attend. No cost to the host town. Goal is to show benefits of MMA for municipalities. Ashland's manager will be helping co-host with me at our town hall.
 - c. Received 2025 Workers Comp audit refund of \$978.
 - d. Fire Marshall did an inspection of Town Hall on 3/13. Two emergency lights and one fire alarm were not working and need replacing, and the kitchen hood needs cleaning
 - e. Reminder Town Elections are Thursday March 26 and Town Meeting is Friday March 27
6. Other Select Board Business
7. Public Comments (as time allows)
8. Executive Session Per 1 MRSA §405(6)(A)—Personnel Matters
9. Adjourn

Next Regular Select Board Meeting: Wednesday, April 15, 2026 @ 6 pm

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

Members Present: Michelle Johnson, Chairman; Richard Lyons; Bruce Laveway (via Zoom).

Members Absent: None.

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

Others Present via Zoom: Denise Garnett, Angela Belk.

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

Approval of Minutes: Selectboard reviews the minutes from the February 24, 2026, rescheduled regular meeting. **Motion made by Richard Lyons and seconded by Michelle Johnson to approve the February 24, 2026, rescheduled regular meeting minutes as written. Motion carries.**

OLD BUSINESS

Community Garden Proposal by Gateway Communities Committee: Angela Belk joined us via Zoom and answered questions the Board and Portage residents had regarding the Community Garden. It was suggested by the Board to draft a Memorandum of Understanding (MOU) for a 1-year pilot outlining the bylaws, expectations and conditions.

Town Credit Card Rewards/Points Policy: The Board reviewed the Town Credit Card Rewards/Points Policy. **Motion made by Richard Lyons and seconded by Michelle Johnson to support the municipal credit card and rewards policy as presented. Motion carries.**

NEW BUSINESS

Sign 2026 Assessors' Notice: The Board reviewed the 2026 Assessors' Notice and signed it for approval.

Request for new Ballot Clerk appointment: **Motion made by Michelle Johnson and seconded by Richard Lyons to appoint Samantha Coley as a Ballot Clerk for the 2026 Elections. Motion carries.**

Spirit of America Award Nominee: The Board nominated the Collins' family for the Spirit of America Award.

Proposal for Pavilion rental fee changes effective 2026 season: The Board reviewed the proposals for pavilion rental fees. Richard recommended endorsing option #3: A \$50 refundable deposit fee paid via separate check, with a tiered rental fee based on party size. **Motion made by Richard Lyons and seconded by Michelle Johnson to recommend endorsing option #3. Motion carries.**

Electrical Projects RFP Draft: The Board reviewed the Electrical Projects Request for Proposal (RFP) draft. Projects include several small jobs at the Town Hall, Pavilion, Seaplane Base, Municipal Campground and along Main Street.

Generator Electrical Connection Repairs Estimate: The Board reviewed the repair estimate by County Electric in the amount of \$4160. The generator repairs will be added to the Electrical RFP draft.

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

TOWN MANAGER'S REPORT

- a) Winter Harvest Stumpage Revenues Update--\$118,084.62 (Jan., Feb., March).
- b) I applied to host community for MMA for a Day—MMA partners with the Town to provide a gathering for elected & appointed officials & town staff, for all area towns who wish to attend. No

