

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
January 5, 2005  
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of December 22, 2004 Meeting

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester
2. Truck Update
3. Cemetery Expansion, Land Purchase
4. NAWSP Public Hearing

**NEW BUSINESS:**

1. School Board Update
2. NAWSP Interlocal Agreement
4. NAWSP Commitment Letter
5. Request To Attend Workshop
6. Signatures Or Quit Claim Deed

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**January 5, 2005  
7:00 P.M.**

The Selectpersons meeting was called to order at 7:00 P.M. by Chairperson, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectpersons; Rita Sinclair, Town Manager; Gerri Condon and Debra Holmes, Residents and School Board Representative for Portage Lake.

Gerry Cormier made a motion to dispense with all business until item #1 under **NEW BUSINESS** has been heard. Motion seconded by Steve Belanger . Motion carries.

1. School Board Update - Pat Raymond stated that the Board had been approached at the last meeting and asked why Gerri had abstained from voting at the last School Board meeting. Pat reported that a request has been made for a copy of the minutes of the last school board meeting and a list of Portage Lake students attending school. The Town Manager reported that she had received a list of students but not a copy of the minutes. Pat asked if Gerri would respond to the question presented to the Selectpersons. Gerri responded that she abstained because of facts that were presented in an executive session. She had thought about what was presented in executive session and that she was confused by what the legalities entailed. She believed that no matter how one voted the superintendent would be reappointed for another year anyway. Steve Belanger asked how that could happen if he didn't get the vote. Gerri stated that because he (the Superintendent) had not been given a letter of notification by April 15 of last year according to his contract. Pat asked if the Board had any other questions. Steve Belanger asked if he had a contract, why was a vote taken? Gerri responded that last year the School Board voted to not appoint him for another term, but he was not notified by April 15, 2004 so according to his lawyer, he would have another year. Pat Raymond asked how long the contract was for. Debra and Gerri responded that the contract is extended until 2008. They also stated that there will be an evaluation done yearly and if the superintendent does not meet the criteria, then he can be terminated. The Town Manager stated that it sounds as though the School Board is taking back their authority. Debra and Gerri reported that policies are being looked into and will be updated. They also requested that residents need to put any complaints or concerns in writing. The Board thanked Gerri and Debra for coming to the meeting to respond to concerns.

The meeting was returned to the order of the Agenda.

A motion was made by Steve Belanger to accept the minutes of the December 22, 2004 meeting as written. Gerry Cormier seconded the motion. Motion carries.

The Selectpersons reviewed and signed the Treasurers Warrants .

**BUSINESS FROM FLOOR: None**  
**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester - Nothing to report.
2. Truck Update - the Town Manager reported that the truck will be going to the paint shop on January 14, 2005 and is expected to be delivered by the end of the month.
3. Cemetery Expansion, Land Purchase - the Town Manager presented a letter to the Board from Robin Richtarich, an heir to Vincent Casella, regarding the strip of land between Route 11 and the Town Cemetery. Mrs. Richtarich has offered the land to the Town for \$2,500 and feels that is below market value. Steve asked what the last offer was. Rita stated \$1,500. Steve doesn't believe that the property is worth \$2,500. After due consideration and discussion, Gerry Cormier stated that the Town Manager send a letter to Mrs. Richtarich thanking her for her consideration, but feels she doesn't understand the logistics of the situation. The Town will have to use the existing entrances. Gerry made a motion that the Board not pursue purchase of the property at this time. Steve Belanger seconded the motion. Motion carries.

At this time Kathy Gagnon entered the meeting room. She is here to notarize the Selectpersons signatures on a Quit Claim Deed. The Town Manager asked to interrupt the Agenda to obtain the necessary signatures.

Shelley Bolstridge entered the meeting room. Gerry Cormier made a motion to return to School Board Update. Steve Belanger seconded the motion. Motion carries. Chair, Pat Raymond reiterated what the School Board Representatives had reported previously. The Board thanked Shelley for her interest in MSAD #32. The Town Manager informed the Board of the conversation she had with Roland Caron when he dropped off the student list. He had also given his resignation to Kathy while the town manager was getting a copy of the agenda.

Pat returned the meeting to the regular agenda.

4. NAWSP Public Hearing - Town Manager, Rita Sinclair, reported that a public hearing needs to be held in order to complete the requirements for the NAWSP III application. She would like to do this prior to the next Board Meeting which is January 19, 2005.

**NEW BUSINESS:**

1. School Board Update - Previously done.
2. NAWSP Interlocal Agreement - The Town Manager presented the Selectpersons the NAWSP Interlocal Agreement for their signatures. Pat asked about the benefit to the Town and how decisions were made on the applications. Rita stated that there were several individuals from various towns who served on the committees that oversee the

program. She reported that she is on the NAWSP Steering Committee and the Overview Committee. The decision is based on need, whether it is a malfunctioning septic system, no septic system, no well, poor water pressure, or a contaminated well due to a malfunctioning septic system. After reading the agreement, the Selectpersons signed it.

3. NAWSP Commitment Letter - The Town Manager presented the Commitment Letter to the Board after reading it aloud. She explained that the money is what is left from the DEP Grant last year and although it is considered part of the required matching funds, it will still be used in Portage Lake. She stated that ACAP has committed to \$45,000 and the communities that have a balance in their DEP Grant accounts are also listing it as matching funds. The Selectpersons signed the commitment letter.

4. Request to Attend Workshop - The Town Manager requested permission to close the office so that she and Kathy Gagnon, Town Clerk, can both attend a Town Meeting & Elections Workshop on Monday, January 24, in Presque Isle. The Board approved closing the office and so Rita and Kathy can attend the workshop.

Pat asked if there were any other business or concerns. The Town Manager presented pictures of samples of the winter sand that was delivered to the Town. Vaughn has been rescreening the sand to eliminate some of the rocks. One of the pictures shows a large frozen chunk of sand that was dragged out of the sand/salt shed. It looks as though there was substantial clay in it. Vaughn estimated that it was about 3 yards of sand. Pat stated that this won't do us any good at this point in time as it would turn into a "he said, she said" situation. Gerry Cormier had viewed this and reported that some of the rocks were even bigger than those that showed in the pictures. The Board of Selectpersons would like to have the pictures kept on file.

The Town Manager presented a copy of the latest update on the governors proposed tax reform for their review.

The Town Manager presented Roland Caron's resignation from the Portage Lake Board of Appeals. After the Selectpersons reviewed the resignation, a motion was made by Gerry Cormier, and seconded by Steve Belanger, to accept Roland Carons resignation. Motion carries.

Suggestions that were made for possible members for the Board of Appeals are: Claude Plourde, Roberta Belanger, Jen or Terry Curran.

### **SELECTPERSONS CONCERNS:**

Pat asked what the Board would like to see for a budget.

The Town Manager presented the Fire Department budget. She also reported that E.J. Carrier LLC had donated \$100 towards the thermal imaging camera. The Fire Department Budget needs some explanations and a copy of last years budget for

Budget  
Preparation

comparison. Pat asked if the department had the camera. Rita said she had not been told that they did, if so, she has not seen it. She will ask Dave to attend the next Board meeting to clarify these issues.

Gerry said he would like to see something done with the railroad crossings. He asked about money that was set aside for the crossing. Rita stated that there was a little more than \$7,600 in that account. Gerry asked about the municipal building furnace and if the Town was considering any infrastructure in the coming year.

A motion was made by Gerry Cormier to adjourn the meeting at 8:45 p.m. (Time 1 hour, 45 minutes)

**APPROVED:**

  
Pat Raymond

Gerry Cormier

  
Steve Belanger

**DATE:** January 21, 2005

**MEMO TO:** Portage Lake Board of Selectpersons

**FROM:** Rita Sinclair, Town Manager

**RE:**

**Warrant:** Questions were brought up at the last Selectpersons Meeting on what repairs were made to the backhoe. I couldn't remember at the time what it was but looked it up and found that it was to replace the oscillator bearings, and the arm for the auto bucket leveler. The bearings control the pivot point for the front end. -

**Budget:** Work sessions do not need to be posted. I'm waiting to hear back from Gerry about meeting Tuesday, January 25 at 7 p.m..

Fire Department payroll still seemed a little confusing. I have enclosed a copy of the payroll sheet that also includes the stipends for the officers. It has been pointed out that there are some towns who operate for less, but keep in mind that there are many others who pay double the stipend for their officers. I am curious to know if they are paid per meeting as well. I do not intend to mention this to Chief Bolstridge as I believe we, as administrators, need to consider what is best for the protection of the Town.

Insurance companies base homeowners rates on the distance from a fire department and fire hydrants. If your property is less than five miles from a fire department, you are charged a lower rate than if you are over five miles. Also, fire hydrants are given a consideration, but they must be pressurized hydrants, which we don't have. The Town needs to keep the Fire Department, but it is difficult, if not impossible, to find fire fighters who will donate their time. Although our men are getting training, it is not sufficient to raise the departments point level to reduce Portage Lake property owners insurance rates.

A consideration for New Equipment when the purchase is going to be as much as last years, is to draw down one of the Fire Departments accounts, or appropriate less. I am aware that this money is being set aside for a new truck, not that I have seen this in writing, but that is what I have been told. The department has \$102,041.46 in one account, and \$30,309.71 in the other. Both accounts earn interest. If there are no major purchases in sight, and baring any mandates that a specific amount be set aside annually, it may be feasible to reduce the appropriation for equipment reserve to \$5,000. There are some purchases (depending on the need) that are available through grants, but the department has to be willing to make an effort to pursue it.

**Public Works:** This account has been raised \$1,000 since 2001. This year it was overexpended due to equipment repairs. These repairs included not only the '89 truck,

but the sander, backhoe, and lawn mower. Since we have a new truck I do not anticipate our repairs will be so extensive. We do need to consider the following:

1. Forks for the backhoe, not only to be compliant with OSHA requirements, but for employee safety. Chains have been used in the past, but are not dependable.
2. Increase in the cost of earth materials.
3. Increase in fuel prices.
4. Cost of winter sand (purchased 1,000 yards in 2004 quality questionable).
5. Strobes, side rails, guard for plow, and tire for spare wheel for new truck.

**Ashland User Fees:** I anticipate the fees for ambulance, library, and recreation increasing, at least ambulance and library. It was brought to my attention that Portage Lake "only pays per capita cost of books, and nothing towards operations which isn't fair." Well, where do we go with this? I will be speaking with Debbie Carney on Monday to get more information.

This is the time of year when the accountant is doing the audit, figures are being entered for the Town Report, budget work is being done, daily work is constantly being interrupted, and I tend to forget to ask the Board for their input for Town Report. I would like suggestions for:

Dedication - past Board member or Town Manager, deceased resident, camp ground attendant for all the years of service, etc.

Pictures - anything the board would specifically like to see in the report. the Oldest Citizen has not yet been presented with the cane. A presentation photo would be a good picture to include in this report.

We did not win an award last year for the small towns category, the first time in many years. A lot of effort and thought go into the report and it is rewarding once it is completed.

Please call me if you will not be available on Tuesday evening. Any evening other than Thursday will work for me.

Thank you for your dedication and service to the Town of Portage Lake.

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
January 19, 2005  
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of January 5, 2005 Meeting

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester Update
2. Truck Update - Nothing to report
3. Water for Municipal Building

**NEW BUSINESS:**

1. Appointment for Board of Appeals/Donald Darkis
2. MDOT Pole Permit
3. Budget Work Session



**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**January 19, 2005**

**7:00 PM**

The meeting was called to order at 7:05 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Steve Belanger, Selectperson; Dave Bolstridge, Fire Chief; Lewis Cousins, CEO; and Rita Sinclair, Town Manager.

A motion was made by Steve Belanger to accept the minutes of the January 5, 2005 meeting as written. Motion seconded by Pat Raymond. Motion carries.

The Treasurers Warrants were reviewed and signed by the Selectpersons. Pat questioned the purchase of an axle shaft for the plow truck. The Town Manager reported that she had ordered a spare shaft as a precautionary measure. The last time the shaft broke was on Fox Hill and Vaughn was not winging banks. Pat stated that if that (the shaft breaking) kept happening that driver error would have to be looked at.

A motion was made by Steve Belanger to table all business until those present had been heard. Motion carries.

Lewis stated he was here for the update on the septic system.

Pat moved to item #1 under **OLD BUSINESS**.

1. Easements for Carmichael & Sylvester Update - The Town Manager reported that she received a phone call earlier in the day from Jim Dube of Irving Woodlands. Mr. Dube reported that he had talked with Jim May, who had met with Pat Raymond, and wanted to let the Selectpersons know that Irving is agreeable to whatever Prentiss & Carlisle decide on the lot. He stated it would be easier to get signatures for one purchase than to keep going back with future requests. The Town Manager stated that she informed Mr. Dube that at this time, the Town wanted to purchase the lot where the septic systems were installed. Mr. Dube stated that he just wanted to assure us that Irving was agreeable to whatever Prentiss & Carlisle had decided. Pat Raymond reported that it was not a meeting, Jim May had stopped by and asked him what the Board had decided. Pat reminded him that the lot where the easements had been granted was what needed to be settled at this point in time. Rita stated that she still had no response from the letter she had sent to both Prentiss & Carlisle and Irving Woodlands. The calculations had been made according to Jim Mays request that they be based on the sale of the first lot in 1998. Rita asked if Jim May had stated that he was going to take this to his superiors for a decision. Pat was surprised that neither representative has made an attempt to attend a Board meeting. Steve believes that if the lot was more in the public eye they would pay more attention to it. The Board will look at this at the next Board meeting to decide what can be done.

The next order of business was to review the Fire Departments budget with Fire Chief, Dave Bolstridge. The Town Manager provided a copy of last years budget for comparison, and a print out of 2004 expenditures. Questions were asked about the thermal imaging camera and the balance to be paid. Dave got the agreement on the camera and stated that he had counted on some donations from the businesses for the matching funds. The only amount received to date is the \$100 from E.J. Carrier. Dave reported that there was still \$3,100 to be paid on the camera this year. The Board reviewed the expenses on telephone and pagers. Discussion followed on how the payroll is calculated. Dave reported that it included officers wages and the rest is based on the attendance of meetings. Steve asked about training and Dave explained the modules in training and that each training cost about \$500. It is required there be eight people for training. Each module has a specific area that is covered. Pat asked how many hours does a man need to retain certification once he is trained. Dave responded that it is all done by modules, and there are 11 modules. A man has to have 5 modules in order to be qualified to go into your house. Module 11 is Fire Fighter One, and I have one, a female from Ashland, who is Fire Fighter One. Whenever we can, we take advantage of trainings offered by other fire departments. Most Ashland firemen go to Waterville for their training. Next month we will have a training that will bring one of our men up to Mod 5. Dave reported that the department has lost some men because of the demand for training. They didn't want to have to take the time to attend the trainings.

Pat asked about the amount allowed for new equipment. Dave answered that it is not so much new equipment as it is repairs. He is concerned about a leaking tank on one truck and an exhaust system on the other truck. Dave stated that he wasn't sure that they were looking at purchasing any new equipment. It was suggested these items be listed under repairs. Dave responded that it could be adjusted however you need to, but this is the amount that is needed to run the fire department. As the Town Manager said, the payroll is under last years by \$700. Steve stated that it's confusing to see how the payroll is calculated.

Dave reported that the tanker truck is finished. The next thing is to find a place to store it. He asked about the old town hall. Pat and Steve gave a brief update on what they had seen when they did a walk through of the building. They are in agreement that it would not be a worthy investment for the Town. Pat believes it would be wiser to build a new public works building than a fire department. /the fire department could take over the garage area of the municipal building. Pat feels that having one central location would be better for faster response.

Pat stated he had another question about the camera. He stated he was under the impression that the 2004 appropriation paid off the camera. He didn't realize there was more involved. Dave went over the paperwork with the Board. the Town Manager reported that she was not aware the camera had been received. Dave asked if the Board would like to see how the camera works. The Board declined the offer. Dave reported that he has three men trained and needs to have five. That way there should always be a man trained to run the camera. Dave went on to explain how the camera works. The Selectpersons thanked Dave for coming in and he left the meeting.

Steve Belanger stated the numbers in the budget still doesn't add up. Pat has an issue with how the payroll is calculated. This will be discussed at the budget meeting.

2. Truck Update - Nothing to report.

3. Water for Municipal Building - The Town Manager reported that although the chlorinator and filter system has been put back in service, the water is still not drinkable. Albair's Water Systems has been contacted and he has recommended a "reverse osmosis" system that would be connected to the kitchen faucet. Rita reported that she was having the water tested again to compare it to the tests done in January of 2004. Steve asked if a new well would be in order. Rita asked if the Town were to go to a new well, where would you place it. Steve asked how deep the well is. Rita stated she believed it was 50 feet deep. If the sand/salt shed is the problem, where would one drill a new well? Pat

#### **NEW BUSINESS:**

1. Appointment for Board of Appeals/Donald Darkis - The Town Manager reported that she had spoken with Mr. Darkis when he was in the office, and asked if he might be interested in serving on the Appeals Board. He has served on various Boards in Brewer. Pat asked if he is a resident of Portage. Rita responded that he has been a resident of Portage Lake for almost a year. Steve Belanger made a motion to appoint Donald Darkis to the Portage Lake Board of Appeals. Pat Raymond seconded the motion. Motion carries.

2. MDOT Pole Permit - The Town Manager noticed that this is only notification of setting a pole and not a request for permit.

3. Budget Work Session - The Town Manager presented the Board with printouts from 2004 expenses. This will give them an opportunity to review this before the budget work session. She went over some of the accounts with the Board and asked the Board to set a date for a work session. Steve asked if it could be set for Tuesday, January 28. Pat is in agreement. Rita will contact Gerry about the work session and also send him copies of the accounts.

#### **OTHER:**

Pat asked about the expense for equipment repair for the backhoe that was in the warrant. Rita stated that parts had been ordered and there was a wait before the mechanic could get back to do the repair. She will pull the invoice to be sure. Pat also asked about two employees on the payroll. The Town Manager reported that they cover on weekends and when Vaughn is out. They only go out when called. Vaughn is out sick and Bob is covering for Vaughn.

#### **SELECTPERSONS CONCERNS:**

Steve Belanger - Steve reported that he had been contacted by Eddie Bausenberger, a woodcutter for Dale Currier. He was asking permission to cross Steve's land to get wood


out. Steve asked him if he had contacted Gary Chance for permission. Pat stated they would have to watch the road. Steve stated that was his concern as well. He mentioned a crossing to him that might be an easier way for them to get the wood out.

Complaint from resident that there is too much sand being used on the Town roads. It creates dust and costs more to get it cleaned up.

Pat - concerns over how the firemens wages are calculated.

APPROVED:

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
February 2, 2005  
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of January 19, 2005 Meeting

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester
2. Truck Update
3. Water for Municipal Building
4. Route 11 MDOT Update

**NEW BUSINESS:**

1. PLSC Request for Warrant Article - Sue Beaulier
2. Ashland Council Invitation, Tuesday, February 8 at 7PM
3. Signatures For 2005 Assessors Notice
4. Budget Work Session

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
February 2, 2005  
7:00 P.M.**

The meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectpersons; Rita Sinclair, Town Manager; Sue Beaulier, Treasurer of Portage Lake Snowmobile Club; and James Fahey, IF & W Warden.

Steve Belanger made a motion to dispense with the agenda until those present have been heard. Motion seconded by Gerry Cormier. Motion carries.

Item 1. PLSC Request for Warrant Article under **NEW BUSINESS**. Sue Beaulier, Treasurer of the PLSC submitted an Article for the annual Town Meeting Warrant requesting \$2,500 for the snowmobile club. Steve Belanger asked for an update of activities. Sue mentioned the Pie Auction and Spring Fling. Pat asked if the snowmobile club could help out with grooming ski trails. Discussion followed on fees the club gets from the Town. Sue stated that the Town didn't have to approve the appropriation and that the club doesn't rely on it. Pat stated that it would be more palatable to Townspeople to appropriate money to the club if the club was willing to help out with the ski trails. Sue stated that no skiers participate in the snowmobile club. Gerry Cormier reported that his family are skiers and also PLSC members, but do not participate in the meetings. Sue stated that there were many grants available for ski trails and that she and her husband would be glad to look into it for the Town. Pat asked if the club could run the groomer at the end of West Road to open the ski trail up. Sue said she would bring this up to the club, but if there wasn't anyone there to support it, chances are it wouldn't fly. Jim Fahey offered to drag the ski trail if a drag was left at the beginning of the trail.

**A motion was made by Gerry Cormier to accept the Article for the Town Meeting Warrant. Steve Belanger seconded the motion. Motion carries.**

**BUSINESS FROM FLOOR:**

Jim Fahey, resident of Portage Lake and IF & W Warden, reported that he would like to name a ridge in honor of John Robertson and submit it to Delorm. He has started the process before and submitted it, but it was not accepted. He was told it had to go through the US Geological Survey. He now has a form to complete for application. It requests supporters for this process. He will be talking with Irving, who is the landowner. The Board of Selectpersons approves and supports this request. Jim explained where the ridge is and why he chose John. **Gerry Cormier made a motion that the Town support naming a ridge after John Robertson. Steve Belanger seconded the motion. Motion carries.**

Pat returned the meeting to the order of business on the agenda. He asked for a motion on the minutes of the January 19, 2005 meeting. Gerry Cormier made a motion to accept the minutes as written, Steve Belanger seconded the motion. Motion carries.

The Selectpersons reviewed and signed the Treasurers Warrants. Pat referred to questions on a previous warrant. He stated that if it was that big of a repair it should have come to the Board first. (The statement totaled \$2,049.73) Pat stated that the Selectpersons should have made aware of repairs for the backhoe before authorizing the repairs. Pat was looking at being in the process of preparing the budget and get blindsided by this. Rita stated that she was under the impression that was why they have the Warrant Article to be able to use a certain amount for expenses incurred before the budget is voted on at Town Meeting. Discussion followed on how often the backhoe gets used this time of year and what part of the backhoe the repairs affect. Gerry wouldn't have a problem if it were an emergency, to which Pat agrees, but feels that it should have come to a Board meeting first.

**BUSINESS FROM FLOOR:** Previously done.

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester - Nothing new to report. The Town Manager stated that she was really disappointed that nothing has been resolved. Pat suggested making an offer for the whole lot since nothing is being accomplished. Gerry stated that he was thinking along the same line. Pat stated that it probably isn't more than an acre and it isn't a house lot, so offer \$3,000. **A motion was made by Gerry Cormier for the Town Manager to draft a letter to both landowners offering \$3,000 for the lot from Map 2 Lot 2G to the lot we have been trying to purchase. Motion seconded by Steve Belanger. Motion carries.** Gerry stipulated that the letters should be sent by certified mail.

2. Truck Update - The Town Manager reported that the exhaust has been moved to the "back of the cab" and is less of a problem with hitting it with the wing.

3. Water for Municipal Building - The Town Manager reported that the water tests results had not been received. The chlorinator/filtering system has been updated, but isn't taking care of the problems. Water is brought in from the artesian well or from peoples homes for drinking and cooking purposes. This is not easy when you have a large event taking place. Pat suggested bottled water. The cooler can be purchased at Wal Mart or Sam's and the water is supplied by Northern Spring Water in Presque Isle, or you can purchase the jugs and fill them at the artesian well.

4. Route 11 MDOT Update - The Town Manager has contacted Dot and was told that it's not certain if the project will be initiated this summer or in the spring of 2006. She asked that the Town be notified when it goes to bid. If arrangements can be made with the bid recipient, it may save the Town some money to have West Road reclaimed and paved.

## **NEW BUSINESS:**

1. PLSC Request for Warrant Article - Sue Beaulier - Previously done.

2. Ashland Council Invitation, Tuesday, February 8 at 7 P.M. - The Town Manager reported that there was an open invitation to the Ashland Council Meeting to discuss the assessments to Portage Lake for our share of the budgets for the Library, Recreation, and Ambulance. There is a significant increase in the library and the recreation departments. Ashland Council feels that the other communities that use their facilities should be paying more than a portion of the cost of books and equipment. The Town Manager asked who would be willing to go with her. Pat and Steve stated that they would. The three will meet at the municipal building and travel together.

3. Signatures For 2005 Assessors Notice - The Town Manager presented the Assessors Notice and the Selectpersons signed it.

4. Budget Work Session - Department Accounts were reviewed and decisions were made on several accounts to remain the same.

After discussion on the CEO account, it was decided to have Lewis keep a record of his time, with explanations, and to stay with 4 hours per day. This is the only way the board can budget the wages.

Road Improvements - the Town Manager presented some estimates for work to be done in the coming year. It was decided to appropriate e \$35,000 again this year to the Road Improvement Account.

Campground Fees, Transfer Station, and Beach Buffer will be brought up at the next meeting.

The Town Manager reported that a computer upgrade is needed. When the files were transferred to the new tower in 2003, some of the programs were omitted. Excel which had the file for E-911 was one of them. An upgrade for Microsoft Office was purchased but we have found we can't install it without it causing problems. Pat recommended purchasing a Dell and not purchasing through Netherlands Office Supply.

The Town Manager asked to have Abatements and Discounts on separate appropriations. There is very little left after discounts are given and there are several personal property accounts that need to be removed from the books. There is no way to collect as the equipment has been removed or the company has moved out. Pat asked that the property that was foreclosed on be brought up at another Board meeting.


Steve mentioned that there were some file cabinets at the Pinkham Mill that might be donated to the Town. All the Town Manager would have to do is write a letter of request expressing a need.

A motion was made and carried to adjourn at 10 P.M. Motion carries. (Time 3 hrs.)



**SELECTPERSONS CONCERNS: None**

**APPROVED:**

  
\_\_\_\_\_  
Pat Raymond

\_\_\_\_\_  
Gerry Cormier

  
\_\_\_\_\_  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
February16, 2005  
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of February 2, 2005 Meeting

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester
2. Fire Department Budget Correction
3. Ashland Council Meeting Update
4. Water Test Results for Municipal Building
5. Request to Purchase Land on West Road
6. Daigle & Houghton, Inc/Extended Coverage New Truck

**NEW BUSINESS:**

1. Request from Project Grad
2. Aroostook Municipal Associating Meeting, Tuesday, March 1 @ 7 P.M.
3. Articles for Town Meeting Warrant
4. Budget Recommendations(Campground Fees/Transfer Station/Beach Buffer)
5. Town Report Recommendations(Dedication/Cover, etc)

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
February 16, 2005  
7:00 P.M.**

The meeting was called to order at 7 P.M. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Steve Belanger, Selectperson; Donna and Peter Martin, Residents; Dave Bolstridge, Fire Chief; Perry Charette, Training Officer; Rita Sinclair, Town Manager.

A motion was made by Steve Belanger to dispense with the agenda until those present have been heard.

**OLD BUSINESS:**

2. Fire Department Budget Correction - Fire Chief, Dave Bolstridge, reported that he had revised his budget. He stated the last time he was at a meeting, the Board wanted to cut his budget by \$5,000. Pat interjected that the reason for that was there wasn't anything designated for new equipment and if there was, it could possibly come out of the Fire Department Reserve Account. Dave reported the figure for New Equipment has changed to include the cost of a building, or a dome, to store the tank truck and the boat. Dave has priced a dome at \$3,000. this is large enough to house the tank truck, boat and trailer, and other equipment. Pat Raymond asked what happened to seeking a grant for a new building that Dave Pierce was looking into. Dave Bolstridge said it didn't work out. Pat suggested that department should have looked into a new truck before putting money into an old truck. Dave stated that although the trucks are old, they are not in bad condition. Perry Charette commented on the preliminary work required for a grant. The department needed to do a survey for a grant and when it didn't appear that he was going to get anyone to assist him, he dropped it. Pat commented that it wasn't up to a volunteer fireman and non resident to initiate this. Steve Belanger asked why the truck was behind O'clair's garage. Dave responded that it may as well sit there as to sit here, where the gas can be siphoned out of it. Perry reported that the other reason it was still there is that it needs lights on it. Pat stated that he thought the truck was done. Dave answered that all it needs is lights. Discussion followed on the promises made by Maine Woods for a new truck and that hasn't happened. Pat stated he has a problem spending another three to four thousand dollars for something that won't last. He would rather they pursue the building aspect. He asked Dave what he would like. Dave stated that he wished he had waited until a building was in sight before the money was put into the tank truck. Pat stated that he was surprised to see so many from Ashland on the department. Dave answered that he needed to keep his roster up and the Portage men were not interested in joining the department.

4. Water Test Results for Municipal Building - Donna and Peter Martin asked why the water in the municipal building wasn't drinkable. Pat answered that this was being

looked into. The water has been tested and that a cooler system with bottled water would be made available. Peter asked about the filter system for the building. the Town Manager reported that an upgrade had been done to the existing system, but that still didn't make the water drinkable. Mr. Martin suggested pricing a better filtering system. The Martins thanked the Board for listening to their concern and left the meeting.

Discussion followed with Steve suggesting an Article for Town Meeting for expansion to the public works garage so the fire department can move into one of the public works bay. The fire department budget was discussed by the Selectpersons. Steve suggested leaving it at \$28,500 to present to the Budget Committee. Pat disagreed, feeling that whatever was presented would be accepted. Steve then suggested cutting \$5,000 from last years budget. The fire department budget for 2005 will be \$26,000 with another \$10,000 for the Reserve Account.

Returned to the original order of the agenda.

The minutes were reviewed and Steve Belanger made a motion to accept the minutes of the February 2, 2005 meeting as written. Pat Raymond seconded the motion. Motion carries.

The Treasurers Warrants were reviewed and signed by the Selectpersons.

#### **OLD BUSINESS:**

1. Easements for Carmichael & Sylvester - the Town Manager presented letters to Jim May of Prentiss & Carlisle, Inc. and Jim Dube of Irving Woodland, LLC to the Board for their review. Pat Raymond asked that Rita change it to read "divided by percentage of ownership" and that the Board feels that the property is worth \$3,000. Also, show the old site as well as the new one on the map.

2. Fire Department Budget Correction - Previously done.

3. Ashland Council Meeting Update - Pat Raymond, Chairman of the Board of Selectpersons, and Rita Sinclair, Town Manager, attended the Ashland Council Meeting. They were presented with copies of budgets for the Ashland Library and Ashland Recreation Department. Each department has three different calculations for the budget and the breakdowns for each. The towns present agreed that they anticipated that the voters of their respective communities would agree to the third proposal. They were willing, however, to present the second calculation to their voters, with no guarantees that it would be approved. Rita stated that copies will be made to present to the Budget Committee and to the voters prior to Town Meeting.

4. Water Test Results for Municipal Building - the Town Manager explained the test results to the Board of Selectpersons. They directed the Town Manager to look into

*Corrected Copy  
RS*

upgrading the filtering system. **Steve Belanger made a motion to purchase a bottled water cooler for the kitchen for drinking water, and to purchase 4 jugs of water. The motion was seconded by Pat Raymond. Motion carries.**

5. Request to Purchase Land on West Road - the Town Manager asked the Board if they wished to have an Article in the Warrant for Town Meeting to sell land to Dave Farnhum. He had previously approached the Board requesting to purchase part of the Town owned land on West Road. The Board of Selectpersons decision is not to sell the land on West Road.

6. Daigle & Houghton, Inc/Extended Coverage on New Truck - The Town Manger presented a letter from Daigle & Houghton, Inc. informing the Town of the deadline to purchase extended warrantees on the new truck. This item is to be brought up at the next Board meeting.

#### **NEW BUSINESS:**

1. Request from Project Grad - The Town Manager reported that Nancy Flint had called to ask if the Selectpersons would allow the use of the building for a Project Grad function. Steve Belanger thinks it's a great idea. Pat Raymond states that if they clean the building afterwards, we will allow them to use it at no expense.

2. Aroostook Municipal Association Meeting, Tuesday, March 1, @ 7 P.M. - the Town Manager read an invitation to the Board of Selectpersons regarding an informational meeting on LD 1 at the Caribou Convention Center. The meeting is open to all Town Managers, Selectpersons, and Superintendents in the County. Pat asked Rita if she would be attending. She stated that she has planned to take that week as vacation if she can complete all that is required to meet the deadline for the Town Report.

3. Articles for Town Meeting Warrant - The Article for changing the Towns fiscal year to July 1 through June 30. Discussion on going to a six month period or an eighteen month period followed. Pat Raymond suggested having a Special Town Meeting in August to extend the year.

4. Budget Recommendations(Campground Fees/Transfer Station/Beach Buffer) - The Town Manager asked to review some of the accounts that the Board has already reviewed. One being the Transfer Station and the increase in wages. **Steve Belanger made a motion to increase the wages for the attendant to \$10 per hour. Pat Raymond seconded the motion. Motion carries.**

The fees for the campground were discussed. **A motion was made by Steve Belanger to raise the camping fees to \$10 for a tenting site and \$12 for a site with electricity. Motion seconded by Pat Raymond. Motion carries.**

Pat suggested that the Beach Buffer be brought up at the next meeting.

The Town Manager asked if the Board would consider having Ray Gannon, personal property assessor, update the values on the businesses this year. If so, it would be an additional \$3,000 to Assessing. Pat believes this can wait another year. He

mentioned some of the equipment at Maine Woods and Bouchard & Sons. Rita will contact the County offices to see if they are collecting taxes on the equipment in Portage.

The Town Manager mentioned that there are 5 students from Portage Lake who are planning to go on to college. She asked if the scholarship amount will remain the same or does the Board wish to increase it. Pat responded that there have been other years that there have been multiple graduates and the \$1,000 was divided among them. This will be the same this year. Mr. McHatten of the Guidance Office should be made aware of the Forestry Scholarship that Portage Lake and Irving are offering to a student that plans to study in that field.

5. Town Report Recommendations(Dedication/Cover) - The Town Manager asked what the Boards wishes were for the Town Report cover and dedication. Steve Belanger would like to see the new Town Truck on the cover. Dedication will be to Leo Cormier. Pat suggested a recognition page, or pages, with mention to Fern Wilson and Richard Levesque as campground attendants; Vern Boyce, Postmaster of Portage Lake for 19 years. Mr. Gagnon should have recognition for being the Town's oldest citizen. Pat stated that he should be presented with the cane and asked if this could be done at the Senior's lunch. The family should be notified, and also WAGM. Steve stated he would be unable to attend. Pat will do the presentation about 11:30. Pat went on to name others that could be recognized and stated that the list could go on and on.

#### **SELECTPERSONS CONCERNS:**

Pat Raymond - Stumpage agreement. What has transpired to date? Call Laura for an update.

A motion was made and seconded to adjourn at 10 P.M.(Time 3 hours)

#### **APPROVED:**

\_\_\_\_\_  
Pat Raymond

\_\_\_\_\_  
Gerry Cormier

\_\_\_\_\_  
Steve Belanger

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JS

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Levesque


#### SELECTPERSONS CONCERNS:

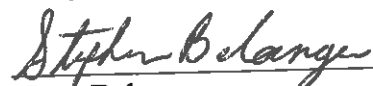
Pat Raymond - Stumpage agreement. What has transpired to date. Call Laura for an update.

A motion was made and seconded to adjourn at 10 P.M.(Time 3 hours)

APPROVED:

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

February 17, 2005

Gerry,

Enclosed are copies of the minutes of the 2/02/05 meeting, last nights agenda, and the tentative budget for 2005.

A Special Selectpersons Meeting is scheduled for Wednesday, February 23 at 7 p.m. at the municipal building. The following night, Thursday, February 24, a joint meeting with the Budget Committee will be held at 7 p.m.

The focus for the meeting of the 23rd is to complete the decisions on the budget and make recommendations on the Articles for the Town Meeting Warrant. I will be giving you a copy of the Articles for the Warrant on the 23rd and need to have it finalized for signatures. Deadline for the printer for our Town Reports is March 1.

The Town Report will be dedicated to your father and a write up is needed. The other Selectpersons thought you would be a good candidate for this. Kathy has spoken with your mother, who is looking for a picture that we can use.

Thank you for your time and service to the community.

Sincerely,

Rita M. Sinclair  
Town Manager



**TOWN OF PORTAGE LAKE  
SPECIAL SELECTPERSONS MEETING  
February 23, 2005  
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of February 16, 2005 Meeting

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester
2. Fire Department Budget
3. Article to Change Fiscal Year in Town Meeting Warrant
4. Daigle & Houghton, Inc/Extended Coverage New Truck

**NEW BUSINESS:**

1. West Road Estimate
2. Articles for Warrant
3. Town Manager Vacation
4. Reschedule Meeting Dates for March

**TOWN OF PORTAGE LAKE  
SPECIAL SELECTPERSONS MEETING  
February 23, 2005**

The meeting was called to order at 7:00 P.M. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectpersons; Dave Bolstridge, Fire Chief, Perry Charette, Fire Dept. Training Officer, John Robertson, Fireman; Rita Sinclair, Town manager.

The minutes were reviewed and a motion to accept (with corrections to # 2 Previously done, and #5 Richard Levesque instead of Legasse) was made by Steve Belanger. Motion seconded by Gerry Cormier. Motion carries.

The Treasurers Warrants were reviewed and signed by the Selectpersons.

**BUSINESS FROM FLOOR:** None

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester - The Town Manager reported that she had received a call from James Dube regarding the letter he had received with the proposal of \$3,000 based on percentage of ownership, for the lot on West Road. Mr. Dube stated he was confused when he read that this offer rescinded the initial purchase of the lot (Carmichael and Sylvester) where the septic systems were installed. He stated he would contact Jim May of Prentiss & Carlisle and set a date for a meeting with the Board of Selectpersons.
2. Fire Department Budget - Fire Chief, Dave Bolstridge, spoke on issues with the fire department and the Board of Selectpersons. He reported that MMA (Maine Municipal Association) stated legally a fireman from another town can be a voting and active member of the Portage Lake Fire Department. He went on to state his concerns over having his budget cut and Maine Woods getting the tax break that they do. Pat stated that Maine Woods pays taxes and asked the Town Manager how much was paid. Rita stated that she didn't have an exact figure, but they do pay taxes and are reimbursed a percentage of what they pay. Gerry reported that cuts are being made everywhere, even at the state level. We have to be frugal with our money, and it's a reality that we have to do more with less. The state makes proposals the Town will have to cover. Steve Belanger stated that the Board only cut the new equipment account, not the reserve account. The reserve account is built up so that money could be taken from there. If you need new equipment, why can't it come out of the reserve account? Dave stated he didn't understand that the reserve account wasn't being cut, and thought it was only for a new truck. Wouldn't it be better to put money into a building than a canvas building. Pat believes it would be better to use the funds in the reserve account for a new building if the Townspeople approve it. Dave asked what happens if there is a \$5,000 breakdown? Pat

responded that Dave would have to come to the Board and call a special meeting and appropriate the money needed. Dave stated that he was happy with the trucks. They may need some repair, but they are in great shape. Gerry asked if the department ever had a membership drive. Dave invited the Selectpersons to join. John Robertson stated that the requirements are so strict and OSHA is watching. He went on to say that OSHA takes pictures of fires and if they see something wrong, the Town could get a hefty fine. More discussion followed on what would happen if OSHA walks in, not only in the fire department, but public works as well. John asked if it was true that if there is money left over in an account, that the money goes to the general fund and not to the fire department? Steve responded that it was true of all accounts. The Town Manager asked how the Article for Town Meeting Warrant should read. Pat said it would depend on what the Budget Committee decided. Dave asked if the cut was from the \$28,500 or the original budget of \$31,000? Steve responded that it was from the \$31,000. Gerry mentioned that there would be an Article asking the voters to change our fiscal year so that we have a better idea of how to budget. Right now we have no idea of what the school budget will be, but if the change is made we will know ahead of time what to expect. Dave thanked the Board (and they thanked him) for their time as he, Perry, and John left the meeting.

3. Article to Change Fiscal Year in Town Meeting Warrant - The Town Manager reported that the year could be changed. The Board can make that decision; it doesn't have to go to the voters. If a six month budget is chosen, then it will require an audit and a town report for six months. That would be expensive. It may be hard selling the towns people for an eighteen month appropriation. Pat feels the townspeople should vote on the whole process. It should be their decision. Gerry stated the Town could vote on the fiscal year but the selectpersons could come back and decide whether it was going to be a budget for 6 months or 18 months. The Town Manager asked for clarification on the length of time the budget would be covering. Pat asked that the Article be specific for the start of the new fiscal year. Discussion followed on the number of months and costs associated with a six month budget. **A motion was made by Gerry Cormier to recommend YES on the Article to change the fiscal year to that of July 1 through June 31. Motion seconded by Steve Belanger. Motion carries.**

4. Daigle & Houghton, Inc./Extended Coverage New Truck - The Town Manager presented letters to the Board regarding extended coverage for the clutch and suspension. **A motion was made by Gerry Cormier to decline the purchase of the extended warranty on the new plow truck from Daigle & Houghton. Motion seconded by Steve Belanger. Motion carries.**

**Other Business** - The Town Manager asked the Board if they would carry the balance of the Grant Project as they told Corrine Routhier to pursue the Walking Trail Grant. Although it was too late to meet the deadline, Corrine still plans to continue with the grant application come spring. **Gerry Cormier made a motion to carry the balance of the Grant Project forward. Steve Belanger seconded the motion. Motion carries.**

Discussion followed on how to accommodate the fire department with storage for the tanker truck. Pat suggested a building a separate public works building and allow the fire department to move into the public works garage. Gerry asked if this is something to look at this year? Rita stated that it is something to start looking into. Pat feels this can be brought up at a meeting sometime this summer.

## **NEW BUSINESS:**

1. West Road Estimate - The Town Manager presented an estimate from Langille Construction for the project on West Road. It was suggested to contact Ed Pelletier and Sons, Construction with a request for an estimate.

2. Articles For Warrant - The Selectpersons reviewed the Articles for Town Meeting Warrant. Gerry made a recommendation to move Article 11 be moved towards the end of the Warrant Articles so as to not have so many people leaving the Town Meeting as soon as this Article is discussed. Discussion followed on several Articles and the recommendation made by the Selectpersons. **A motion was made by Gerry Cormier to make no recommendation on Articles 17, 18, 19 from the Town of Ashland. Motion seconded by Steve Belanger. Motion carries. Article 20, Gerry Cormier made a motion to recommend YES. Steve Belanger seconded the motion. Motion carries.**

Steve expressed concerns about the toilets at the beach not having doors on them. He suggested a corner before the toilet to give some privacy.

Gerry questioned the scholarship with Irving. Pat said the balance is to be carried. Rita will contact Mr. McHatten of the guidance office at the high school to make sure they are aware of it.

Steve mentioned the buffer on the beach. Gerry feels that rip-rap at the weakest area will solve the problem.

Pat asked Rita to update the Board on the status of the Groomer Grant Application. Rita stated that PLSC had not been successful with their application. However, they have applied for another grant. Questions regarding what would happen if the club did not make a payment. Rita stated that it would become Town property and it would be up to the Board of Selectpersons to decide what to do. Pat asked that a letter be sent to PLSC to inquire about the status of the grant application.

Discussion followed on the Social Services donations and how the Board wished to proceed. Decisions were made on which services to include for 2005.

3. Town Manager Vacation - Rita has asked for time off if she can meet the deadline for the Town Report. This would be March 1- 4. The Board agrees to the time off.

4. Reschedule Meeting Dates for March - The Town Manager has asked to reschedule the meeting dates for the month of March from the 2 to the 9 and the 16 to the 23. The Board agrees to these changes.

## **SELECTPERSONS CONCERNS:**

Pat- Laura Audibert (Town Forester) would like to meet with the Board on the pre-commercial thinning. He asked what the Board wished to do. He believes that it is worthwhile to continue the pre-commercial thinning.

Gerry - Gravel on roads. Need to spread less.


How soon does the dedication have to be in. Rita said she is looking at a Monday deadline.


Pat stated that a letter of recognition to Vern Boyce from the Board of Selectpersons thanking him for his service to the Town of Portage Lake and wishing him well in his retirement. Rita will draft the letter for signatures.

The Town Manager reminded the Board that the Budget Committee Meeting is tomorrow night, February 24, 2005 at 7:00 P.M.

A motion was made to adjourn at 9:00 P.M. (Time 2 hours)

### **APPROVED:**

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
March 9, 2005  
7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of February 23, 2005 Meeting

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester
2. Land Management Plan, L. Audibert
3. West Road Estimates - Nothing new to report.
4. AMA Meeting/LD 1 Update - Rescheduled for March 22.
5. Town Hall Electrical

**NEW BUSINESS:**

1. Auditors Report
2. Personnel Matters (Executive Session/1 M.R.S.A., P 405(6)(F)(G))

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
March 10, 2005  
Rescheduled from March 9, 2005  
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectpersons;  
Rita Sinclair, Town Manager.

After reviewing the minutes of the February 23 meeting, a motion was made by Gerry Cormier to accept the minutes as written. Motion seconded by Steve Belanger. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

**BUSINESS FROM FLOOR:** None

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester - Nothing to report.
2. Land Management Plan, L. Audibert - the Town Manager reported that Laura had called to say she would be unable to attend the Board meeting due to a previous commitment. Pat reported that he had looked at one of the cuts that had been done (the first left) just before Two Mile. Pat stated that it is one of the nicest jobs he has seen in a long time. Pat went on to say, "It looks like a park. A stand of spruce was left and signs of scaring." It shows that Laura stressed the conservative approach that the Town wants to keep.
3. West Road Estimates - Nothing new to report. Steve asked if the Town Manager had been able to get in touch with Ed Pelletier. Rita responded that she had not, but would continue to try.
4. AMA Meeting/LD 1 Update - Rescheduled for March 23.
5. Town Hall Electrical - Gerry reported that when he had come to the Can Am dog races, there was a problem with outlets to plug cookers in to. There aren't enough outlets to accommodate all the appliances. Rita reported that when she had come in at 7:30 that evening she observed all the appliances and the power strips that were being used. She stated that she feels the kitchen isn't being utilized to its capacity. She was told that the breakers had tripped and when Kathy couldn't figure out which breakers tripped, she called the electrician. By the time he got here, someone had reset the breakers. They didn't trip again after that. Gerry commented that a line had been run for hot water for

the dogs. Rita reported that they only use hot water for the dogs. More discussion followed on the electrical work. Gerry thinks that more outlets would be feasible. Steve would look at the kitchen before he leaves and make suggestions. **Steve Belanger made a motion to have Jerry McGlenn put a few extra outlets in the kitchen. Motion seconded by Gerry Cormier. Motion carries.**

#### **NEW BUSINESS:**

1. Auditors Report - The Town Manager presented the auditors report to the Selectpersons for their review. This can be discussed at a future meeting if they so wish.
2. Personnel Matters (Executive Session/1 M.R.S.A., P 405(6)(F)(G) - **A motion was made by Gerry Cormier to go into Executive Session. Motion seconded by Steve Belanger. Motion carries.** Time 8:00 P.M. **A motion was made by Gerry Cormier to come out of Executive Session. Motion seconded by Steve Belanger. Motion carries.** Time 8:20 P.M. No action taken.

#### **SELECTPERSONS CONCERNS:**

Pat Raymond - the corner of the building needs to be covered to prevent water from getting into the insulation. Pat reminded Rita of something she had for the Board. She has a letter to Vern Boyce, the Postmaster, for the Board to sign. She would also like to do a certificate to present to him on his last day in Portage Lake.


Steve - Snow removal at the end of School Street by the post office. Rita will make sure this gets done and also check the other streets.

Gerry - Where is the snowmobile club at with their loan? Rita reported that she had nothing in writing; only what she had heard. Gerry mentioned the cell tower and the wind mill and asked if they classified as personal property. Are they being taxed? The cell tower is taxed as real estate. They have to submit a list of equipment and machinery every year. Rita will check into this.

A motion was by Gerry Cormier to adjourn at 8:30 P.M. Motion seconded by Steve Belanger. Motion carries. (Time 1 hr. 30 min.)

#### **APPROVED:**

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger



# Portage Lakers Snowmobile Club, Inc.

PO Box 149  
Portage Lake, Maine 04768

March 23, 2005

Town of Portage Lake  
PO Box 255  
Portage Lake, Maine 04768

Dear Board of Selectpersons,

Last week I received a letter from Town Manager, Rita Sinclair, stating that the Board of Selectpersons were requesting an update on the status of the groomer grant application due to a rumor that was being circulated around Portage Lake. I am a little disappointed that the Board would request this information based on a *rumor* they heard. We all know what turmoil rumors can cause. This is a small town, you all know me well, and I would have much rather had a telephone call or have been approached in person about this matter; letters are so impersonal.

The USDA grant that we had applied for last year, in February of 2004 had been denied in May of 2004 because we had ultimately been awarded that grant 5 years before. We receive, annually, grant monies totaling \$18,000.00 plus for the grooming and maintaining of snowmobile trails. Two installments for this grant are put in every year—with the exception of this year. Our costs were relatively lower than in the past years so only one installment for the total amount will be requested for this year in April. I have also applied for a Capital Equipment Grant through the State of Maine. It is money that is guaranteed, the amount will only be determined in May of 2005 before the checks are issued. This money is **ONLY** for the purchase of grooming equipment and will go directly to the Town so that they can make an additional payment towards the principal on the original groomer loan.

The Club has no intentions of defaulting on their loan—payments were made on time last year, as they have been in the past. Snowmobiling IS the economy in the winter, without it there would be many people in this town without jobs. The snowmobile club can only exist with the support of the Town and its people. We appreciate your support and hope that support continues in the future.

If you have any other questions, please call me at home at 435-8293.

Thank you,



Susan M. T. Beaulier

**TOWN OF PORTAGE LAKE**  
**SELECT PERSONS MEETING**  
**March 23, 2005**  
**7:00 P.M.**

Call Meeting to Order

Roll Call

Approve Minutes of March 10, 2005 Meeting

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester - Rescheduled
2. Land Management Plan, L. Audibert - Rescheduled
3. West Road Estimates - Nothing new to report.
4. AMA Meeting/LD 1 Update -
5. Town Hall Electrical - Completed
  - a. Stove

**NEW BUSINESS:**

1. Town Meeting Preparations
2. Response from PLSC on Groomer Grant
3. Certificate and Farewell Gathering
  - on Thursday, March 31, 2005 at 11:30

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
March 23, 2005  
7:00 P.M.**

The Meeting was called to order at 7:00 P.M. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Steve Belanger and Gerry Cormier, Selectpersons;  
Rita Sinclair, Town Manager.

A motion was made by Steve Belanger to accept the minutes of the March 10, 2005 meeting as written. Motion seconded by Pat Raymond. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

**BUSINESS FROM FLOOR:** None

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester - James Dube called to rescheduled.
2. Land Management Plan, L. Audibert - Rescheduled.
3. West Road Estimates - Nothing new to report.
4. AMA Meeting/LD 1 Update - The Town Manager reported on the meeting she had attended on March 22, 2005. She presented copies of Chapter 2 or LD 1, the governor's proposal, for the Selectpersons to review at their leisure. She explained how the "growth factor" is calculated. She went on to report that it was advised that municipalities delay tax commitment until legislature is out of session. She does not see how this can be done without a tax anticipation note. She went on to say that if a town finds that it can not wait until September to commit taxes, then the commitment should be based on the \$13,000 exemption as the \$7,000 exemption may create an illegal commitment. This would create issues for the Town when liens are filed. The state will reimburse the municipalities at 50% per homestead exemption no matter what the outcome. She then asked the Board if they would sign a resolution regarding LD 1, so that it can be sent to our legislatures to see if they will push for an amendment. Pat asked if the Town Manager had actually received notice of this law being enacted.
5. Town Hall Electrical - The Manager reported that three new lines were installed and should resolve the outlet problem.
  - a. Stove - The electrician found that the element in the stove is fine. It needs a dial for the heat setting but it would cost \$274. The TM will purchase an oven thermometer.

## **NEW BUSINESS:**

1. Town Meeting Preparations - Pat asked for input on the fire chief's letter. Gerry stated he thought it was a good letter. He believes that this may get people stirred up so that they will attend Town Meeting. He asked to have a copy of the roster and, on a separate sheet, the stipends paid to the officers. Discussion followed on housing the tank truck with the suggestion to look into securing a building, possibly for the Public Works Department, and let the Fire Department to move into the Public Works garage. Steve stated that the FD budget was cut only on new equipment. Should a purchase be necessary, the chief would have to come before the Board with his request, and the money would come from the FD Equipment Reserve Account. Pat stated the same would be true of repairs. In an emergency the Board has the right to authorize the expenditure and then go to a Town Meeting for expending from the reserve account.

2. Response from PLSC on Groomer Grant - The Town Manager read the letter received from the PLSC regarding the status of the groomer. (See attached) Pat stated he was looking at the financial report for PLSC in the Town Report and doesn't see where the appropriation for last year showed in their report. The Town Manager stated this may be brought up at Town Meeting depending on the discussion on the 42,500 that they have asked for this year.


3. Certificate and Farewell Gathering on Thursday, March 31, 2005 at 11:30 P.M. - The Town Manager presented a certificate of appreciation for the Board's signatures. She reported that she had ordered a cake and has several individuals who have offered their assistance to do a luncheon. She invited them to the luncheon at 11:30 on Thursday. She also stated that Town funds are not being used for this gathering.

**OTHER:** The Town Manager asked the Board for their signatures on a proclamation for NMDC and a Resolution for CDBG to be displayed on their boards on their annual Community Development Day at the Legislature.

**SELECTPERSONS CONCERNS:** None

**APPROVED:**

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
ASSESSORS MEETING  
&  
SELECTPERSONS MEETING  
April 6, 2005  
7:00 P.M.**

**ASSESSORS MEETING**

Call Meeting to Order

1. Review and Revise Lists of Taxable Property
2. LD 1's Effect on Homestead Exemptions

ADJOURN

**SELECTPERSONS MEETING**

Call Meeting To Order

Approve Minutes of March 23, 2005 Meeting

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester, James Dube & James May
2. Land Management Plan, L. Audibert
3. West Road Estimates (Timeline)
4. FEMA Storm Reimbursement
5. Over 50's Tag Sale
6. Recommendation for Beach Improvement

**NEW BUSINESS:**

1. Special Entertainment Permit
2. Ratio Declaration
3. Backhoe Repairs
4. Office Window Repair

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
ASSESSORS MEETING  
&  
SELECTPERSONS MEETING  
April 6, 2005  
7:00 P.M.**

**ASSESSORS MEETING**

The Assessors meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond and Steve Belanger, Assessors; Rita Sinclair, Town Manager.

1. Review and Revise List of Taxable Property - No one present with questions or concerns on tax list.
2. LD 1's Effect on Homestead Exemptions - Town Manager reported that the Town will have to commit with a \$13,000 Homestead Exemption.

Steve Belanger made a motion to adjourn at 7:10 P.M. Motion seconded by Pat Raymond. Motion carries.

**SELECTPERSONS MEETING**

The Selectpersons meeting was called to order at 7:10 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Steve Belanger, Selectperson; Rita Sinclair, Town Manager; James Dube, Irving Woodlands Representative; James May, Prentiss & Carlisle Representative; Laura Audibert, Portage Lake's Land Management Planner; Grace Nason and Wilza Robertson, Residents.

A motion was made by Steve Belanger to dispense with the order of business to hear those present. Motion seconded by Pat Raymond. Motion carries.

**BUSINESS FROM FLOOR:**

Grace Nason gave a presentation to the Selectpersons on reviving the Tourism Committee. She would like to have a member from each organization be on the committee for fair representation. She reported that Rachel Stevens is interested in starting a Historical Society for Portage Lake. She asked if the Board would approve sending a letter to the organizations asking them to select a member to serve on the Tourism Committee. She is also interested in organizing a centennial celebration for 2009.

Wilza Robertson added that if an individual from each organization participated it would bring more feed back to each organization and keep the interest up.

Grace stated that the Over 50's Organization appreciated the use of the building for their luncheons. There is a good turnout and everyone has a good time.

Pat then called on Laura Audibert, Item #2 under **OLD BUSINESS**.

2. Land Management Plan, L. Audibert - Pat stated they had received the letter from Laura regarding the ski trail and would like to make a decision on the pre commercial thinning project. Pat mentioned the ski trail and that Jim Fahey has offered to drag the ski trail with a small drag. Laura stated she would continue to work with Glenn Cusack on the ATV trail.

Laura presented the proposal for Pre-Commercial Thinning (PCT) to the Selectpersons. She stated that since Irving is the land manager they would pick up part of Prentiss & Carlisle's share with the Town picking up the remainder. She pointed out the third page. Pat inquired about the difference in the amount to be picked up by the Town. Steve is willing to go with a split of P & C's share in order to keep the Pre-Commercial Thinning going. **A motion was made by Steve Belanger to accept 57.5% for the Town and 42.5% for Irving for the Pre-Commercial Thinning for 2005. Pat Raymond seconded the motion. Motion carries.**

Laura stated with regards to Tourism, if someone wanted to arrange a tour, she would be willing to guide. ATV trails would be ready for use and Laura thinks it would be nice to do something for recognition, such as an opening ceremony. Laura also asked about the Tree Farm Signs. Pat reported they had been ordered but not delivered.

1. Easements for Carmichael & Sylvester, James Dube & James May - James Dube presented a map of the lot that the Town would like to purchase. He reported that it is listed as two acres. Pat explained the situation and asked for a figure for the two acre parcel. Discussion on the previous offers had been for the Carmichael & Sylvester Lot. The Town Manager read the letter with the last offer made by the Town since there had been no response to previous offers. Jim May presented a figure of \$8,000 with the Town paying for legal work and surveying. The Town Manager asked if this figure was to be divided according to ownership. Jim May agreed that it was. Pat thanked them for coming to the meeting so that this item could be finalized. It will be decided at the next Board meeting when there is a full Board present.

At this point James May, James Dube, Grace Nason and Wilza Robertson left the meeting.

Pat returned the meeting to the next order of business. A motion was made by Steve Belanger to accept the minutes as written. Pat seconded the motion. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

## **OLD BUSINESS:**

1. Previously done.

2. Previously done.

3. West Road Estimates(Timeline) - The Town Manager presented an estimate from McGillan, Inc. for the ditching project on West Road. She stated that although there were only two estimates that time was getting short to get this project scheduled. Pat asked the Town Manager to contact Pelletier again to see if they will submit an estimate.

4. FEMA Storm Reimbursement - The Town Manger reported that she had attended the meeting with FEMA and would be submitting the necessary paperwork for reimbursement. There may be funds available for the March storm as well.

5. Over 50's Tag Sale - The Town Manager reported that the Over 50's Organization was going to have a Town wide Tag Sale May 28 and 29 at the municipal building. The proceeds for the rental of the spaces and tables would be turned over to the Town to purchase some new tables. There are several tables that are in disrepair and need to be replaced.

6. Recommendation for Beach Improvement - The Town Manager reported that Vaughn Devoe, Public Works Director, suggested turning the outhouse around so that the doors face the road. This would give more visibility to the vandals and less chance to hide, where a walk way would. The Selectpersons agreed to this change.

#### **NEW BUSINESS:**

1. Special Entertainment Permit - The Town Manger presented a permit for Dean's Motor Lodge for the Selectpersons' signatures. The Selectpersons reviewed and signed the permit.

2. Ratio Declaration - The Town Manager presented the ratio declaration for signatures. She filed a 100% declaration as this will give the Town the full reimbursement that the state will grant on the \$13,000 Homestead Exemption. The Selectpersons signed the declaration.

3. Backhoe Repairs - The Town Manager reported that the backhoe required extensive repairs to the rear end. The estimate was \$4,774. She reported she had discussed it with Pat when he came in to sign a warrant. A piece broke off when installing the new parts. This is not a part that was being replaced, so it is not covered. the replacement part will cost about \$224. She stated she wanted the other Selectpersons to be aware of it.

4. Office window Repair - The Town Manager reported that the corner of the large window in the office smells of mold. It is very noticeable when working at the computer. The Selectpersons stated they would look at it after the meeting.



**SELECTPERSONS CONCERNS:**

Steve - Ask Dave to move the tanker to the side of the tennis courts.

Pat - (1) Truck ready to go out to bid. (2) Foreclosed lot off Cottage Road ready for bid.

Rita - Lights in hall need to be replaced. An estimate is being done to repair/replace outside lights.

A motion was made by Steve Belanger to adjourn at 8:30. Motion seconded by Pat Raymond. Motion carries. (Time 1 hr. 30 min.)

**APPROVED:**

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**April 20, 2005**

**7:00 P.M.**

Call Meeting To Order

Nominations for Chairman

Approve Minutes of April 6, 2005 Meeting

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. Easements for Carmichael & Sylvester
2. West Road Estimates
3. Office Window
4. Stumpage Receipts
5. Backhoe Repairs

**NEW BUSINESS:**

1. Appointments for 2005
2. Transfer Station Location
3. Irving Request for Electronic Payments
4. Vacation Schedules

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**April 20, 2005**

**7:00 P.M.**

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectmen; Rita Sinclair, Town Manager; Brian Cote, Brad Boutot, Residents; Angie Burton Bell Nemer and Mike Cote, Portage Hills Country Club(PLHCC) Board of Director and Officers, respectively.

First order of business is to elect a chairman of the Board of Selectpersons. Steve Belanger nominated Pat Raymond. Gerry Cormier seconded the nomination All in favor.

The meeting was called to order at 7:00 P.M. by Chairman, Pat Raymond.

A motion was made by Gerry Cormier to dispense with the agenda until those present have been heard. Motion seconded by Steve Belanger. Motion carries.

**BUSINESS FROM FLOOR:**

Brian Cote asked how to have the Article removed from the Warrant for Town Meeting. He asked if a petition was needed. Town Manager, Rita Sinclair, responded that the Articles in the Warrant are at the discretion of the Board of Selectpersons. Pat asked which Article he was referring to. Brian responded that it was the one for the snowmobile club. Gerry stated that the Article is approved by the townspeople. Brian responded that if there was money for the snowmobile club, there should be money for the golf course. Pat stated that it was a dilemma of cutting our own budget and spending money on the clubs. Brian asked how the Article increased. Steve answered that the Article changed when it was submitted to the Board.

Brad Boutot made a request for "No Engine Brakes" signs to be placed at the top of each hill. Pat asked the Town Manager what enforcement issues would be. Rita responded that it would be difficult to enforce since we are without law enforcement. It would only be through driver consideration when they see the signs. **Gerry Cormier made a motion to purchase two signs and place where recommended by MDOT. Motion seconded by Steve Belanger. Motion carries.**

Bill Nemer, President of the PLHCC, thanked the Board of Selectpersons for the abatement on land taxes last year and requested an abatement for 2005. Pat asked for the Boards input. Steve Belanger stated he didn't have a problem with abating the taxes on the land. Bill introduced Mike Cote as Vice President and Angie Burton as one of the Board of Directors. Bill went on to report that materials are donated for the building projects and when the work is done they get taxed on it. Personal property is also donated and then they are taxed on that. The more we have donated, the more we are taxed. In

order to keep up with the course they need to keep up with equipment and repairs. Discussion followed on not being taxed in the past. Town Manager, Rita Sinclair stated the Board of Assessors have the decision on taxing, or not taxing, property. Gerry Cormier explained the background of the golf course having been past president. Bill went on to explain the situation the club is in. (Audio Tape of April 20) Pat asked for recommendations from the Board. Steve suggested looking at the personal property list at another meeting to see what can be done. He has no problem abating land taxes. Gerry Cormier agreed to abating the land tax. He stated he had brought this up last year with the way the course was evaluated by the assessor that gave us the recommendations and it is a high price to pay. Maybe this needs to be looked at again. Are we assessing it the way someone around Portland would or are we looking at it the way someone here in Portage would. Personal property is another thing. You have to have specialized equipment to run the golf course. That equipment is expensive, so maybe we could look at doing something with the personal property. He then asked if the club was taking advantage of any tax benefits? Bill Nemer wasn't aware that there was anything available to them. Bill Nemer added that Mike Cote had given free lessons last summer based on Pat's request that the club do something to draw new members in. He also added that they had added to that by offering a free practice round. People from away don't usually come here to play as most have their own municipal golf course. Pat suggested they continue with their public relations to get people to come in. Mike Cote stated that membership was higher now than last year.

**A motion was made by Steve Belanger to abate the taxes on the land for 2005. Motion seconded by Gerry Cormier. Motion carries.**

Pat suggested that they look over their personal property rather than the buildings for their tax abatements. Bill stated he and Mike would go over their list of personal property and note when and how items were purchased. Thank yous were exchanged and all other than the Selectpersons and Town Manager left the meeting.

A motion was made by Gerry Cormier to accept the minutes of the April 6, 2005 meeting as written. Motion seconded by Steve Belanger. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

## **OLD BUSINESS:**

1. Easements For Carmichael & Sylvester - The Town Manager presented a purchase agreement between the Town of Portage Lake, Irving Woodlands LLC, and Prentiss & Carlisle Inc. **A motion was made Steve Belanger, and seconded by Gerry Cormier, to accept the offer from Irving and Prentiss and Carlisle and resolve the situation. Motion carries** Pat stated a special Town Meeting will be necessary for the land purchase.

2. West Road Estimates - The Board compared and discussed the estimates for ditching and where the ditching material could go. Pat will check with Seven Islands and Maine Woods to see if they need fill. Rita will contact Rich Hoppe and Jim Camp for more

information. A motion was made by Gerry Cormier to accept Pelletiers estimate of \$2.10 per linear foot for ditching on West Road. Motion seconded by Steve Belanger. Motion carries.

3. Office Window - The Town Manager reported that the odor from the window is not from the window but from inside the wall. Pat recommended contacting an Anderson agent for window replacement. Steve asked if it was from the window or the frame. Rita answered that it appears to be in the wall. Pat suggested cutting a piece if the sheetrock to see if it there was a leak.

4. Stumpage Receipts - The Town Manager reported that there is a difference in the amount received for stumpage and the amount reported on Laura Audibert's breakdown for pre commercial thinning. Pat suggested the Town Manager contact Laura to get a breakdown.

5. Backhoe Repairs - The Town Manager reported that there were extensive repairs for the rear end on the backhoe. The estimate was for \$4,747. Pat had given approval when he came in to sign a warrant. The parts have been ordered and the backhoe should be fixed by Thursday afternoon.

#### **NEW BUSINESS:**

1. Appointments for 2005 - The Town Manager presented a list of individuals and their offices for the Board to review.

A motion was made, and seconded by Steve Belanger, to appoint Lewis Cousins as Code Enforcement Officer, Building Inspector, Licensed Plumbing Inspector, and Health Officer. Motion carries.

A motion was made by Gerry Cormier, and seconded by Steve Belanger, to appoint Joe Chouinard as Animal Control Officer. Motion carries.

A motion was made by Gerry Cormier, and seconded by Steve Belanger, to appoint Rita Sinclair as Town Manager, Treasurer, Tax collector, Road Commissioner, and General Assistance Administrator. Motion carries.

A motion was made by Gerry Cormier, and seconded by Steve Belanger, to appoint Kathy Gagnon as Town Clerk, Registrar of Voters, Election Warden.

2. Transfer Station Location - The Town Manager reported that a transfer and deed that came in caused her concern. Randy Tarr, the Town's Assessing Agent, by wording of the deed changed the owner of the land the transfer station is on over to Timothy Goodblood. She will call Emery Pelletier to see why the deed reads "previously used" by the Town is aware the Town is still using the property as a transfer station. If all else fails, she will send everything to the Towns attorney for review.

3. Irving Request For Electronic Payments - The Board reviewed the letter received by the Town Manager. A motion was made by Gerry Cormier, and seconded by Steve Belanger, to accept the electronic deposit request. Motion carries.

4. Vacation Schedules - The Board asked that the Town Manager make a list of vacation dates for employees for their review.

#### **SELECTPERSONS CONCERNS:**

Pat brought the old truck and what the Board wished to do. Discussion followed on bid for 1980 International Town Truck with a decision to make \$5,000 the minimum bid. The Town Manager will write up a bid for the Boards review.

The Town Manager asked if the street sweeping should include Fox Hill and the Hathaway Road. Decision is to NOT sweep Fox Hill or the Hathaway Roads.

Pat mentioned a pot hole on the Hathaway Road across from Ted Condons field that needs to be repaired. All road cracks need to be filled or patched with cold patch.

Gerry reported that Adam Soucy's lawn needs to be cleaned up. When the culvert was opened the material was left on Adams lawn. The culvert needs to be rip rapped to keep it open.


Gerry asked when the transfer station was going to open. Rita said the plan was to open the first Saturday in May. Maine woods recycling hasn't set a date for grinding the wood that is there, but it needs to be done before we open.

Rita reported that she had been approached by Portage Construction for their site for demolition debris. They also reported that they would be willing to take the Towns debris for a fee. Rita stated that since they are not licensed to take household garbage that the Town would still have to pay the assessed amount to Eagle Lake.

Pat mentioned the lot (Map 20 Lot 21) that was foreclosed and how the Town should put that out for sale. Rita will send notices to abutting landowners. Pat asked that the Selectpersons plan on staying after the next meeting to do the Town Managers evaluation.

A motion was made by Gerry Cormier to adjourn at 9:15 P.M. Motion seconded by Steve Belanger. Motion carries.

**APPROVED:**

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**May 4, 2005**

**7:00 P.M.**

Call Meeting To Order

Approve Minutes of April 21, 2005 Meeting

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase
2. West Road Project
3. Office Window
4. Truck Repair
5. Transfer Station Location

**NEW BUSINESS:**

1. LD 1616 and 1625
2. NAWSP III Applications
3. Scholarship Applications
4. Wage Increases (Executive Session per 1 M.R.S.A., P 405 (6)(F)(G))
5. Managers Evaluation (Executive Session per 1 M.R.S.A., P 405 (6)(F)(G))

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**May 4, 2005  
7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectpersons; Rita Sinclair, Town Manager; Fern Wilson, resident and campground attendant.

A motion was made by Steve Belanger to dispense with the minutes. Motion seconded by Gerry Cormier. Motion carries.

A motion was made to take **BUSINESS FROM FLOOR** by Steve Belanger. Motion seconded by Gerry Cormier. Motion carries.

Fern Wilson expressed her concerns to the Board about that the increase in the fees at the campground. She fears losing customers because of the rate increases and there isn't anything there for the campers. Steve Belanger stated it that the fees compare to camping in the woods . There isn't anything nearby either. (store or restaurant)

Fern also mentioned the cost when families come in with additional tents. She doesn't allow them to all park in one campsite and she charges for a site per tent. She stated she feels that going from \$7.00 and \$8.00 to \$10.00 and \$15.00 is quite an increase. The majority of sites are on the grass which grows fast. Richard mows more often to keep the grass down. She stated she wants to keep people coming and feels a few is better than none. Steve asked if she had to turn people away on a holiday weekend. Fern responded that she tries to fit as many in as possible.

Chairman, Pat Raymond reported that discussion at Town Meeting warranted the increase in the rates. Most comments were that the rates were still too low.

Gerry Cormier informed those present that the golf course offered a 3 day pass. If anyone was staying longer after a lower rate, or perhaps a season pass. Steve Belanger stated that a campground in Bar Harbor offers a free day if you stay a week. Pat stated that if Fern were not at the campground, the Town would see a higher fee to have someone oversee the campground. Fern stated she still feels that the increase is excessive. Steve stated \$8.00 for an electrical site is too low. Fern suggested the rate for tenting stay at \$7.00 and increase the electrical sites to \$10.00. Pat and Steve mentioned other areas that are as rustic, if not more so, and charge more.

Gerry suggested rates for the campground be \$10 per day but decrease the amount for a longer stay. An example would be: instead of \$30 for 3 days, charge \$25; 5 days would be \$40 rather than \$50; 7 days would be \$60 rather than \$70. The same could apply to the electrical sites. One day would be \$15, but instead of \$45 for 3 days, charge ~~\$45~~, 5 days would be ~~\$60~~ rather than \$75, and a season pass could be \$120. Pat stated that a season pass could not be allowed to which Fern agreed due to migrant workers. More discussion followed. It was agreed to use the above prices and include that 7 days would be ~~\$60~~ rather than \$105.



Pat directed the Town Manager to type up a pass that shows the various rates. He stated he appreciated Fern's concerns and insights on what may happen. Fern reported that she realizes what the Town is paying for the campground, but when the mower is broke down, they mow and use their own gas. Pat reminded her that it has been stated before that she is to let the office know and it will be taken care of. Fern stated that Sandra does a great job of mowing and clean up. Pat agrees and stated that the liability has to go through the Town Office. Pat thanked Fern for coming. She thanked the Board for their time and left the meeting.

**Gerry Cormier made a motion to accept the adjusted rates for longer use as previously mentioned. Motion seconded by Steve Belanger. Motion carries.**

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

### **OLD BUSINESS:**

1. West Road Land Purchase - the Town Manager asked for the Selectpersons signatures on the Agreement for Purchase she had prepared for the land on West Road. They had reviewed it last meeting but had not signed it, therefore it didn't get sent out. Pat asked if a date had been set for a special Town meeting.

2. West Road Project - the Board agreed that the site needs to be prepared for ditching. Pat reported that Bob Vigue of Seven Islands has an area past the tracks behind the chip plant that could use fill. This would be as a last option. Pat mentioned the best site would be the discontinued portion of the old road. Town Manager, Rita Sinclair, reported that there are areas on West Road that could use some of the material to widen the road shoulder. It would also be within the Towns right of way. Jim Camp property at the mill site would also be a possibility. Pat stated the site needs to be preped, cut trees, shoot grades. Pat asked if we get the ditch done will we do more. If they are in the area, they may do it now. Discussion followed on materials and what else needs to be done. Rita will ask Pelletiers if they are aware of a start date on the project on Rt. 11 so that the Town can possibly get in on the road work.

3. Office Window - It has not cleared up on its own. As soon as we can

4. Truck Repair - the Town Manager reported that the 89 International needs a clutch. It has been adjusted as much as it can be. An estimate for the clutch kit is \$500 not including labor.

5. Transfer Station Location - The Town Manager reported that she has put in additional time on this as she was concerned and didn't want to take anything for granted. She received a letter from Timothy Goodblood regarding the transfer station and a new agreement. He wants to be able to put a camper in there. Gerry Cormier asked the manager if she had talked with the lawyer. Rita responded that she had not as she wanted

to send the paperwork yet as she was still assembling information (the old deeds, called Emery Pelletier about the wording of the Quitclaim Deed to Timothy Goodblood, called Department of Environmental Protection in Augusta for their file on the site as the Presque Isle office believed the Town owned the property before it was licensed for a transfer station) pertinent to the property. Gerry asked where the Town stood legally and Rita responded that nothing is any different than it was before. Gerry stated that she (the manager) had been agreed at the last meeting that she would talk to the lawyer. She felt that possibly the Town wouldn't have to go that route. Gerry asked how legal the paperwork is. Rita responded that it is a recorded deed. After more discussion, Gerry stated his concern was, how legal is the Quit Claim Deed? Pat stated that basically, Timothy Goodblood is stating that he has the rights to the property and wants an agreement with the Town and himself for the transfer station. Pat stated that all the paperwork needs to go to the lawyer and have an agreement with him granting the Town use of the land for the transfer station. Rita stated that had she not received more information, she would have sent what she had to the lawyer.

The Town Manager reported that the Town will be receiving a building for household hazardous waste. She stated she had asked Jim Nadeau if he would apply for a grant that was available to the Towns. He stated he would look into it. She received a phone call this week informing her that a building was going to be delivered within a few days. Steve asked if it would be a metal building to which Rita responded that Jim didn't mentioned it. Steve stated if it were metal it would be maintenance free.

#### **NEW BUSINESS:**

1. LD 1616 and 1625 - The Town Manager presented the Selectpersons with the two bills introduced to Legislature regarding tax reform, particularly the Homestead Exemption, asking that the state to delay the exemption amount until 2006. LD 1625 is trying to get the state to reimburse the full amount of the homestead exemption.

2. NAWSP III Applications - The Town Manager presented a copy of the Northern Aroostook Well and Septic Application to the Board. She informed them that these applications had been mailed out to everyone who had participated in the pre-application survey and that she had applications available in the office.

3. Scholarship Applications - the Town Manager presented 2 scholarship applications to the Board for their review. One was submitted by Rueben Caron and one from Mark Corella.

4. Wage Increases(Executive Session per 1 M.R.S.A., P 405 (6)(F)(G) - **A motion was made by Steve Belanger to enter into executive session at 8:45 P.M. for item 4 and 5 of the agenda. The motion was seconded by Gerry Cormier. Motion carries.**

5. Managers Evaluation(Executive Session per 1 M.R.S.A., P 405 (6)(F)(G)

**A motion was made by Gerry Cormier to come out of executive session at 10:45 P.M. Motion seconded by Steve Belanger. Motion carries.**

As a result of the executive session, **a motion was made by Gerry Cormier that there would be no wage increases, except for Rena (\$8.00) and Sandra (\$8.00). Motion seconded by Steve Belanger. Motion carries.** The Town Manger asked why there was no discussion on the wage increases. She felt that a little something was better than nothing. Pat responded that rather than a wage increase, the insurance increases are paid by the Town for all full time employees.

**SELECTPERSONS CONCERNS:**

Pat Raymond - received a complaint from Paul Nason about the office being closed on Friday. He also complained about the Fire Truck (tanker) being left outside when it could be stored in the Public Works garage. The Town Manager said she had listened to Mr. Nason and when he became argumentative, she advised him to attend the Selectpersons meeting to air his complaints.

Steve - a sign to post meetings for the public to see. What would the cost be?

Gerry - more should be done to let the Town know what is going on.

A motion was made by Gerry Cormier to adjourn at 11 P.M. Motion seconded by Steve Belanger. Motion carries.

**APPROVED:**

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
May 18, 2005  
7:00 P.M.**

Call Meeting To Order

Approve Minutes of April 21 and May 4, 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. Fire Department Concerns
2. West Road Land Purchase
3. West Road Project
4. Transfer Station Location
5. Ordinance for Road Weight Limits
6. Managers Evaluation (Executive Session per 1 M.R.S.A., P 405 (6)(F)(G))

**NEW BUSINESS:**

1. Trash Removal Bid
2. CEO Findings on Demolition Permit
3. Proposal for Electrical Work on Municipal Building

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**May 18, 2005**

**7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Steve Belanger and Gerry Cormier, Selectpersons; Rita Sinclair, Town Manager; Dave Bolstridge, Fire Chief; Brian Cote, Harvey McLennan, Shawn McLennan, Perry Charette, Brad Boutot, of the Portage Lake Fire Department.

A motion was made by Steve Belanger to accept the minutes of May 4 as written. Motion seconded by Gerry Cormier. Motion carries.

A motion was made by Steve Belanger to table the minutes of the April 21 meeting until Business From Floor. Motion seconded by Gerry Cormier. Motion carries.

**BUSINESS FROM FLOOR:** None

**OLD BUSINESS:**

1. Fire Department Concerns - Fire Chief Dave Bolstridge stated he had heard that his raise was going to be discussed and felt he should be present. Pat Raymond stated he was surprised by this. Town Manager, Rita Sinclair, reported that she didn't believe the Board was aware that the Fire Department budget included a raise. All three Board members stated they had not heard of this. Rita reported that she had been asked by Gerry Cormier to bring this to the Selectpersons meeting. Gerry reported that he had two people come to him with concerns. Gerry stated that the Board had decided that other than the part time employees, there would be no raises. Pat agreed, but stated that the fire department budget was set in stone. Pat stated he was under the assumption that Dave would still get the \$2,500 stipend. Dave reported that they (fire department) voted back in April to increase his wages to \$3,500. He was told in years past that the fire department had the say over their wages and raises within the budget. The Town Manager stated that there was some miscommunication because it was brought to her that when you brought up your raise you stated either the selectpersons had approved it, or you were going to the selectpersons to see if they approve it. Dave stated that this is the way it has always been done. Steve Belanger asked if there were increases for all the officers. Dave said no because his responsibility as chief had increased. Pat stated that the fire department budget is already set. How the raises are decided is unknown to him. The Town Manager stated that when this was brought to her and it involved the Board, she felt they should be made aware of it. Pat stated that the stipends were not broken out of payroll. Gerry stated that the Board approved the budget prior to it going to the vote of the Town. Perry Charette informed the Board on new requirements for training for fire departments. This is an OSHA guideline for the department.

Brian asked how many firemen are fire fighter I certified in this department. Dave responded that they had one female that is certified. If he (Dave) feel that a firefighter is qualified, he will send him in. Pat thanked the firemen for coming in.

Suggestions were made for the breakdown of the next budget for the fire department. Gerry asked if there was a Town policy in place for this. Rita stated that in the Towns she had worked in the departments decided what the wages would be based on their overall budget. Gerry asked that the Town Manger contact other Towns to see how their fire department budgets are handled. Discussion followed on stipends and how expensive it is to run Portage's fire department.

A review of the minutes of April 21, 2005 was completed by the Selectpersons. Pat asked if the foreclosed property has been advertised. Rita responded that she has letters to the abutting property owners, but has not placed an ad. She stated the lot is not a buildable lot and there is no well or septic. Pat stated that everyone should have a chance. Rita stated she would place an ad in the Star Herald. The Board would like to look the electronic payment/direct deposit request from Irving. A motion was made by Gerry Cormier to accept the minutes of the April 21, 2005 meeting as written. Motion seconded by Steve Belanger. Motion carries

2. West Road Land Purchase - No response to letters sent stating breakdown of purchase by percentage of ownership. June 15 is scheduled for a Special Town Meeting.

3. West Road Project - The Town Manager reported that Pelletiers had been to look at the site. There are some trees to be cut by Maine Public Service or Thompson's Tree Service as they are too close to the power lines for public works to cut. Also, Maine Public needs to look at the poles to see if they need to be relocated. While Pelletier was looking over the site he made a proposal to do the seeding and mulching as they completed the ditching for the day. Discussion followed on where ditching material can be dropped. Rita reported that Vaughn had marked some areas on West Road that could use fill in order to widen the shoulder of the road and level off areas on the roadside that we have mowed. She will notify property owners so that they are aware of what is being done. She presented the proposal from Ed Pelletier & Sons, Co. for the Selectpersons to review. She stated she doesn't believe public works can do it any cheaper as they would have to do this after ditching stopped for the day. **A motion was made by Steve Belanger to accept Pelletier's proposal of \$2,500 to provide the materials, and to seed and mulch the ditch. Motion seconded by Gerry Cormier. Motion carries.**

4. Transfer Station Location - The Town Manager reported that all paperwork has been sent to the Towns Attorney, Richard Solmon.

5. Ordinance for Road Weight Limits - The Town Manager asked if Gerry was going to file a formal complaint so that she can contact the sheriff's department to pursue this. The officer she spoke with stated that you had to be able to name the driver in order for them to write a summons. Gerry stated he would not as he did not see the driver. Steve asked if the Town ever had an ordinance. Rita responded that she has looked and can

find nothing to that effect. She has followed the practice of the previous managers. Steve then asked if we were just putting them up for nothing. Rita responded, not really. She has had three other residents call to see when the postings would be lifted because they needed to have cement and/or gravel delivered. The only ones that didn't was Portage Construction. She has called several other communities and none of them have an ordinance. Other Town Managers feels as she does, that is the majority of the people will respect the postings. The Selectpersons can do this at a public meeting. It does not have to go to a Town Meeting. Gerry feels it is the Boards responsibility to send a message to this individual with respect to the Town giving him a formal notice of violation. We need to send a letter from the Board letting him know that the next time he decides to ignore the posted limit signs, he will be prosecuted with the Town Ordinance to the full extent of the law. Pat asked about an ordinance for the limits. Rita stated she has started writing one for the Town. Pat asked that it be on the agenda for the next meeting. **Gerry Cormier made a motion that Rita write a notice of violation to Portage Construction. Steve Belanger seconded the motion. Motion carries.**

The Town Manager presented information to the Board on engine brakes for them to read at their convenience. She included M.D.O.T.'s response to this, as well as MMA's legal departments input. She has a quote from the Sign Shed for signs the size of Ashland's' for \$120 per sign. This would be voluntary compliance. Rita asked if the truckers didn't use the engine brakes, how fast would they go through Portage? Gerry suggested sending letters to the trucking companies expressing concern over the speed that their trucks travel through town, and as a Town, we want you to inform you that you will be held liable along with your driver. If it comes from the Selectpersons of the Town, it may get their attention. Steve feels that if we are not going to adopt an ordinance to enforce the signs, why waste the money for the signs. Pat stated legitimate concerns of the speed going through town if they don't use the brakes. **A motion was made by Steve Belanger to purchase two "No Engine Brake" signs. Motion seconded by Gerry Cormier. Motion carries.**

6. Managers Evaluation (Executive Session per 1 M.R.S.A., P 405 (6)(F)(G) - The Town Manger requests that this be tabled until a later meeting as she has not completed her response to her evaluation. She also stated that she feels the Board is not aware of some of her duties and responsibilities. She will also prepare a statement of what has transpired in the 5 years she has been here and how she hopes to see changes for Portage in the coming years .

**OTHER:** Campground permits - The Town Manager has prepared a list of fees to go along with the existing permits. Since we have so many already printed, it would be a waste to throw them away. Also the fees that were recorded at the last meeting, do not coincide with the savings for staying more than 2 days. The Board reviewed the fees and corrected the amounts for additional days. Gerry adjusted the rates in the minutes of the May 4, 2005 meeting to correct the electrical sites. **Gerry Cormier amended the motion for the Campground Fees to reflect the corrected rates for the electrical sites. Motion seconded by Steve Belanger. Motion carries.**

**Electrical Sites Rates are: \$15 for 1 day, \$40 for 3 days, \$60 for 5 days, \$80 for 7 days.**

The Town Manager reported vandalism at the outhouse at the campground. The toilet seat is broken and the riser is bent. Rita stated she would see if the riser is repairable and purchase a new seat.

#### **NEW BUSINESS:**

1. Trash Removal Bid - A bid for trash removal has been received from 3 Sister's Sanitation. The Town Manager had not requested bids. Pat recommends contacting D.C.'s Trash Away for a new bid.

2. CEO Findings on Demolition Permit - The Town Manager presented Lewis Cousin's report on the demolition on Zephyr Drive. It was a permitted demolition. Discussion followed on what the Board feels should be done. The Board agrees that the site should be inspected before the ground is covered. The Town Manager reported that the debris had been taken to Ft. Fairfield. Pat wasn't aware that it was hauled off; he thought it was buried. Gerry asked how they would know that, it wasn't inspected. Pat agreed. Rita will take this to Lewis so that he will be aware of the Selectpersons concerns. Gerry recommends a requirement be added to the demolition permits limiting when the demolition can be done and that the site must be inspected. Rita will prepare something for the Boards approval.

3. Proposal for Electrical Work - Underwood Electric's proposal for the outside lights was reviewed by the Board of Selectpersons. Rita reported that if they do all the lamps, it would cost \$250 to \$300. We are not sure of the fixture on the back of the building. If that needs to be replaced, it will cost \$250, depending on the fixture. Pat asked how many lights were needed. Rita said she thought 5 or 6, but doesn't know if any fixtures need to be replaced. Steve suggested that Public Works purchase the sodium bulbs and replace them. It may be the light bulbs are old and will not work all the time.

**OTHER:** The Town Manager reported that FEMA had reviewed the paperwork she submitted for the two winter storms and had reimbursed the town a total of \$4,182.42.

#### **SELECTPERSONS CONCERNS:**

Gerry - 1.) Tennis court nets. Rita reported that they are already up.


2.) Basket ball court paint - Rita reported that the court will not be painted, just striped. Gerry asked if it should be sealed before it is striped. Pat stated that there are two ways of looking at this. some say if you seal it the water has no way of getting out. Rita will see what she can find out.

3.) Gerry asked about the school budget and if the manager had heard anything. Pat reported that the finance committee will be making their recommendations at the next meeting. Discussion followed on the budget.



A motion to adjourn was made by Steve Belanger and seconded by Gerry Cormier. (Time - 2 hours)

**APPROVED:**

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**June 1, 2005**

**7:00 P.M.**

The meeting was called to order at 7:00 P.M. by Acting Chairman, Gerry Cormier.

Present: Gerry Cormier and Steve Belanger, Selectpersons; Rita Sinclair, Town Manager; Roland Caron, Superintendent of MSAD #32.

Steve Belanger made a motion to dispense with the regular meeting. Motion seconded by Gerry Cormier. Motion carries.

**NEW BUSINESS:**

2. M.S.A.D. #32 Warrant - Roland Caron presented information on the school budget to the Selectpersons. The Town Manager presented the Warrant for the MSAD #32 School Budget to the Selectperpersons for signatures. Roland stated that his reason for coming was to explain the reason the budget went to the Ashland Council before it went to any of the other towns in the SAD. This has been a requirement of the Ashland Council as they claim it was in their charter. He stated that this existed when the town had its own school, but no longer applies as the SAD stands separate from the town. In the future, the warrant will be presented to all towns within SAD #32. He asked if there were many questions in the community. The Town Manager reported that several people had stated the numbers didn't add up. Roland explained that budget cuts had been made and this wasn't acceptable to the teachers and parents in the communities. This is why the \$200,000 was added back into the budget. He went on to explain the Essential Program Services and how that affects the budget. He also mentioned the Maine Education Data Collections System and that this will allow Augusta to monitor everything the school does from the number of teachers, how many students each teacher has, what the teacher teaches, if the teacher is certified to do that job, and what is expended in each program. There will be no more moving funds from one area to another. Roland went on to explain the changes in numbers of teaching positions, stating the number is less than originally planned. He stated that the budget is more than allowed by the EPS, but if that is the will of the people, that's fine with him. Roland reported that he was trying very hard to get a new K-12 school building here. The drop in the number of students is going to influence that decision. He stated that what the community needs is a housing project to bring people in rather than have them travel the distance with the escalating price of fuel work here and not be able to be home in time to see their children in school activities. Roland stated that as a result of the new budget, Portage will result in a \$53,513.33 decrease in local assessment from last year. The total decrease from last years budget is \$258,668. Rita Sinclair asked what Portage's total will be for the coming year. Roland stated that Portage's share would be \$311,968.87. Gerry recalled that last years was \$360 thousand. Rita added that was because the town is not on the same fiscal year as the school. Discussion followed on what the state is requiring, how the allocations are made, what

was needed to reach the cap for education, and how few people get involved in the budget meetings. Roland reported that he can't continue to run a school that was built to service 500 students and has only have 350. Teachers teaching half a day and getting full salary is not fair to the tax payers. Gerry asked if this budget doesn't pass, what is the time frame. Roland responded he would have to do another budget in less than 30 days. Gerry thanked Roland for coming in and Roland told the Board not to hesitate to call him if they have questions.

**BUSINESS FROM FLOOR: None**

The minutes were tabled until next meeting as the copies were not ready.

The Treasurers Warrants were reviewed and signed by the Selectpersons. Steve asked about the payment for the groomer. Rita explained that amount was from a grant received by the club and applied to principal on the groomer loan.

**OLD BUSINESS:**

1. West Road Land Purchase - No response from Irving and Prentiss & Carlisle. Rita presented the Warrant for a Special Town Meeting on June 15th to purchase the land on West Road for the Selectpersons signatures. The Warrant will be posted tomorrow. Rita explained that she had discussed the amount requested with Pat Raymond. The article asks for \$8,000 which should be more than enough to cover the purchase, survey, and the attorney fees involved. Any remaining money will go back into the stumpage account.

2. West Road Project - The Town Manager reported that Pelletier Construction was scheduled to start Wednesday the 8th.

3. Transfer Station Location - The Town Manager has not heard from the Town's attorney. She has spoken with Lou Pizzuti of DEP and he recommended that she write Timothy Goodblood to advise him that he will be held responsible for any leachates from the landfill, and that DEP will assist the Town for clean up, but funding is not available for individuals.

4. Ordinance for Road Weight Limits - Not completed. Gerry asked about the letter of notification for Portage Construction Co. The Selectpersons reviewed and signed the letter.

5. Trash Removal Bid - No response from D.C.'s Trash Away. The deadline for a bid is the 3rd of June.

6. Demolition Permit Requirements - The Town Manager presented a Notice of Requirement for a Demolition Permit. Gerry asked if this would replace the existing permit. Rita responded that it would accompany the permit that Lewis issues. Gerry stated his concern over what a contractor might do if the opportunity presented itself.

Steve stated he would be more concerned with an old oil tank being buried with oil still inside.

#### **NEW BUSINESS:**

1. M.S.A.D. #32 Warrant - Previously done. This warrant will be posted June 2, 2005. Discussion followed on when a copy of the budget will be received by the townspeople and how little time there has been in the past to review the budget in order to ask legitimate questions at the public hearing. Steve said the 70% valuation and 30% student population formula is still used.

2. Special Town Meeting Warrant - Previously done.

3. Foreclosed Property Sale - June 15 - The deadline for sealed bids is 4 p.m. on June 15, which is the date of the next Board meeting. Steve asked if any bids had been received, or any interest expressed. Rita responded that she has received one bid to date.

4. Managers Vacation - July 5-8 and 11 - The Town Manager would like to take the week of the 11th, but feels that a Board meeting needs to be held in that week. Steve stated he would be on vacation the first week in July and Gerry thought he would be too.

5. Town Clerk Vacation - July 18-22 - Kathy will be on vacation on these date.

6. Presentation of 3 Scholarships, June 3 at 7 PM - The Town Manager asked if one of the Selectpersons would be willing to present the scholarships. If not, someone from the guidance office would do it. Scholarships will be going to Rudy Caron, Mike Corella, and Jim "Buddy" Collins. Steve stated he would be willing to do the presentations if he could get good seats.

#### **CONCERNS:**

Steve - Has Fern said if she had lost any customers because of the fees? Rita responded that Fern reported that she lost

Bids on old truck. Rita reported that although interest was shown there have been no bids to date.

Sign at Irvings is what the Town needs to look into. Rita will call the Irving office to see if she can get more information.

Outhouse on beach - Will the outhouses be turned around and make a wall instead of doors? Rita reported that public works will be turning the outhouse around and putting the doors on. They will be completing that project in the next few days.

Gerry - Check window for private property sign at seaplane base. What about the dock? Rita reported that the dock has not been put out yet. She hasn't checked the sign in the

window, only the one for private property on the chain, which, she believes was put there by Soucy's.

Rita - Has any one noticed the rock that Cubby is using in the ditch beside his house. Gerry suggested sending him a letter to thanking him for improving the looks on Main Street.

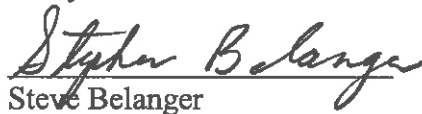
Drop box for office that might make things more efficient for the office. It would be nice to have a drop box installed for residents who leave early in the morning and don't return until after the office has closed, or who have errands to run and can leave the information to have transaction completed when they return. Gerry responded that if it sticks out from the building, it will get ripped off. Rita stated that this would be mounted flush on the wall and just a slot to drop an envelope in with a box on the inside to hold the paperwork. Gerry suggested it would be something to explore.

A motion was made by Steve Belanger to adjourn at 8:45 P.M. Motion seconded by Gerry Cormier. Motion carries. (Time 1 hr. 45 min.)

APPROVED:

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**June 15, 2005**

**7:00 P.M.**

Call Meeting To Order

Approve Minutes of May 18, and June 1, 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. Foreclosed Property Bids
2. Truck Bids
3. Trash Removal Bids
4. West Road Project
5. West Road Land Purchase
6. Transfer Station Location
7. Ordinance for Road Weight Limits

**NEW BUSINESS:**

1. Dogs on Beach/Playground
2. Town Truck
3. Clerks Networking Day, July 29, 2005
4. Quit Claim Deed

**SELECTPERSONS CONCERNS:**

**SELECTPERSONS MEETING**  
**JUNE 15, 2005**  
**7:00 P.M.**

The Meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chair; Steve Belanger and Gerry Cormier, Selectpersons; Rita Sinclair, Town Manger; Lawrence and Mike Pinette, Grace Nason, Kathy Hoppe, Tracey Snow-Cormier, Anmy Collins, Residents.

A motion was made by Gerry Cormier to table the minutes of the previous meeting until those present have been heard. Steve Belanger seconded the motion. Motion carries.

**NEW BUSINESS:**

1. Dogs on Beach/Playground - Tracey Cormier asked if the signs for "No Dogs Allowed" at the playground area be changed to allow dogs on a leash until they get to the water, let them loose to get into the water, and then back on the leash to get them into the vehicle. She said if poop was the concern, then a poop station would get people to clean up after their dogs. Pat stated what had been reported to him about the poop on the beach and in the park with little kids running around. He stated that they are professional dog trainers and would clean up after their dogs, but most people won't do that. Steve suggested taking the dogs to the seaplane base. Tracey stated there was too much hub-bub there. She was uncomfortable with going there when there were people around. Kathy stated there was a lot of sawdust there and that would get into the dogs coat and be difficult to get out. Pat stated he saw their point, but they are in the minority. Most people don't care about cleaning up after their dogs. Amy Collins reported that when she was Animal Control Officer there was a big issue with dog poop, dogs chasing kids, getting their balls, and frisbees. The Town Manger reported that she had a grandmother who had a dog scare her grandchildren. Grace stated that if there were no big cost, why shouldn't the Town put in a poop station so people can clean up after their dogs. Kathy Hoppe asked why they should be penalized for those few who don't clean up after their dogs. Pat stated that was not the case. Steve stated that there is other access to the lake besides the playground and beach, such as the seaplane base, the boat landing, and the Hathaway Road. Kathy answered the boat landing is dangerous because of the boats and fishing lines. She went on to say that there was no problem in Presque Isle at Mantle Lake. There isn't an officer there to enforce people cleaning up after their dogs. Steve responded that there are officers that could respond quicker than one could in Portage. She stated she has never asked anything of this town and she is being denied access. More discussion followed with Gerry stating that the ordinance would have to be looked at and then we would get back to her.

## **BUSINESS FROM FLOOR:**

a) Amy Collins questioned why the trucks were using West Road. Pat responded that major repairs were being made to the new road and then the trucks would be going the other way. It will take time for them to re-train the drivers to go follow the rules.

b) Lawrence Pinette reported that his culvert is rotten and his driveway is caving in. He said it needs a whole new culvert, but Rita told him the town would replace his culvert but it would not repave the end of the driveway. Rita again stated that the Town is responsible for replacing the culvert, but not the pavement. Pat stated this would have to be researched. Lawrence asked if the Board would know by the next meeting. Rita answered it would. Pat asked if the driveway was so that he could not get in. Lawrence stated that the culvert might last another year or so.

c) Grace Nason asked what happened to the trees in the Town Square. She said they look horrible. Rita responded that the trees at the beach are just starting to come back. Grace asked what happened. Rita said the deer have gotten to them and it could be that they just won't come back. A decision needs to be made to remove and replace them. It would have to be something that is acceptable to the railroad as they do not want anything that will obstruct the view of the tracks. Discussion followed about what type of trees or shrubs to plant. Rita stated that whatever is planted can not be too tall. the railroad is very particular about this. They prefer to have a 300 foot diamond shaped clearing at the crossings so that they can see and be seen. Suggestions were made and this will require more time.

d) John Robertson stated he had only been here 10 minuets and wouldn't want the selectmens jobs. He stated he doesn't attend to many of these sessions, but he did see the "No Engine Brake" signs. John went on to tell how dangerous his driveway is and to read about the "Jake Brakes" and what their use means to him. Taxpayers money is being spent on something unenforceable. He feels that the Board should have taken this issue to the Townspeople rather than make that decision themselves. Pat responded that some complaints had been received and Rita researched the engine brakes sign. There is no ordinance to enforce. It is a request for consideration from the truck drivers to not use the engine brakes. Information received from DOT states that more than likely the noise is not from the engine brakes, but from an inadequate exhaust. John is right, it should have been a consideration of the Town. Rita stated that she contacted DOT and Maine Municipal Associations legal department and found that there is no way of enforcing the signs. It would be a courtesy only. John stated his annoyance at nothing being done. The state is asking trucks to gear down and the Town is asking them not to. Gerry stated it would be best to remove the signs and bring it to a vote of the people at a Town Meeting. **Gerry made a motion to take down the signs until we bring it up at a Town Meeting and get everyone's opinion. Motion seconded by Steve Belanger. Motion carries.**

## **OTHER:**

Gerry Cormier - Update on Buffer Projects: Amy reported that the grant had to be closed out to prevent losing the funds. The projects used to close the grant were things previously done by the Town and qualified for lake preservation. Gerry asked Amy what the projects were. She responded the ditching on Hathaway Road qualified. Pat asked where the ditching was done on the Hathaway Road. Rita responded it was from the



tracks to the lake. Amy stated that the Town would be reimbursed through the grant for what had been done. Gerry asked what the other projects were. Amy stated that the work at the campground to prevent run off. Rita explained that it was again ditching to direct the water into the woods rather than it running across the campground and down the boat landing into the lake. Gerry asked Amy why people who were promised a certain amount of money (60/40) could have purchased materials and held that buffer. He reported that Mark had given his parents a plan and a copy of that to Amy. Amy stated that Mark Russell had looked at the area and sketched plans for the buffer. Nothing happened after that. She stated that Mark had given the sketch to the Cormiers and she did not get a copy. DEP had called and requested the final report to close out the grant and no new projects were to be started. Gerry asked the Town manager for an itemized billing of the cost of those projects. Rita asked Amy for a copy of the final grant. Amy will bring one in. Amy reported that there was \$25,250 in grant money and \$19,000 (estimated) for matching funds. Amy went on to mention the different projects that were completed. Gerry asked when we received money for the Hathaway Road. Rita stated that she didn't know the Town would be reimbursed until the grant was closed out. Explanations followed on the meeting to gather information for the projects that qualified for water quality issues. Gerry asked if the Town Manager was part of that meeting, to which she responded that she had to pull the files to get the information. Amy stated that this was necessary to do the final report in order to receive the balance of the grant money.

Pat returned the meeting to the agenda.

Pat asked if there were any questions on the minutes of May 18, 2005 meeting. He then asked if the Town Manager had gotten any information on practices of other fire departments.

At this point Grace Nason, Wilza and John Robertson entered the room and reported that the trees in the Town Square had been cut, not eaten by the deer. Further remarks were made regarding who cut the trees, that B & A RR had asked to have them cut, and that someone from the Town had authorized Peter St. Peter or Dan Higgins to do the cutting. The Town Manager stated that no one from the Town had authorized the trees to be cut back. The RR had been in and said the trees were an interference with the visibility of the track. She heard nothing more after that. Grace asked if something would be done before the centennial. More discussion followed on what was done and what could be done. Grace feels that whoever cut those trees should be made to remove and replace them with similar trees. At this point Grace, Wilza and John left the meeting room.

Pat asked about the fire departments budget and decided to discuss it under Concerns.

A motion was made by Gerry Cormier to accept the minutes of the May 18 meeting as written. Motion seconded by Steve Belanger. Motion carries.

A motion was made to second the minutes of the June 1, 2005 meeting as written by Steve Belanger. Motion seconded by Gerry Cormier. Motion carries.

The Treasurers Warrants were reviewed and signed by the Selectpersons.

## OLD BUSINESS:

1. Foreclosed Property Bids - The Town Manager presented three bids to Chairman, Pat Raymond. Pat opened the bids and they were read as follows: James Collins, \$750; George Sullivan, \$650; and George Smith, \$1,500.01. **A motion was made by Gerry Cormier to accept George Smith's bid of \$1,500.01 for the lot on Birch Point Drive. The motion was seconded by Steve Belanger. Motion carries.** Pat asked for a time frame for the acceptance of the bid. Rita stated that she would allow 10 days for Mr. Smith to make payment and then 5 days for the check to clear the bank. Pat asked if that failed if they could accept the second bid. The Town Manager responded that it could.
2. Truck Bids - There were none submitted. Pat asked the Boards input for putting it out to bid with no minimum bid required. He asked that the truck be set aside until the bid process is complete. **A motion was made by Steve Belanger to put the truck out to bid again with no minimum. Motion seconded by Gerry Cormier. Motion carries.**
3. Trash Removal Bids - There were two bids submitted. One from 3 Sister's Sanitation for \$672 per year and the second from D.C's Trash Away for \$640 per year. **A motion was made by Steve Belanger to stay with D.C's Trash Away. Motion seconded by Gerry Cormier. Motion carries.**
4. West Road Project - Have not started due to the rain. Pat asked if Rita had mentioned that the Town may want to extend that project. She responded that she had and had also received information from the state on their project on route 11 which may be more cost effective. Pat asked if the Town should pursue the project now. The Town Manager recommended waiting until spring to see if the ditching was going to help dry out the roadbase to see what the soil would do. The Board was agreeable to waiting until spring. Pat asked if there were any holdups. Rita reported that she had public works get some ledge at the Town pit to make the stock pile area accessible. Vaughn had reported that his pick up sunk in the mud so something needed to be done in order to hold a loaded dump truck.
5. West Road Land Purchase - The Town Manager reported that she had spoken with Jim May, who reported that as far as he knew his superiors were agreeable to the purchase. Pat stated that the paperwork needs to be sent to the Towns attorney. Steve asked if it would be surveyed. Rita asked the Board if they wished to go with the same surveyor who did the easement survey. Pat requested that the Town Manager contact other surveyors to get prices and go with the best price.
6. Transfer Station Location - The Town Manager reported that she had received a letter from the Towns attorney stating that there are no definite as research is still being conducted. Copies were distributed to the Selectpersons for their review. Pat feels that the attorneys letter is a positive sign. Discussion followed on how the lot was originally divided from the Ministerial School Lot.

7. Ordinance for Road Weight Limits - The Town Manager has not completed this yet.

**OTHER:**

The Town Manager presented the paperwork from Irving for direct deposit again as she questioned the wording of the form that she was filling out. She asked for the Boards input. Pat said it sounds as though this should be filed. Other Selectpersons agreed.

Steve asked about stain for Transfer Station Building. The Board suggested a light color for the building. Steve would go with a stain as it would last longer. Pat will leave it to the Town Managers discretion.

**NEW BUSINESS:**

1. Dogs on Beach/Playground - Previously done.

2. Town Truck - Done

3. Clerks Networking Day, July 29, 2005 - The Town Manager reported that Kathy requested to attend this workshop. **A motion was made by Steve Belanger to send Kathy to Clerks Networking Day in Presque Isle. Gerry Cormier seconded the motion. Motion carries.**

4. Quit Claim Deed - The Town Manager presented a Quit Claim Deed for Leach. this property had gone to foreclosure but the owner has since paid off all taxes due. the Board signed the Deed.

**SELECTPERSONS CONCERNS:**

Gerry Cormier - Budgets for Fire Department. The Town Manager presented information from Ft. Kent and Ashland. She hasn't heard from Mark Berube from Eagle Lake on their budget. Pat said the Board should sit down and discuss this with individuals or the whole department. Rita will check on their by laws.

Steve Belanger - None

Pat Raymond - Road

Gerry Cormier - Trees in Town Square.

Rita Sinclair - Bear Bait Permit - The Town Manager presented a permit for 2005 to the Board. **A motion was made by Gerry Cormier and seconded by Steve Belanger for a Bear Bait Permit for Brian Traverse on Oak Point. Motion carries.**

**A motion to go into Executive Session was made by Gerry Cormier at 9:08 P.M.  
Motion seconded by Steve Belanger.**

**A motion was made by Steve Belanger to come out of Executive Session at 9:12 P.M.  
Motion seconded by Gerry Cormier. Motion carries.**

A motion was made by Gerry Cormier to adjourn at 9:15 P.M. Motion seconded by Steve Belanger. Motion carries. (Time 2 hrs. 15 min.)

**APPROVED:**

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**June 1, 2005**

**7:00 P.M.**

Call Meeting To Order

Approve Minutes of May 18, 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase
2. West Road Project
3. Transfer Station Location
4. Ordinance for Road Weight Limits
5. Trash Removal Bid
6. Demolition Permit Requirements

**NEW BUSINESS:**

1. M.S.A.D. #32 Warrant
2. Special Town Meeting Warrant
3. Foreclosed Property Sale - June 15
4. Managers Vacation - July 5-8 and 11
5. Town Clerks Vacation - July 18-22
6. Presentation of 3 Scholarships, June 3 at 7 PM

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SPECIAL  
SELECTPERSONS MEETING  
June 29, 2005  
7:00 P.M.**

Call Meeting To Order

Approve Minutes of June 15, 2005 Meeting  
Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase - Pass
2. West Road Project
3. Transfer Station Location - Update
4. Ordinance for Road Weight Limits - Pass
5. 1989 International Truck Repair
6. Dogs on Beach/Playground
7. Tourism Committee - Update
8. 319 Grant Final Report

**NEW BUSINESS:**

1. School Board Resignation
2. School Board Appointment
3. Civil War - Addition to Honor Roll
4. 1978 Ford Truck
5. Roadside Mowing Proposal
6. Hay Purchase for Mulching
7. Veterans Exemption Application
8. Aroostook County Emergency Management Agency (ACEMA) Letter of Support

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SPECIAL  
SELECTPERSONS MEETING  
June 29, 2005  
7:00 P.M.**

The meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectpersons; Rita Sinclair, Town Manager; Grace Nason, Wilza Robertson, Tourism Board; and Sarah Brooks, Nashville resident.

The Town Manager asked that the minutes of last weeks meeting, June 15, be tabled until the next meeting. Motion by Gerry Cormier. Second by Steve Belanger. Motion carries.

A motion was made by Steve Belanger to table other business until those present have been heard. Motion seconded Gerry Cormier. Motion carries.

**NEW BUSINESS:**

3. Civil War Addition to Honor Roll - Sarah Brooks presented information on Portage Lakes Civil War Veterans she found while looking for information for Ashland's Civil War Re-enactment during Ashland's Summerfest. With this information at hand, Sarah asked if Portage Lake would want to update their Honor Roll. Steve Belanger stated the budget would have to include an amount to have an addition to the Honor Roll at the next town meeting. Pat thanked Sarah for bringing this information to the Board.

**BUSINESS FROM FLOOR:** None.

**OLD BUSINESS:**

7. Tourism Committee - Update by Grace Nason on the Pig Roast. Grace reported that decisions for the pig roast were made before the Tourism Board had fully formed. that has changed and now they feel they are at a point where they can sponsor. Grace would like to this group to be "Tourism for Townspeople". Wilza asked if the Board had any questions. Gerry Cormier stated he believes they've got a good start. Grace presented her idea for a caboose or Pullman car from the railroad to use as a historical site or museum for artifacts.

The meeting was returned to the order of the agenda by Chairman, Pat Raymond.

**OLD BUSINESS continued:**

1. West Road Land Purchase - Nothing new to report.

2. West Road Project - The Town Manager reported that Pelletier's work is completed. Public Works still has touch up work to do on the sides of driveways. Stockpiled materials will be used to do more shoulder work and, once completed, the stockpiled are will be cleaned up and smoothed out.

3. Transfer Station - The Town Manager presented a letter she received from Richard Solman, the Towns' attorney. The Board agrees that she should also send a copy of this letter to Mr. Goodblood as he may want to hire an attorney to read the deed.

4. Ordinance for Road Weight Limits - Incomplete.

5. 1989 International Truck Repair - The Town Manager reported that the axle broke in the '89 truck *again*. The Truck had to be towed back to the municipal building. She asked what the Board wished to do at this point. Pat stated that he has discussed this problem with truck drivers and input has been that there is something mechanically or it is driver error that stresses the rear end. Steve asked if the work was done here and if so was it put back together correctly. Rita stated that the last axle replaced was on the opposite side and Vaughn did the work. Prior to that it was done at Berniers. The other repair was Sullivan's installed a new clutch. Pat feels that may be part of the problem. The clutch is not slipping it's grabbing and whoever is driving will have to be more careful. Rita stated that Vaughn was in the new truck and doesn't know what actually happened. Pat stated if it's the operator, then don't put him back in the truck. Pat agreed it should be fixed. Gerry stated it should be fixed and parked until winter. Rita will have Vaughn pull the axle and report any findings back to the Board at the next meeting.

6. Dogs on Beach/Playground - The Town Manager reported that she has not found an ordinance relating to dogs. State laws and animal control laws would apply. Steve reported that he had heard there was a petition going around. The Town Manager asked why the playground was created. Pat responded for the children, and if a petition is circulating, we'll let it go to a vote of the townspeople at a Town Meeting.

7. Tourism Committee - previously done.

8. 319 Grant Final Report - The Town Manager has paperwork for Gerry Cormier in the office. He will pick it up at the next meeting.

#### **NEW BUSINESS:**

1. School Board Resignation - The Town Manager presented the resignation of Debra Holmes for the MSAD #32 School Board. **A motion was made by Steve Belanger to accept Debra Holmes resignation. Motion seconded by Gerry Cormier. Motion carries.**

2. School Board Appointment - The Town Manager presented Shelly Bolstridge's name to fill the opening on the school board created by Debra Holmes resignation. Rita had



called Shelly and asked if she was still interested in being on the school board, to which she responded she was. **A motion was made by Gerry Cormier to appoint Shelly Bolstridge to serve on the school board. Motion seconded by Steve Belanger. Motion carries.**

3. Civil War - Addition to Honor Roll - Previously done. Steve would like to see an appropriation made at Town Meeting to assist in updating the Honor Roll. Rita will make some calls to gather some history on the Honor Roll as well as have John Beaulier look to see if additions can be added.

4. 1978 Ford Truck - The Town Manager reported that the Ford is not inspectable as the tie rod is gone. Rita has her own pick up here so that Sandra can still transport the mower to mow the cemetery, transfer station, campground, and also to put the flags up on Friday. Sullivans hasn't been able to find the part, but are looking into fabricating one. Pat suggested looking into state surplus for a pickup for the Town. If there is nothing available, Seven Islands have some pickups that go back out on the market and there may be something there for a decent price.

5. Roadside Mowing Proposal - the Town Manager presented a proposal from Ken's Mowing Services for roadside mowing for \$540 to \$580. **A motion was made by Steve Belanger to accept Ken's Mowing proposal for roadside mowing. Motion seconded by Gerry Cormier. Motion carries.**

6. Hay Purchase for Mulching - The Town Manager asked Pat if he still had hay for sale. He replied that he had already sold what he had today. She will contact Derek Richards for mulching hay.

7. Veterans Exemption Application - Rita presented Ted Condon's application for veterans exemption for a signature. Pat signed the application.

8. Aroostook County Emergency Management Agency (ACEMA) Letter of Support - The Town Manager presented a letter for the Board to sign. A presentation was done at the Aroostook Municipal Association meeting by Darin Woods. ACEMA is looking at a regional project for this grant. Law Enforcement portion of grant would allow laptops in every cruiser so that all officers would be able to access the same information. A portion would be targeted for communications repeater link for better relay of information and regional hospital communications. A portion would be used for hazmat equipment and training for teams. Pat asked if the Board was in favor of signing the letter of support. They were, and signed the letter of support.

#### **SELECTPERSONS CONCERNS:**

Pat asked what has been found out from Lawrence Pinette's request for a new culvert. The Town Manager reported that she had looked at the culvert and saw nothing wrong with the culvert. She did see that the ends of the culvert had some erosion. She reported

that culverts are in the Town's right of way and if the culvert needs to be replaced does the Board wish to repave the end of the driveway. Pat feels that the Town should at least cold patch if the culvert has to be replaced but not go to the expense of paving. The consensus of the Board is when a culvert needs to be replaced in a paved driveway, that the Town will use cold patch to replace the pavement over the culvert.

Pat also mentioned the dust on Fox Hill Road. Rita reported that she spoke with Jerry James of Presque Isle's highway department on the dust from the sand on a chip sealed road. Jerry stated that they hose them down, use a broom sweeper (like our old sweeper), or calcium for dust control. Pat suggested getting the fire truck out on Fox Hill to hose the road down.

Rita mentioned projects that were upcoming. Fox Hill Road needs work done on the north end where the water is eroding the shoulder of the road. She stated she would like to purchase some blue stone to use in that area. Hayward Street needs ditching just beyond Lakeside Performance to Katherine St. Peter-Blair's driveway. Darcy Gagnon has complained about the water coming back through his cellar drain into his cellar.

Gerry asked about the railroad crossing on West Road. There is a spike sticking up on the siding. MMA had said they were going to fix the tracks. Gerry asked if the Town could put some cold patch there. Rita said she would contact the railroad to see if they will take care of it as the Town isn't supposed to do anything with the tracks.

Gerry reported that Mr. Footer had contacted him to ask about the beams at the transfer station. The Town Manager stated that the beams were going to be used when the bins are recessed to make them more accessible.

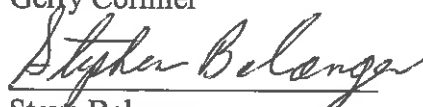
**A motion was made by Gerry Cormier and seconded by Steve Belanger to go into executive session at 8:50 p.m. Motion carries.**

**A motion was made by Gerry Cormier to come out of executive session at 9:00 p.m. Motion seconded by Steve Belanger.**

A motion was made by Gerry Cormier adjourn at 9:05 p.m. Motion seconded by Steve Belanger. Motion carries. (Time 2 hrs. 10 min.)

**APPROVED:**

  
Pat Raymond

Gerry Cormier  
  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**July 13, 2005  
7:00 P.M.**

Call Meeting To Order

Approve Minutes of June 15 and 29, 2005 Meetings  
Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. 1980 Truck Bid
2. Dogs On Playground Sign
3. Transfer Station Location - Update
4. Ordinance for Road Weight Limits - Tabled
5. 1989 International -Repair
6. Dogs on Beach/Playground
7. Tourism Committee - Update
8. 319 Grant Final Report
9. Engine Brake Signs
10. West Road Land Purchase
11. West Road Project/ Request For Material

**NEW BUSINESS:**

1. Municipal Building Project
2. Time Warner/Adelphia
3. CEO Report of Violation
4. Fox Hill Road
5. Request to Close Half Day July 19.

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**July 13, 2005**

**7:00 P.M.**

The meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectmen; Rita Sinclair, Town Manager; Bob Boutot, Don Belanger, Kathy Hoppe, Lawrence Pinette, Tracey Snow-Cormier, Residents.

A motion was made by Steve Belanger to accept the minutes of the June 15, 2005 meeting as written. Motion seconded by Gerry Cormier. Motion carries.

The minutes of the June 29, 2005 meeting have not been completed.

**Steve Belanger made a motion to table the agenda until those present have been heard. Motion seconded by Gerry Cormier. Motion carries.**

**OLD BUSINESS:**

2. Dogs on Playground Sign - Kathy Hoppe asked what was decided on the "No dogs allowed" sign on the playground. Pat stated that it was decided to go to Town Meeting for the townspeople to decide.

9. Engine Brake Signs - Bob Boutot presented a petition regarding putting the "No Engine Brake" signs back up. The Town Manager stated that the petition needs to be certified by the Town Clerk. Gerry stated that the Board will have an answer at the next meeting.

**BUSINESS FROM FLOOR:** Lawrence Pinette was present to further discuss his driveway culvert. He stated that his culvert was rotted on the bottom. Pat stated if the culvert needs replacing, the Town will cold patch, but not pay for paving the area where the culvert goes in. The culvert will be revisited and a decision made to replace it.

The Treasurers Warrants were reviewed and signed by the Selectpersons.

**OLD BUSINESS:**

1. 1980 Truck Bid - The Town Manager presented two bids to the Board for review. Dan Higgins submitted a bid of \$1,750.60, and Brent Edgecomb submitted a bid of \$3,166.66. **A motion was made by Gerry Cormier to accept Brent Edgecomb's bid of \$3,166.66 for the purchase of the 1980 truck. Steve Belanger seconded the motion. Motion carries.**

2. Dogs on Playground Sign - Previously done.

3. Transfer station Location Update - Nothing to report.

4. Ordinance for Road Weight Limits - Tabled

5. 1989 International - Repair - The Town Manager reported that the axle has been pulled and Vaughn used a magnet to make sure there was no metal shaving inside. Pat still would like to know why the axles keep breaking. Steve asked if it would be wise to have Vaughn repair the axle and then have the truck looked at by the dealer to find out if there is a mechanical problem or if it is driver error. The Town Manager reported that Sullivan's has done the repairs on the truck since she has been here, other than the rear end repairs Bernier's made. Pat recommended getting a quote for the 89 before taking it to Daigle & Houghton. Discussion followed on purchasing a more economical town vehicle.

6. Dogs on Beach/Playground - Previously done.

7. Tourism Committee Update - No one present to report.

8. 319 Grant Final Report - The Town Manager gave Gerry a copy of Amy's final report and supporting documentation for the projects used to close out the grant. Discussion followed on the projects completed and money used and contributions from the property owner. Gerry Cormier stated the Selectpersons need to be more involved in the grant application process and they need to see the quarterly reports. There was no notice for money received or that time was running out. He feels that it would be difficult to answer any questions should they arise.

9. Engine Brake Signs - Previously done

10. West Road Land Purchase - The Town Manager reported that she had contacted Blackstone and had an estimate for \$2,000. She has not heard back from Dan Bridgham, but knows that he will get back to her. Pat advised the Town Manager when estimates come in, go with the lowest estimate.

11. West Road Project/Request For Material - The Town Manager reported that Dan Higgins had asked for materials for the ditching project on West Road. Public Works still has need for material for the shoulder work. Pat recommended contacting Danny after Public Works has used what they need to complete the shoulder project.

#### **NEW BUSINESS:**

1. Municipal Building Project - The sheriff's department had sent a deputy to look at the painting project and let us know what is needed. Town Manager asked the Board for suggestions on where she can get staging for the painting project. Steve stated he would check at his work to see if they had staging we could borrow. Allen Orcutt is the new manager and he might allow the town to borrow it.

2. Time Warner/Adelphia - The Selectpersons reviewed materials given to them by the Town Manager regarding the transfer of the cable franchise. They feel it was more informational than anything. Rita will check with other Towns to see what they are doing.

3. CEO Report of Violation -The Town Manager presented copies of a letter of violation that Lewis Cousins, CEO had sent out. Pat asked that Lewis look at the foundation on Cottage Road. It appears to be closer to the lake than the previous building.

4. Fox Hill Road - The Town Manager thanked Pat for getting the project started on Fox Hill. She reported that when she left for vacation, she had left instructions with Vaughn to get Dave to assist with washing the road unless he has a better suggestion. She has spoken with Jim Gremlich of DEP about the dust on Fox Hill Road. His recommendation was to sweep, or calcium, the road in the future. She reported that she had Public Works stop the rinsing of the road as she needed them to get back to complete the other projects. Most of the road has been done and hopefully it will take care of the complaints. Pat stated since the stone has set in the chip seal, we should have it included in the sweeping next year.

5. Request to Close Half Day July 19 - the Town Manager asked to close the office on the 19 so that she may attend a NAWSP meeting. Kathy will be on vacation next week. The Board agrees to close the office for half a day.

#### **SELECTPERSONS CONCERNS:**

The Town Manager presented a written complaint on the Town's fire warden. Pat recommended giving the complaint to Dave.

She also found a copy of the fire departments old by laws, but not the updated ones. Dave Pierce has done them, but they are not in the file.

She asked for the Boards input on salt/sand for this year. Pat asked if Rita had been contacted by a person from Mapleton who has opened a pit. Pat will try to get the number for Rita.

She presented Vaughn's graph on the ditching on Hayward Street. The transit readings are on the back. Gerry reviewed the readings and questioned them. He understood that the depth of the ditch was 8 feet 4 and 1/2 inches at the lower end which is far to deep for a ditch. Rita will take the graph back to Vaughn for clarification.

The other problem is the St. Peter driveway on the lakeside of Hayward Street. The stone/gravel in the driveway creates a ridge which holds the water on the edge of the road and undermines the pavement.

**A motion was made by Steve Belanger, seconded by Gerry Cormier, to adjourn at 9:15 p.m. Motion Carries. (Time 2 hrs. 15 min.)**

**APPROVED:**

  
Pat Raymond

\_\_\_\_\_  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
PUBLIC HEARING - LIQUOR LICENSE  
and  
SELECTPERSONS MEETING  
July 27, 2005  
7:00 P.M.**

PUBLIC HEARING - Dean's Liquor License

Call Meeting To Order

Approve Minutes of June 29 and July 13, 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase
2. 1989 International Repair - Update
3. Transfer Station Location - N/A
4. Engine Brake Signs
5. Dogs On Playground Sign
6. Municipal Building Project
7. Ordinance for Road Weight Limits - Tabled

**NEW BUSINESS:**

1. Certification on Liquor License
2. URIP Funds Certification Form
3. Accident Insurance for Volunteers
4. Vote for MMA 2006 Executive Committee Officers
5. NMDC General Assembly Representative

**SELECTPERSONS CONCERNS:**



**TOWN OF PORTAGE LAKE  
PUBLIC HEARING  
&  
SELECTPERSONS MEETING  
July 27, 2005**

**PUBLIC HEARING**

The meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond. The Public Hearing was opened Pat Raymond.

Present: Pat Raymond, Steve Belanger, Selectpersons; Rita Sinclair, Town Manager; Bob Boutot, John Gagnon, Paul Nason, Bea and Leo Cormier, Roberta and Paul Belanger, Brad Boutot, and Lloyd Jandreau, residents.

There were no comments from the public. The Selectpersons signed the permit.

Public Hearing closed at 7:05 p.m.

**SELECTPERSONS MEETING**

Present: same as above.

A motion was made Steve Belanger to table the order of the agenda until those present have been heard.

**OLD BUSINESS:**

4. Engine Brake Signs - Pat addressed the petition presented by Bob Boutot at the last meeting. The Town Manager confirmed that the petition was legal and the signatures have been certified. She reported that the Board of Selectpersons can make an executive decision on the engine brake signs rather than go to Town Meeting. She presented copies the Maine Statute Title 30-A, P 3009. Steve stated that based on the number of signatures and the presence of these people he would make a motion. **Motion made by Steve Belanger to reinstall "Engine Brake" signs on Rt. 11 with additional signs showing time. Motion seconded by Pat Raymond. Motion carries.**

**BUSINESS FROM FLOOR:** Paul Nason expressed concerns over the speed of traffic through town. He asked if the Board would appoint a safety committee to go to Augusta to get something done. He also asked about a pedestrian crosswalk. Bea Cormier stated that a camera was installed in Mapleton, why can't Portage do this? Discussion followed on the installation of a camera, speeding violations sent by mail to offenders, and if there is funding for this. Pat asked if there were any other issues. Paul asked what the Board was going to do. Would they set up a committee? Pat responded that Rita would make phone calls first.

Pat returned the meeting to the order of the agenda.

A motion was made by Steve Belanger to approve the minutes of the June 29 and July 13, 2005 meetings. Pat Raymond seconded the motion. Motion carries.

Pat asked about Pinette's culvert. Rita responded that it is rotten at the bottom and will be replaced this year.

#### **OLD BUSINESS:**

1. West Road Land Purchase - The Town Manager reported that Prentiss & Carlisle sent an acceptance letter on the purchase of the lot. Bridgham Surveying has submitted the lowest proposal for surveying and the Town Manager has accepted in accordance with the Boards decision at the last meeting. Once the survey is done, the sale contract can be drafted and checks issued to Prentiss & Carlisle and Irving.

2. 1989 International Repair - The Town Manager reported that the axle has been replaced in the truck. André of Daigle & Houghton has estimated it would cost at least \$520 to have an analysis of the truck done. Pat asked for input. Both Steve and Rita feel it is the only way of knowing if there is a defect causing the axles to break, or if it is driver error. **Steve Belanger made a motion to have the truck done. Pat seconded the motion. Motion carries.**

3. Transfer Station Location - Nothing to report.

4. Engine Brake Signs - Previously done.

5. Sign Dogs on Playground - Pat asked for an article for this to go to Town Meeting. Steve suggested an article that reads "Shall the Town vote to keep the "No Dogs Allowed" signs on the municipal playground at the beach?" This is acceptable to both Selectmen and will be included in the Town Meeting Warrant Articles.

6. Municipal Building Project - The Manager reported that the project is going well although slow.

7. Ordinance for Road Weight Limits - Tabled

#### **NEW BUSINESS:**

1. Certification on Liquor License - Previously done.

2. URIP Funds Certification - The Selectpersons signed the necessary paperwork to continue to receive funds for state aid roads.

3. Accident Insurance for Volunteers - The Town Manager presented an opportunity to purchase insurance for anyone who is not on payroll that does volunteer work for the town, i.e. Planning Board, Appeals Board etc. Pat stated he thought that anyone would be covered under the towns liability insurance. Rita will request more information from MMA who handles the Towns insurances.

4. Vote for MMA 2006 Executive Committee Officers - Nomination papers were presented to the Board for their vote for officers for the Executive Committee for MMA.

5. NMDC General Assembly Representative - No changes in representatives.

**SELECTPERSONS CONCERNS:** None

A motion was made by Steve Belanger to adjourn at 8:25 p.m. Motion seconded by Pat Raymond. Motion carries. (Time 1 hr. 25 min.)

**APPROVED:**

  
Pat Raymond

  
Gerry Cormier

\_\_\_\_\_  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**August 10, 2005**

**7:00 P.M.**

Call Meeting To Order

Approve Minutes of July 27 , 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase
2. 1989 International Repair - Nothing to report
3. Transfer Station Location - Nothing to report
4. Accident Insurance for Volunteers - Update
5. Fox Hill Road Shoulders & Ditch
6. Portage Harvest Volumes
7. Transfer Station Unloading Dock
8. Ordinance for Road Weight Limits - Tabled

**NEW BUSINESS:**

1. MDOT Public Hearing Update
2. Assessor's Seminar, September 14 - 16, 2005
3. 2005 Int'l Truck, Field Change
4. Tax Values and Commitment
5. Signatures for Special Entertainment Permit
6. Drop Box for Town Office
7. Maine Woods Co., LLC 801 Form
8. Coca Cola 801 Form

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**August 10, 2005  
7:00 P.M.**

The meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier, Selectperson; Rita Sinclair, Town Manager.

A motion was made by Gerry Cormier to accept the minutes of the July 27, 2005 meeting as written. Motion seconded by Pat Raymond. Motion carries.

Discussion on items from the minutes included gathering information on a crosswalk, camera for speeding violations in Presque Isle, and drafting a letter to trucking companies expressing concerns for safety in regards to trucks speeding through town.

The Treasurer's Warrants were reviewed and signed by the Selectpersons. Pat asked how many hours, equipment, and acres, involved when the mowing by the cemetery and the old land fill was done? The price seems excessive. The Town Manager will get back to him.

**BUSINESS FROM FLOOR:** None

**OLD BUSINESS:**

1. West Road Land Purchase - The Town Manager has contacted Bridgham to see what progress is being made.
2. 1989 International Repair - Nothing to Report.
3. Transfer Station Location - Nothing to Report.
4. Accident Insurance for Volunteers - The Town Manager reported that this policy would cover volunteers if working on a Town project but not on Town property. Volunteers are not eligible for Workers Compensation. Should someone be injured and out of work for any length of time, they would be covered by this insurance. It would be supplemental to any existing insurance. The cost of \$3.75 per volunteer per year is minimal. Pat asked if the volunteers would be covered under the Towns liability insurance. The Town Manager responded that it would depend on the claim. The Town has immunity under the tort claim law. Pat asked the Town Manager to gather more information.
5. Fox Hill Road Shoulders & Ditch - The Town Manager asked how extensive the Board wanted the ditching on Fox Hill. Pat responded that he wanted the focus on where the water runs into the field. It may take some rocks to keep the soil out of the field.

6. Portage Harvest Volumes - The Town Manager presented a Stumpage Distribution slip for the wood harvested between 3/27/05 and 7/16/05 that she had received from Laura. Pat was looking for something more accurate, such as deliveries. She will contact Laura to ask if this is attainable. Pat also questioned the ITON.

7. Transfer Station Loading Dock - The Town Manager reported that she and Vaughn Devoe were trying to come up with plans for a loading (unloading) dock for the transfer station. It's very difficult to get items into the metal and multi-waste bins. Large items or anything that has any weight has to sit on the ground and Vaughn has to take the backhoe up to load those items into the bins. Rita went on to explain that the bins could be moved and a ramp be constructed between the bins for vehicles to drive on. The bins would still be 3 to 4 feet above the ramp, but give easier access to unloading. Pat asked that Vaughn draft a plan for the Board to review at the next meeting.

8. Ordinance for Road Weight Limits - Tabled.

#### **NEW BUSINESS:**

1. MDOT Public Hearing - The Town Manager reported that the hearing was well attended. Most everyone had questions and/or suggestions. The public input caused the MDOT officials to take another look at some of the problem areas on the hill.

2. Assessor's Seminar, September 14 - 16, 2005 - The Town Manager presented a packet of information on the seminar in case any Board members were interested in signing up.

3. 2005 Int'l Truck, Field change - A copy of the paperwork received by the Manager was presented to the Selectpersons for their review. After some discussion, it was agreed that an appointment be made for the truck to have the heater/fuel water separator installed.

4. Tax Values and Commitment - Moved to last item on the agenda.

5. Signatures for Special Entertainment Permit - The Town Manager presented the permit for the selectpersons signatures. Selectpersons signed the permit.

6. Drop Box for Town Office - The Town Manager presented a catalogue with the drop box she would like to see installed at the Town Office for those individuals who are unable to get to the office with paperwork between the hours of 8 a.m. and 4:30 p.m. These same individuals usually don't have someone to come in and do it for them.

7. Maine Woods Co., LLC 801 Form - The Town Manager presented a form for a Board member to sign as Assessor for the Town. Rita reported that she had verified the figures and filled in the tax amount.

8. Coca Cola 801 Form - This form was reviewed and signed by Pat Raymond.

4. Tax Values and Commitment - The Town Manager presented three calculations for the Selectpersons to review and choose a mil rate. She recommended staying with the same rate as last year of 16.30 per thousand.

The Town Manager recommended hiring a personal property assessor to do the businesses for 2006. This is very time consuming to do and to keep up with changes that are being made. Not everyone submits an accurate list. Usually it is "same as last year," or "no change." Discussion followed on Maine Woods Co., LLC list of personal property. Rita stated that the TIF amount is higher this year than last due to additional equipment. Pat recommended looking into the TIF to see if there are administrative fees to cover additional work or to hire an assessing agent.

**A motion was made by Gerry Cormier to set the tax commitment mil rate at \$16.30 per thousand. Motion seconded by Pat Raymond. Motion carries.**

#### **SELECTPERSONS CONCERNS:**

Gerry Cormier - Salt/sand -- Are Bid letters out. The Town Manager responded that they are.

Ditch on Hayward Street - - did you go over this with Vaughn? The Town Manager responded that she had and in order to keep the water off the road and flowing he couldn't start with no depth. Gerry stated that taper of the ditch was unnecessary and there was enough water to warrant that depth. It doesn't look good.


Pat Raymond - Damage to chip seal on the Hathaway Road by first camp. He believes Dan Higgins was doing work with his excavator and perhaps he will take care of it.

Road to Oak Point - Pat was approached by Aubrey Cyr about fixing up the road to make it passable. Aubrey claims it is on Town property, but Pat wants to make sure before anything is done. Get in touch with Laura to make sure that it is Town property before anything is done. Gerry added that Lewis should look into this also.


The Town Manager reported that there is an opening for a school board member for Portage Lake. Suggestions made - Everett Cyr, Rachel Stevens, or Mike Bartlett.

A motion was made to adjourn at 8:45 p.m. (Time 1 hr. 45 min.)

#### **APPROVED:**

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
August 24, 2005  
7:00 P.M.**

Call Meeting To Order

Approve Minutes of August 10 , 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase
2. 1989 International Repair - Update
3. Transfer Station Location - Nothing to report
4. Accident Insurance for Volunteers - Update
5. Fox Hill Road Ditch
6. Portage Harvest Volumes
7. Transfer Station Unloading Dock
8. Crosswalk(s) for Route 11
9. Ordinance for Road Weight Limits - Tabled

**NEW BUSINESS:**

1. Tourism Committee
2. CEO Update
3. Request for Septic Easement on West Road
4. Deere Credit 801 Form
5. Abatements for 2005
6. Widow Application for Veterans Exemption
7. Homestead Exemption

**SELECTPERSONS CONCERNS:**



**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**August 24, 2005**

**7:00 P.M.**

The meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectpersons; Rita Sinclair, Town Manager; Lewis Cousins, CEO; Robert Boutot, Grace Nason, Wilza Robertson, Pattye Cardinale, Jean Clark, Diana Michaud, Richard & Betty Bragdon, Ken Hodsdon, Marilyn Brown, Alison Mount, Pearl Soucy, Rena Belanger, Ida Beaulier, and Darey Gagnon, Residents.

A motion was made by Gerry Cormier to accept the minutes of the August 10, 2005 meeting as written. Motion seconded by Steve Belanger. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

Pat dispensed with the order of the agenda and take business from floor.

**NEW BUSINESS:**

1. Tourism Committee - Grace Nason requested to use the building for a Harvest Supper on September 24 to raise money for future projects. She went on to refer to a letter drafted to the Selectpersons regarding purchasing of the Old Town Hall. Pat stated that the Board had concerns over the furnace and chimney. Gerry asked if anyone had done an assessment on what needs to be done to the building. Grace said that would have to be done in order to apply for the grant to purchase the building. Gerry asked about the cost to the Town in terms of insurance. Grace reported that what needed to be done would come from grants. Wilza Robertson stated that citizens would make every effort to do whatever they can.

**A motion was made by Gerry Cormier to start an exploratory committee to see what is needed for seed money as well as the cost of repairs and insurance. Steve Belanger seconded the motion. Motion carries.**

Pattye Cardinale reported that grant research is being done. The building inspector needs to come in to see what needs to be done. Wilza Robertson added that Portage needs a historical society to update the towns history. A place is needed to store artifacts and memorabilia.. Grace mentioned that a meeting will be held on September 8 at 1 p.m. for input for a historical society.

**OLD BUSINESS:**

8. Crosswalks for Route 11 - Bob Boutot asked what had transpired at the last meeting, since he was unable to attend, on the speeding problem. The Town Manager gave an

update on safety for pedestrians. Bob Boutot reported that he had spoke with Officer Slatery who works with the weight wagons. He is willing to check on speeding vehicles and what can be done. Discussion followed on "Jake" brakes. Pat Raymond suggested contacting State Representatives to see if they can help. Darey Gagnon asked about a Nuisance Ordinance. Pat responded that the Town already has a noise ordinance and in order to enforce it one is required to identify the driver, truck, and company.

## **NEW BUSINESS:**

2. CEO Update - Lewis Cousins presented copies of a Notice of Violation that he had sent to J. Paul Levesque for bringing in sand, paver blocks and building a stone wall without a permit and all of which needs to be cleaned up. Levesque's have been given 15 days for this to be done.

He reported that Portage Construction has disregarded any need for permits for fill on several properties around the lake. Pat suggested that a notice be posted that permits must be issued before fill or construction is done. Contractors may be an agent for the property owner. Lewis agreed and went on to say that nothing can be done to Portage Construction as it is the responsibility of the landowner not the contractor to get the permits. Fines may cause the property owner to re-consider hiring Portage Construction again.

Lewis stated he has been trying to get out in the boat to see what is going on around the lake. He has made arrangements, but just hasn't had time to do so. Gerry stated he has concerns on some cutting that is being done on Hayward Street. Steve asked if there was no penalty for Portage Construction, to which Lewis responded that the law requires he go after the landowner. The state can go after the contractor if he exceeds the law.

Lewis mentioned a problem with members of the Planning Board. Pat directed the Town Manager to send a notice to the Planning Board Chair to make sure all board members are aware that their manual states what they can and can't do.

Lewis went over permits issued and decisions made. Copies were given to the Selectpersons. Lewis reported that the last Planning Board meeting decisions were pretty intense. He feels they are doing an excellent job. Pat asked what had transpired with the Gary Chance property. Lewis reported that a statement of compliance was given to Dan Higgins for a signature.

## **OLD BUSINESS:**

1. West Road Land Purchase - Nothing to report.

2. 1989 International Repair Update - The Town Manager reported that Daigle & Houghton mechanics had found broken gears inside the housing. Pat responded that he had given Rita the go ahead because we need the truck. Steve stated he was glad that Daigle & Houghton looked at it. They are having to wait for parts to complete the repairs.

3. Transfer Station Location - Nothing to report.

4. Accident Insurance for Volunteers - After discussion, **Gerry Cormier made a motion to purchase insurance for volunteers. Motion seconded by Steve Belanger. Motion carries.**

5. Fox Hill Road Ditch - The Town Manager reported that the area that had been shaped, seeded, and mulched had washed down to the bottom. She stated Pat had suggested rocking in the ditch. She feels that fabric with rocks over it may hold the material in place. We do have some road fabric left and rocks out back that could be used to complete that project.

6. Portage Harvest Volumes - Rita reported that she had e-mailed Laura Audibert to ask for scale slips. Laura had sent delivery slips which stated everything in ITONS. Pat said a summary stating when logs were picked up, where it was delivered, and what it weighed. They should be able to provide more than delivery slips. Jim Dube had stated that it could be done at our last meeting with him, but he has never provided the information. Pat reported that Aubrey Cyr had approached him to repair the old road on Oak Point. He (Aubrey) said it would require filling in some holes with gravel from the nearby pit. Pat stated he prefers that Laura look at the situation.

7. Transfer Station Unloading Dock - Rita reported that Vaughn is unable to put on paper what the unloading dock will look like. It would be hard to visualize. She asked that the selectpersons stop by the Transfer Station to look at how it is marked out. The bins would be placed on either side of the lines that are staked out with the dock in the middle. Pat said he will call so Vaughn can be there when he looks at it.

8. Crosswalk(s) for Route 11 - The Town Manager reported that she had spoken with Jim McGinnis on MDOT in Presque Isle about the speeding traffic and the crossing situation. He informed her that a crosswalk could be placed from one safety area to another. This means there would have to be a sidewalk on both sides of Rt. 11 in order to have a crosswalk. He will plan on coming to Portage Lake to look at the situation.

9. Ordinance for Road Weight Limits - Tabled

#### **NEW BUSINESS:**

1. Tourism Committee - Previously done.

2. CEO Update - Previously done.

3. Request for Septic Easement on West Road - The Town Manager reported that Normie Pelletier had approached her on behalf of his son to inquire about a septic easement. The easement would be on joint owned land. His lot is bordered by a brook which prevents him from meeting the setback for a system. She reported that she had advised Mr.

Pelletier that all three owners would need to grant approval for such an easement. He asked if the Town would be agreeable to such an easement. Pat stated it might be wise to have Lewis look at the area across the road to see if the brook would interfere there too. The Board feels that if the other two owners will grant an easement, they too would agree. Pat feels the co owners will not want to grant an easement but possibly prefer to sell the land. Steve would prefer to put the ball in P & C's and Irvings court before the Town agrees to anything. Pat stated that he would like to have more information before proceeding.

4. Deere Credit 801 Form - Rita presented an 801 Form (Business tax reimbursement form) for a signature. Pat signed the form.

5. Abatements for 2005 - Rita presented 3 abatements for approval. One for Larry Duchette is due to an error in data entry. The second is for land value at Portage Hills County Club. The third is for an over assessment on a new structure.

6. Widow Application for Veterans Exemption - Rita presented paperwork for a signature for change from veterans exemption to the widows exemption. Pat signed the paperwork.

7. Homestead Exemption - Rita reported that she has had at least two individuals who have asked for the Homestead Exemption, but they do not qualify for the April first deadline. One sold property in Presque Isle and did not make the necessary changes to qualify for Portage Lake. The other did not live here for the year but rented the property out, but feels he should still get the exemption.

**OTHER:** The Town Manager reported that Stuart Long has asked to purchase the sign "Long Avenue" from the Town. The selectpersons agree that we should keep the sign for future use.

**SELECTPERSONS CONCERNS:** None

A motion was made, and seconded, to adjourn at 9:00 p.m. (Time 2 hrs.)

**APPROVED:**

\_\_\_\_\_  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
September 7, 2005  
7:00 P.M.**

Call Meeting To Order

Approve Minutes of August 24, 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase
2. 1989 International Repair - Update
3. Transfer Station Location - Nothing to report
4. Transfer Station Unloading Dock
5. Fox Hill Road Ditch Update
6. Portage Harvest Volumes
7. Crosswalk(s) for Route 11
8. Ordinance for Road Weight Limits - Tabled

**NEW BUSINESS:**

1. Winter Sand Bids
2. School Board Appointment
3. Public Works Projects
4. Managers Vacation

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE**  
**SELECTPERSONS MEETING**  
**September 7, 2005**  
**7:00 P.M.**

The meeting was called to order at 7 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectpersons; Rita Sinclair, Town Manager; and Brad St. Peter of Portage Construction Co.

Steve Belanger made a motion to dispense with the order of the agenda and go directly to Winter Sand Bids. Gerry Cormier seconded the motion. Motion carries.

The Town Manager presented two bids to Chairman, Pat Raymond. Steve opened and read the bid from Portage Construction Co., of \$12.00 per yard or \$12,000 for 1,000 yards. Pat opened and read the bid from Maynard Brothers of \$18.00 per yard or \$18,000. **Gerry Cormier made a motion to accept the bid from Portage Construction Co. of \$12.00 per yard. Steve Belanger seconded the motion. Motion carries.** Discussion followed on coordinating delivery of sand and salt for the same day so that it could be mixed and put inside to save time and effort. Gerry asked that a contract for delivery be put in writing. Brad St. Peter asked that Rita call when it was ready and he would come in to sign it. Pat asked that Dan Higgins be contacted for cost of loader and operator. More discussion followed on the length of time it would take to deliver the sand, mix, and store it.

The minutes were tabled until next meeting as they were not completed.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

**BUSINESS FROM FLOOR:** None

**OLD BUSINESS:**

1. West Road Land Purchase - The Town Manager reported that Bridgham had been delayed in their survey, but would be doing it this week.

2. 1989 International Repair - The Town Manager reported that there was difficulty in ordering the parts for the repair.

Steve asked what the other selectpersons thoughts were on selling the 78 Ford. Rita asked if the plow and sander that were purchased for that truck would be included. Gerry stated that the Board would have to set a minimum bid including the plow and sander. Pat asked that Rita check on their value.

Rita asked if the Board would appoint another person to be on the State Surplus list besides her. Gerry suggested Vaughn Devoe because he would be the one using a

town truck should there be one available. The Board is agreeable to appoint Vaughn as an additional person to inquire about state surplus property.

At this point Joanne Nelson entered the room. The Board went to #2 under **NEW BUSINESS.**

2. School Board Appointment - Joanne expressed her interest in being appointed to the school board. she stated she will be running for the position in November for a three year term. **Steve Belanger made a motion to appoint Joanne Nelson to the school board until November of 2005, the remainder of this term. Gerry Cormier seconded the motion. Motion carries.**

The meeting was returned to **OLD BUSINESS.**

3. Transfer Station Location - Nothing to report.

4. Transfer Station Unloading Dock - The Town Manager asked Pat to brief the Board on what he saw when he visited the site. Pat reported on recommendations he made to purchase cement blocks or pressure treated lumber rather than untreated wood that wood rot and have to be replaced. He would like to see the job completed and not have to replace or repair. Rita reported that she had priced pressure treated wood and the cement blocks. The cost of the blocks is around \$880 and the pressure treated wood is \$1,148.68. **A motion was made by Steve Belanger to purchase the cement blocks for the ramp at the transfer station. Gerry Cormier seconded the motion. Motion carries.**

5. Fox Hill Road Ditch Update - The Town Manager reported that the fabric and the rocks have held up. Pat asked if it was done prior to the severe rain we had. Rita reported that it was, and that there was a slight wash on the hill above this project but nothing in the ditch.

6. Portage Harvest Volumes - Rita reported that she has not heard back from Laura Audibert on the last request.

7. Crosswalk(s) for Route 11 - The Town Manager reported that Jim McGinnis was to meet with her and look at the area for a crosswalk. He has not called to set a date yet.

8. Ordinance for Road Weight Limits - Tabled

#### **NEW BUSINESS:**

1. Winter Sand Bids - Previously done.

2. School Board Appointments - Previously done.

3. Public Works Projects - the Town Manager presented a list of projects from public works. She mentioned the cross culvert on West Road that has collapsed on itself leaving

a 9 inch opening rather than an 18 inch opening. The Board reviewed the list and asked that it be prioritized for the next meeting. The Board agreed that # 4 be completed. Pat asked that plastic culverts be considered to replace the damaged culverts.

4. Managers Vacation - Rita reported that she would like to take the week of the 19th off. She will be back in the office on the 28th. The meeting scheduled for the 21st will be rescheduled to the 14th of September.

**SELECTPERSONS CONCERNS:**

Gerry Cormier - Has the computer been ordered? Rita responded that there was no credit card available to purchase on line. Pat stated he was willing to do this as soon as the order is ready.

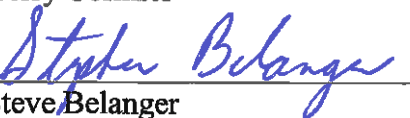
Rita reported that the guard on the exhaust on the new truck has caused the back window to break. This has been repaired and the guard has been removed to prevent this from happening again. She mentioned that the public works budget was getting down. Pat suggested cutting aback on all unnecessary work. Gerry asked if any money had come back from the grant for buffers to reimburse public works for work that had been done. Rita responded that nothing had come in and thanked Gerry for reminding her of this. She would call Kathy Hoppe to see what the status of the reimbursement was.

A motion was made by Gerry Cormier to adjourn at 8:10 p.m. Motion seconded by Steve Belanger. Motion carries. (Time 1 hr. 10 min.)

**APPROVED:**

\_\_\_\_\_  
Pat Raymond

  
\_\_\_\_\_  
Gerry Cormier

  
\_\_\_\_\_  
Steve Belanger



**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**September 14, 2005**

**7:00 P.M.**

Call Meeting To Order

Approve Minutes of August 24 and September 7, 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase - Update
2. 1989 International Repair - Update
3. Transfer Station Location - Nothing to report
4. Transfer Station Unloading Dock
5. Public Works Projects
6. Portage Harvest Volumes
7. Crosswalk(s) for Route 11
8. Ordinance for Road Weight Limits

**NEW BUSINESS:**

1. Request for Septic Easement on Cottage Road
2. Mileage Reimbursement
3. Computer For Elections/Voter Registration

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTMEN'S MEETING  
September 14, 2005  
7:00 P.M.**

The meeting was called to order at 7:00 p.m. by Acting Chairman, Gerry Cormier.

Present: Gerry Cormier and Steve Belanger, Selectmen; Rita Sinclair, Town Manager.  
Pat Raymond was absent.

A motion was made by Steve Belanger to accept the minutes of the August 24, 2005 meeting as written. Motion seconded by Gerry Cormier. Motion carries.

A motion was made by Steve Belanger to accept the minutes of the September 7, 2005 meeting as written. Motion seconded by Gerry Cormier. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectmen.

**OLD BUSINESS:**

1. West Road Land Purchase - The Town Manager reported that she had spoken with Dan Bridgham who reported that there is only 1.3 acres in that lot. He asked if the Town wanted him to include more or go with the 1.3 acres. Rita stated she had contacted Pat Raymond and he directed her to contact Jim Dube and Jim May to see if they will make an allowance for the lesser acreage. She reported that she had not been able to reach Jim May, but left a message. She did contact Jim Dube, who said to leave it with him and he will see what can be done. The Town Manager wants to call Dan Bridgham again to make sure the 1.3 acres does not include the system by Della Holmes.

2. 1989 International Repair - The Town Manager reported that the truck is back but she does not have a bill for the work done. She would guess it to be in the thousand dollar range.

3. Transfer Station Location - Nothing has come in from Mr. Goodblood for the transfer station site.

4. Transfer Station Unloading Dock - The Town Manager reported that not all the blocks have come in yet. This turned into a larger project than anticipated. We were given approval by DEP to use the pavement from the basket ball court. However, we still need material to cover the pavement. Steve asked if it would be useable by the time the transfer station opened again. Rita responded that it would not.

5. Public Works Project - The Town Manager did not bring her list. She reported that she had hoped to have a new list, but ran out of time.

6. Portage Harvest Volumes - The Town Manager has not heard from Laura Audibert. Jim Dube had stated that he wanted to get back to Pat with some information that he had requested. It could be that Laura contacted Jim to get the necessary information.

7. Crosswalk(s) on Route 11 - The Town Manager reported that Jim McGinnis of MDOT had stopped by today and looked at the site(s) for crosswalks. He left information for crosswalks and the town would have to have more sidewalks before crosswalks could be installed. Steve Belanger asked what that would cost the Town? After some discussion Steve asked how a crosswalk and signage would slow the trucks down? Gerry suggested placing it in an Article for Town Meeting.

8. Ordinance for Road Weight Limits - Tabled

**OTHER:** The Town Manager asked that the Selectmen review the agreement for winter sand and note any changes they would like to have made.

#### **NEW BUSINESS:**

1. Request for Septic Easement on Cottage Road - A request from Rick Lyons who is purchasing the two lots next to Bill Wards, almost to the end of East Cottage Road, would like to put in a septic system but the land he is purchasing is wetlands. Bill Hersey has done a site evaluation and has stated the soil will not support a septic system. Discussion followed on the land the system would be on. The Town Manager reported that the land for the easement is on Town owned land. She pointed it out on the map as buying right next to the Ward's system. Gerry asked that this be tabled until there was a full Board present.

2. Mileage Reimbursement - The Town Manager asked the Board if consideration would be made for an increase in mileage reimbursement due to the increase in cost of gas. Gerry reported that the state had increased their amount for reimbursement. Steve asked that the employees try to get by and look to increase the budget for that next year.

3. Computer for Elections - The Town Manager reported that the state had purchased computers, scanners, and printers for each town for voter registration. This will allow for a statewide voter registration file. The office will see some changes in order to set this computer up.

#### **SELECTMEN'S CONCERNS:**

Gerry asked about meeting dates. The next regular meeting date will be October 5.

A motion was made by Steve Belanger to adjourn at 8:10 P.M. Motion seconded by Gerry Cormier. Motion carries. (Time 1 hr. 10 min.)

**APPROVED:**

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
October 5, 2005  
7:00 P.M.**

Call Meeting To Order

Approve Minutes of September 14, 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase - Update
2. Transfer Station Location - Nothing to report
3. Transfer Station Unloading Dock
4. Insurance Quote on Old Town Hall
5. Public Works Projects
6. Portage Harvest Volumes
7. Value of Plow & Sander on 1978 Ford
8. Ordinance for Road Weight Limits - Tabled
9. West Road - Easement
10. CEO Update
11. Tourism Update

**NEW BUSINESS:**

1. Portage Lake Association
2. County Assessment
3. Preliminary 2006 State Valuation
4. Request for Septic Easement on Hayward Street
5. Abatement

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
October 5, 2005  
7:00 P.M.**

The meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectpersons; Rita Sinclair, Town Manager; Frank Hallett and Harry Helfrich, Portage Lake Association members.

A motion was made by Steve Belanger to hear from the members of the Portage Lake Association. Gerry Cormier seconded the motion. Motion carries.

**NEW BUSINESS:**

1. Portage Lake Association - Frank Hallett, President of the Portage Lake Association (PLA) asked for the Boards support for the grant from the Lakes Environmental Association, which is associated with the Department of Environmental Protection. The PLA has been successful the past few years in receiving the grant award mainly because we have had community support. He stated that the Board supported their request for matching funds of \$500 for the 2005 grant. They have paid Fern Wilson to inspect boats at the boat landing from funds received through the grant. The numbers have increased (doubled) in the past year. Harry mentioned the video that was made and WGAM ran this 90 times between July and August. The Lakes Environmental Association will include this video with theirs. Harry went on to say that high school students were involved by doing courtesy boat inspections. Frank added that the PLA would like to continue their work and with the support of the Board of Selectpersons they will apply for the 2006 grant.

**Gerry Cormier made a motion to support the PLS's request for \$500 in matching funds for the grant. Motion seconded by Steve Belanger. Motion carries.** Pat asked the town manager to prepare an article for the Town Meeting Warrant for the matching funds.

A motion was made by Steve Belanger to approve the minutes of the September 14, 2005 meeting. Gerry Cormier seconded the motion. Motion carries.

The Treasurer's Warrants were reviewed and approved by the Selectpersons.

**BUSINESS FROM FLOOR:** None

**OLD BUSINESS:**

1. West Road Land Purchase - The Town Manager reported that Bridgham Surveying Services has completed the survey of the land and has determined that there is only 1.3

acres in the lot the Town is purchasing. This is due to the railroad right of way and MDOT's right of way leaving a strip of land in between. The Board's decision is to use the \$8,000 figure to calculate the 1.3 acre purchase. The Town Manager will provide the figures for the Boards review at the next meeting and send a letter to Irving and Prentiss & Carlisle.

2. Transfer Station Location - Nothing to report.

3. Transfer Station Unloading Dock - The Town Manager reported that it was near completion. The remaining cement blocks were delivered today. Vaughn has screening material from the Town Pit to use as surface on top of the pavement from the old basket ball court.

4. Insurance Quote on Old Town Hall - The Town Manager reported on the quote she had received on insurance for the building. This quote is based on the replacement value rather than the assessed value. Pat asked what group is handling the grant for the building. Rita responded that at this time the Tourism Committee is as the Historical Society has not formed a committee yet. They are still in the development stages.

5. Public Works Project - The Town Manager reported that she has not had a chance to retype the projects in order of importance. Vaughn has gone over them with her and numbered them in that order. The two completed were the replacement of the culvert on West Road and the partial culvert replacement on West Road. Pat asked how the Pinette culvert turned out. Rita reported that the ready mix on hand had been used but wasn't sufficient to complete the project. Vaughn will get a load of cold patch to complete Pinette's, the culvert on West Road, and the post office. the cold patch will be cheaper than the ready mix. Steve asked if #3 on the project list would be next. Rita answered that he will be completing the transfer station, and if the weather permits, putting in winter sand. Pat asked how is the budget for Public Works? Rita stated that it was tight. The remaining projects on the list will have to wait until next year. Pat asked how much longer would Bob be on the payroll? Rita responded that he is called in when necessary. Discussion followed on a closing date for the Transfer Station. The Board agreed that Saturday the 15 would be the last day it would be open. Pat asked about the policy for the transfer station. Rita responded that no one has been allowed to have a key since she and Pat had talked on this subject.

6. Portage Harvest Volumes - The Town Manager reported that Jim Dube had stopped by the office with paperwork on the stumpage received. The tally sheet is the preferred paperwork. Jim Dube had remarked that this would be too time consuming to prepare with each delivery. Pat asked that Rita call Laura to see how she tracks her management plan.

7. Value of Plow & Sander on 1978 Ford - The Town Manager has contacted H.P. Fairfield for information on the value of the plow and sander. They calculate at 60% of the original cost which would be \$5,337.60. Steve asked about the value of the truck.

Discussion followed on what the replacement truck would be. The Board would like to have something economical, possibly a half ton, two wheel drive pickup. **A motion was made by Gerry Cormier to set a minimum bid of \$6,000 for the 78 Ford truck, plow and sander. Motion seconded by Steve Belanger. Motion carries.**

8. Ordinance for Road Weight Limits - Tabled

9. West Road Easement - The Town Manager presented a request by Richard Lyons for an easement for a septic system on Cottage Road. This would be the lot next to Bill Ward's which the Town granted an easement for in 2003. He has already had a site evaluator, Bill Hersey, tell him that the lot he has purchased will not sustain a septic system due to wetlands. At this point Lewis Cousins entered the meeting room and stated he was familiar with the lot. The Board is agreeable to an easement when Mr. Lyons has a site evaluation done and can see where this would be on the map. Pat asked Lewis if he saw a problem with this. Lewis responded that it would not be a problem and that it would be in the same area as the Ward septic system. **A motion was made by Steve Belanger to give Mr. Lyons the go ahead and present the Board with a proposal and plan of the septic on the School Lot. Gerry Cormier seconded the motion. Motion carries.**

10. CEO Update - Lewis Cousins reported to the Board on the Levesque violation. Dan Levesque has removed the sand and restored the site. A fine was not imposed because of the cooperation. DEP is also involved in this violation and there will be a fine from them. Lewis reported on the lot beside the Levesque's. This lot has had brush cut and will be sending out a notice of violation. Gerry asked if this was the Chalou lot. Lewis responded that it was but now under new ownership. He went on to report to the Board that the DEP Septic System Grant has \$6,500 in it and this is for the Ronald Legassie system on Hayward Street. Lewis presented a site plan and stated that this requires an easement within the road right of way. Lewis stated that in that location there isn't a ditch so that it can be done. Rita presented what she had prepared for an easement. **A motion was made to accept the proposal for an easement for a septic system for Ronald Legassie. Steve Belanger seconded the motion. Motion carries.** Pat requests that wording be added so that Mr. Legassie is responsible for any expenses incurred before the Board signs the easement. Lewis also reported that the state has updated the shoreland ordinances and this will affect the towns ordinance. He went on to say this is not a significant change; it relates to using equipment to prepare trails near a stream. Steve asked if this would be taken care of at Town Meeting. Lewis reported that the Planning Board will make changes, present it to the Board, have a public hearing, and then it will go to vote.

11. Tourism Update - Rita reported on the success of the Harvest Supper, and believes this will become an annual event.

**NEW BUSINESS:**



1. Portage Lake Association - Previously done.

2. County Assessment - The Town Manager reported that this requires the Boards signatures and will be returned with the payment for County Taxes.

3. Preliminary 2006 State Valuation - The Town has received the preliminary valuation which has increased by 10 million. Rita reported that she contacted Dave Ledou at Maine Revenue Services in Augusta to ask if there was an error in the calculation. He stated there was no error in the calculation. The Town increased the value of the shore frontage in order to stay at 100% market value. Sales have still increased beyond that value. Mr. Ledou stated that the lake is comparable to a 10 million dollar business that doesn't employee anyone. This hurts the year round resident and those on fixed incomes.

4. Request for Septic Easement on Hayward Street - Previously done.

5. Abatement - The Town Manager presented an abatement for Custom Taxidermy on Personal Property because it is a duplicate tax bill. The Board signed the abatement.

**OTHER:** The Town Manager reported that Brian Bouchard had been in and asked if the Town would consider selling him an acre of land behind the property he is leasing from Daigle Oil. He would be happy with half an acre, but would prefer a full acre. Discussion followed on what Irving is doing with their garage. Pat reported that it is being dismantled. Rita will report this to Lewis. This property (Bouchard's request) is joint owned land. Gerry asked if there wasn't any other property for sale. Pat responded that all the property in the Industrial is privately owned. The Board feels that Brian should be referred to Irving and Prentiss & Carlisle before the Town makes any decisions.

#### **SELECTPERSONS CONCERNS:**

Rita presented the letter she had drafted. Gerry suggests changing a sentence in the first paragraph. The Board accepts the letter with this change and will sign this at the next meeting.

A motion was made by Gerry Cormier to adjourn at 8:50 p.m. Motion seconded by Steve Belanger. Motion carries. (Time 1 hr. 50 min.)

#### **APPROVED:**

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
October 19, 2005  
7:00 P.M.**

Call Meeting To Order

Approve Minutes of October 5, 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase
2. Transfer Station Location - Nothing to report
3. Transfer Station Unloading Dock
4. Letter to Trucking Companies
5. Notice of Sale '78 Ford, Plow, Sander
6. Truck for Public Works/Equipment Use
7. Ordinance for Road Weight Limits - Tabled
8. Septic Easement on Hayward Street
9. Walking Trail Grant
10. Cold Patch - West Road

**NEW BUSINESS:**

1. Road Problem Areas
2. 2005 International Truck Payment
3. P/T Winter Coverage
4. Tires for 2005 Int'l
5. St. John Plantation Interlocal Agreement
6. Workshop for Tax Collectors/Treasurers

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
October 19, 2005  
7:00 P.M.**

The meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectpersons; Rita Sinclair, Town Manager.

A motion was made by Gerry Cormier to approve the minutes of the October 5, 2005 meeting as written. Motion seconded by Steve Belanger. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

**OLD BUSINESS:**

1. West Road Land Purchase - The Town Manager presented letters to Irving and Prentiss & Carlisle. She has not received the survey from Bridgham to include with the letter. Steve Belanger asked if the checks would be cut for the amount calculated. Rita responded that this could be done if the Board so wishes. Pat feels that this is a good idea. If the check is accepted it would be an automatic agreement. If it's not acceptable, then they will get right back to us. Gerry agreed that it would be a way to get this settled. **Steve made a motion to include checks, in the amounts stated for Irving and Prentiss & Carlisle, along with the survey. Gerry seconded the motion. Motion carries**

2. Transfer Station Location - Nothing to report.

3. Transfer Station Unloading Dock - The Town Manager reported that the dock is completed. All that is needed is some material for the final touch. This is something that can wait until Spring.

4. Letter to Trucking Companies - The Town Manager presented a letter (with corrections) for the Boards signatures. She still needs some addresses to get them sent out. Pat had some names and towns to add to the list.

5. Notice of Sale '78 Ford Truck, Plow, Sander - The Town Manager presented the ad for selling the '78 Ford and equipment. She reported the cost to have it in the Maine Townsman and that she could enter it on MMA's website at no cost. The Board agreed that she should put it on the website and put up posters. Steve suggested contacting "Cubby" Casey to ask if he would allow the truck to be parked on his lot. Rita will see to this.

6. Truck for Public Works/Equipment Use - The Town Manger reported that Vaughn had a few questions for a "new" town truck. He was concerned about the weight of the water

tank and how everything would fit in the pickup bed when he has to thaw culverts. After some discussion, it was agreed that possibly a half ton pickup with a trailer would serve the purpose.

**7. Ordinance For Road Weight Limits - Tabled**

**8. Septic Easement on Hayward Street -** The Town Manager presented a right of way easement for Richard Legasse's septic system for Selectperson's signatures.

**9. Walking Trail Grant -** the Town Manager reported that she had prepared an agreement for the Walking Trail for the Selectpersons and Montreal, Maine & Atlantic Railroad representatives signatures. Rita reported that Corrine Routhier would be asking for an article in the Town Meeting Warrant for money to assist with matching funds for this grant. Pat asked what the grant amount was. Rita responded that Corrine was asking for \$30,000 in the grant and that required \$7,000 in matching funds. Some of this could be in donations of material and labor. Rita stated that a decision didn't have to be made now, but she wanted the Board to be aware of this.

**10. Cold Patch on West Road -** the Town Manger reported that cold patch had been purchased to complete Pinette's driveway and had very little left. Vaughn is concerned for the area where the septic lines cross West Road. He feels that the plow may catch on this and tear up the road. Pat stated that the State had granted the cut and that makes the problem theirs. Pat asked what the ruling was on damage caused by construction companies. Rita responded that she would check the Maine Local Roads Manual to see if anything applied to damage.

**NEW BUSINESS:**

**1. Road Problem Areas -** Rita reported that there are three areas on Cottage Road where the water runs through driveways or alongside of the driveways and washes across the road. This creates a hazard in the winter from ice buildup on the road. Gerry recommended creating a berm to direct the water towards the ditch. Pat asked how the Town could fix this. Public works might be able to dig down and fill with stone to drain the water away from the road. Gerry feels that this would eventually freeze and the water would still come over the road. He has a berm in his driveway and it controls the direction of the water. It has to be tamped so it is solid and can be driven and plowed over. The Board agrees that this is something the property owner would have to do.

**2. 2005 International Truck Payment -** The Town Manager reported that she had taken the payment from the Equipment Reserve Account. It was never stipulated where the annual payment would come from. The Board agrees that this is where the payment should have come from.

**3. P/T Winter Coverage -** The Town Manager reported that she has had an application from Michelle Hutchinson for plowing this winter. She has worked for the state and got

done in September. Rita reported that she was told Bob Flint and Alcide Bouchard are also interested. The Board agrees that Bob Flint would be the best candidate, and if not, then Michelle. Pat stated that Bob has mechanical experience which would be an asset. The Board requests that an orientation be done to make sure that the individual is capable of driving the truck.

4. Tires for 2005 Int'l - The Town Manger reported that Vaughn has priced studded tires at a cost of \$2,000. Pat asked if we had chains. Rita responded that we do, but they do not fir the tires. Pat asked if they could be lengthened. Vaughn was concerned for what the chains would do to the truck.

5. St. John Plantation Interlocal Agreement - The Town Manager presented a request for an interlocal agreement for upgrading housing for accessibility for disabled persons. This agreement also requests \$100 as joint participants in this program. Discussion followed and the Board agreed that this is not something the Town should do at this time.

6. Workshop for Tax Collectors/Treasurers - The Town Manger requested approval to attend this workshop as it is mandatory for certification. The Selectpersons approve this workshop.


**OTHER:** Rita reported that crosswalks have been discussed and when she looked at the 2005 application for the Community Gateway Grant and believes that since this is a safety issue, this may be the way to get the sidewalk. She would like to pursue this grant for a sidewalk in order to install a crosswalk when the 2006 application comes through.

#### **SELECTPERSONS CONCERNS:**

Pat reported that Laura had stopped by his office to let him know that she had looked at the area where Aubrey Cyr wanted to fix the road. she advised that she wouldn't let anyone go in there.

A motion was made by Steve Belanger to adjourn at 8:35 p.m.. Motion seconded by Gerry Cormier. (Time 1 hr. 35 min.)

**APPROVED:**

  
Pat Raymond

Gerry Cormier

  
Steve Belanger

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
November 2, 2005  
7:00 P.M.**

Call Meeting To Order

Approve Minutes of October 19, 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase
2. Transfer Station Location
3. MDOT Letter to Carmichael
4. 2005 International Truck
5. Ordinance for Road Weight Limits - Tabled
6. P/T Winter Coverage
7. Municipal Roads Manual, Chapter 6

**NEW BUSINESS:**

1. General Assistance Ordinance
2. Host for NMDC's Rt. 11 Scenic Byway Workshop, Nov 16, 2005
3. Special Town Meeting for Overdrafts
4. Quit Claim Deeds
5. Town Managers Leave

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
November 2, 2005  
7:00 P.M.**

The meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Steve Belanger, Selectman; Rita Sinclair, Town Manager.

A motion was made by Steve Belanger to accept the minutes of the October 19, 2005 meeting as written. Motion seconded by Pat Raymond. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

**BUSINESS FROM FLOOR:** None

**OLD BUSINESS:**

1. West Road Land Purchase - The Town Manager reported that she had sent the checks, along with a letter and a copy of the survey by Bridgham Engineering, to both Prentiss & Carlisle and Irving via certified mail. She has received the return receipt from Prentiss & Carlisle but not from Irving. That is the only response she has had on the land purchase. She also presented a copy of Bridgham's survey to the Selectmen, and a letter from Attorney Solmon asking what, if anything, the Town would have him do with the survey.
2. Transfer Station Location - The Town Manager reported that she had received documents and a bill from Attorney Richard Solmon regarding the land where the transfer station is located. She stated that she isn't satisfied with what she received as it doesn't prove anything more than what we already have, which is the most recent paperwork. Research was performed at the Houlton Registry of Deeds and all documents relate to the land where the transfer station is located, to be that of the Town. Pat feels that the documents give some reassurance and we can refer to if we need to. Pat asked if there had been any contact with Mr. Goodblood since the last letter she sent him. She responded that she had none.
3. MDOT Letter to Carmichael - The Town Manager presented a copy of a letter that MDOT had sent to Mr. Carmichael. She had spoken with Brent Bubar about the condition of the road where the pipes crossed, and the Town's concern when plowing. Brent Bubar consulted his supervisor and from that this letter was drafted.
4. 2005 International Truck - The Town Manager reported that Vaughn had scheduled the truck for replacing the wiring which was required in the recall. The afternoon that this work was completed, the truck lost power. Vaughn contacted Andre at Daigle and Houghton, who recommended changing the filters. Vaughn read the manual and found

that he could get a read out of the problem. When he tried this nothing came up, and the truck is running perfectly. Although the filters have been delivered, they have not been changed because of this. Discussion followed on recommendations made on tires, studded tires, and chains. The Board feels that chains would be the most economical way to go.

#### 5. Ordinance for Road Weight Limits - Tabled

6. P/T Winter Coverage - The Town Manager reported that she had talked with Bob Flint, who had expressed interest in being a spare plow man this winter. He said it would be a couple of weeks before he would know if he would be called back to work. Pat asked if there was any other interest. Michelle Hutchinson has an application filled out. Alcide Bouchard and Bo Theriault has also expressed interest. Rita will contact Alcide Bouchard and inquire as to the limitations of his disability. She reported that Vaughn does not have a problem with working overtime if needed. He's very good about letting me know when he has his forty hours in so that I make the decision to approve overtime.

7. Municipal Roads Manual, Chapter 6 - The Town Manager reported that the Local Roads Manual covers damage to roads caused by individuals. Discussion followed on what the Town can do to make contractors aware of the damage created by unloading their excavators or bulldozers in the middle of a paved road. Pat suggested that a notice be placed in the Town book to make people aware of the problem. Steve agreed that this would make everyone who reads it aware of the problem and not just the contractors.

**OTHER:** Steve asked if there had been any bids submitted on the Ford truck, plow and sander. Rita responded that there has been interest shown but no bids submitted yet.

#### **NEW BUSINESS:**

1. General Assistance Ordinance - After some discussion and review the Selectmen signed the new appendixes for the General Assistance Ordinance.

2. Host for NMDC's Rt. 11 Scenic Byway Workshop, Nov. 16, 2005 - The Town Manager reported that she had been asked to host the workshop for NMDC. It is to be scheduled for 1 p.m. on Wednesday, November 16.

3. Special Town Meeting for Overdrafts - The Town Manager reported that the Public Works account is overdrawn. This is due to the increase in the cost of sand, salt, diesel, and equipment repair. Rita stated that she is still hoping that the reimbursement from the 319 Grant will come in. As of now the account is overdrawn by \$10,731.01 and we still have 2 months to go.

4. Quit Claim Deeds - The Town Manager presented two Quit Claim Deeds that she had prepared for signatures. One is for the tax acquired parcel that the Town sold to George



Smith. The other was requested by Attorney Hal Stewart on the property Franklin Smith sold to Dwayne Smith. After reading the deeds, the Selectmen signed the deeds.

5. Town Manager's Leave - The Town Manager reported that she would be out on sick leave as she needs back surgery. Recovery is six weeks, but she doesn't anticipate being out that long. She believes she may be out three weeks at the most since this is no longer considered major surgery.

**OTHER:** Rita presented a copy of a letter CEO, Lewis Cousins had received from Dennis Pelletier regarding a septic system on his lot on West Road. Attached to this is a copy of Lewis's response to Mr. Pelletier.

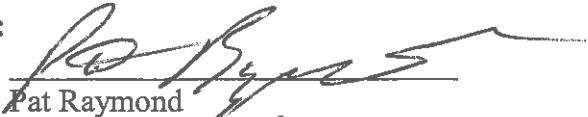
#### **SELECTPERSONS CONCERNS:**

Pat - Contact Aubrey Cyr to advise him of the decision on the road to Oak Point. Discussion followed on what the intent was to repair the road. Rita asked if the Selectmen have or would ever consider purchasing frontage of joint land on West Road. Pat and Steve agreed that this is not something they would consider at this time. Possibly in the future, if there was a possibility of creating a housing development. Pat stated it would be something that would go better if it were not privately owned. A Housing Corporation would have to be formed and then pursue from there.

Steve - Have the Fire Department move the tank truck before it gets in the way of plowing. It can be moved out back where it won't get damaged.

A motion was made by Steve Belanger to adjourn at 8:10 p.m. Motion seconded by Pat Raymond. (Time 1 hr. 10 min.)

#### **APPROVED:**

  
Pat Raymond

  
Gerry Cormier

\_\_\_\_\_  
Steve Belanger

**DATE: November 8, 2005**

**MEMO TO: Selectmen, Town of Portage Lake**

**FROM: Rita Sinclair, Town Manager**

**Re: Overdrafts in 2005 Budget**

Enclosed is a printout of the Public Works and Transfer Station Budgets for your review. I took the liberty of including 2004 printouts for comparison along with a copy of a legal note on overdrafts.

If you read down the left column of the printouts, you will see the budgeted amount and then the amount expended. The final figure is the balance in that account and both are negative amounts at this time. The columns to the right will show the category, i.e., PAYROLL, SUPPLIES, etc., the date, journal number, and a brief description of the expense.

As I mentioned at the last Board Meeting the increases are in gas, diesel, salt, sand, and equipment repair in Public Works. I never considered legal fees for the Transfer Station, or that more blocks were needed to complete the unloading dock than originally calculated.

I do have the Warrant prepared for posting for a Special Town Meeting, but I need at least two signatures before it can be posted. The request for Public works is \$16,000 and another \$1,320 for the Transfer Station, for a total of \$17,320 from the Surplus Account. All other accounts should get by.

Also while checking the balances of all other accounts, I noticed that the appropriation for MSAD # 32 is excessive. When I did the calculations, I found an error in addition. Had I not used the figures from the paperwork submitted by the school, I probably would have realized this sooner. This error created a \$20,266.45 over appropriation which will go to the Surplus Account at the end of the year. From this, I have learned not to rely on figures presented by others.

If you have questions, please contact me at the office, 435-4361, or at home 435-7191.

Thank you for your time and attention to this matter.

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
November 16, 2005  
7:00 P.M.**

Call Meeting To Order

Approve Minutes of November 2, 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase
2. Ordinance for Road Weight Limits - Tabled
3. P/T Winter Coverage
4. Update on Rt.11 Scenic Byway Workshop
5. Overdrawn Accounts

**NEW BUSINESS:**

1. Bids on 78 Ford Truck, Plow & Sander
2. Error on MSAD #32 Appropriation
3. Personal Property 2006 & 2007
4. Budgeting for Eighteen (18) Months
5. Reschedule December's Meetings

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
November 16, 2005  
7:00 P.M.**

The meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond

Present: Pat Raymond, Chairman; Gerry Cormier, Selectperson; Rita Sinclair, Town Manager. Steve Belanger was absent.

Gerry Cormier made a motion to accept the minutes of the November 2, 2005 meeting as written. Motion seconded by Pat Raymond. Motion carries.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

**BUSINESS FROM FLOOR:** None

**OLD BUSINESS:**

1. West Road Land Purchase - Pat asked if the Town Manager had heard from Prentiss & Carlisle or Irving on the purchase. Rita reported that other than receiving the "return receipt" she has not heard from either one. Rita will call to verify

2. Ordinance for Road Weight Limits - Tabled

3. P/T Winter Coverage - The Town Manager reported she had called Bob Flint and Alcide Bouchard and has had no response from either. She has talked with Michelle Hutchinson, who does have some mechanical knowledge. Michelle's reasons for getting done for the state are that she wasn't going any where promotion wise and she was tired of flagging and driving dump truck. She is certified with a back hoe, but has never been put non those jobs. At this time we have no one to cover. Gerry stated that if Michelle is hired, she would have to have some training to make sure she can operate the truck.

Pat reported that Mary Condon had contacted him to say she had problems with the road. Pat asked what the Town's policy was on plowing. Rita asked if Mary said where she had a problem? Pat said she didn't say; she said she had a hard time with the turn arounds. Apparently she has been told that we don't deal with the turn arounds until the roads have all been plowed. She claimed that was an order from the Board. Pat stated he wasn't aware that the Board had made such an order. Rita responded that Mary has always had a problem with the turn arounds. Pat stated the priority is the school bus and making sure the roads are open and the turn arounds are so that she can turn. Pat reported that Vaughn was on Fox Hill at 5:30 this morning. Rita reported that was Mary's first road. Pat stated that according to Mary, she doesn't pick up on Fox Hill this year. Rita will contact Mr. Luce to get information on the bus run. More discussion followed on Mary's request on the turn on Cottage Road. Rita reported that she had gone with

Mary to see exactly what the problem was with turning the bus. Pat reported that was a separate issue and would be looked at another time.

4. Update on Rt. 11 Scenic Byway Workshop - The Town Manager reported that there were not that many who attended. She gave the Selectpersons a copy of the agenda for the meeting. More history of the town has been requested. Gerry asked if this would be a good project for the historical society. Rita reported that there was no leader for this group.

5. Overdrawn Accounts - Pat Raymond requested that this item be put to the end of the agenda. **A motion was made by Gerry Cormier to move item # 5 to the bottom of the agenda. Pat Raymond seconded the motion. Motion carries.**

#### **NEW BUSINESS:**

1. Bids on '78 Ford Truck, Plow & Sander - The Town Manager presented the two bids received on the equipment. Pat Raymond opened the bid submitted by Mark Charette of Ft. Kent. This bid is for \$6,571. Gerry opened the bid from Smith Machine Shop of Skowhegan. This bid is for \$6,100. **A motion was made by Gerry Cormier to accept Mark Charette's bid of \$6,571. Pat Raymond seconded the motion. Motion carries.**

2. Error on MSAD #32 Appropriation - The Town Manager reported that she had found an error on the calculation received from the school. This is the figure she used for the tax commitment. This created an over appropriation for the budget. Rita stated that she has given Roland (Superintendent of MSAD #32) a copy, at his request, to take it up with Tracey. Gerry asked Rita who's figures she had relied on. Rita responded that it was the school's secretary. The figures used is what the school had sent to us. Gerry asked if Roland had gotten back to her with a confirmation on the error. Rita stated he had not. She went on to say that once all payments are made, it would leave a balance of a little more than \$20,000 in that account. Gerry asked if we would have to pay the additional amount because of this. Rita responded that we would not.

3. Personal Property 2006 & 2007 - The Town Manager reported that Ray Gannon had called her to see if the Town would be needing his services for the coming year. Mr. Gannon has done the personal property in the past. He would like to submit an estimate to the Town and put us on the schedule. The Board decided to have only the mills done. This would include Maine Woods, Georgia Pacific, J & R Lumber, Irving, and Portage Cedar Mill.

4. Budgeting for Eighteen (18) Months - The Town Manager requested that the Town issue two tax bills for the 18 month period. The software will allow us to do this. Pat asked how that would be divided. Rita responded that it could be 6 months and 12 months, or if allowed, 9 months. Gerry asked if, by doing two tax bills, the Town would incur more cost? Rita responded that it would be minimal compared to the number of bills that would go to lien. Gerry asked if we could adjust the kickback, such as thirty

days. Pat asked how it would affect the money flow if the Town has to wait 18 months. Rita stated that part of the of an 18 month bill would have to be estimated as the changes would be as of April 1, 2007. Pat asked how the Town would pay the bills if the revenue didn't come in? Gerry feels the Townspeople are going to expect an 18 month bill. After further discussion, Gerry stated he preferred to wait for a full Board to make that decision. Gerry asked Rita what it would cost to send out 1 tax bill. The cost of the tax bills, postage, 2 people, 2 days. Rita said it would be less than a thousand dollars. this item is tabled until next meeting with a full Board.

5. Reschedule Decembers Meetings - the Town Manager asked that the meetings for December be rescheduled to December 14 and 28. Gerry said it would be a month without a meeting. Rita stated that she would be having surgery the 21. She anticipates being back to work the 12 of December. Pat wasn't sure of Steve's schedule. The schedule will remain the same at this time.

Rita presented 801 Forms for assessors signatures. After reviewing the forms, Pat Raymond signed for the assessors.

Rita also presented a bill from Dave Bolstridge for his time and the trucks for washing Fox Hill Road. Pat was unaware that we had to pay for the truck. The \$20 per hour goes to Dave Bolstridge for his time. Pat had agreed to pay Dave for his time. **Gerry made amotion to pay the labor for the individual who attended the trucks. Pat seconded the motion. Motion carries.** The Board is in agreement that the Town will not pay for the use of the trucks.

## **OLD BUSINESS:**

5. Overdrawn Accounts - The Town Manager presented the information on the overdrafts in the Transfer Station and Public Works Account. Pat stated he would not have approved the project at the transfer station if he had had the information in August. He feels the information should have been presented earlier. He stated the project was brought up in August and the cost of the blocks was \$880. He said the cost of the blocks came to more than the estimate. He also stated that at that time there was still more operating time left. What I would like in the future is a financial statement at least quarterly. Rita stated that she would provide them monthly.

Public Works is the same situation. On September 7 when we opened the bids for sand at \$12,000 we was over expended right there. Then the salt came in, so we were over by \$14 to \$15 thousand then. Had I known then, we should have shut off summer help, put Vaughn to mowing the lawn, and wait to see what we could do. Pat feels that he has been blindsided. I've said my piece, Gerry, you can continue if you want to. Pat mentioned the reimbursements were not part of the budget. It would be even more without that. The same thing happened last year. Rita stated that was true and that \$65,000 last year and \$60,000 this year is not enough to run the Public Works Department. Rita reported that the reimbursement from the 319 Grant had come in also. Gerry stated that was not part of the budget either. Rita stated she was aware of that but

Gerry was the one who suggested that would help. Pat state that we have to come up with a plan. Gerry interjected that we did the same thing last year. We are in a worse pickle this year than last year. Nothing has changed. We asked to be more informed when we did your evaluation (Rita's). The next two months could be worse depending on the weather. There were several things that could have been put off and stayed within the budget. Gerry stated that he is frustrated in terms of how the Town can do business when they are not aware of what is going on. The people set the budget and if we can't stay within the budget, then we are not doing our job. Pat said we need a plan to take care of this overdraft. Rita stated that to clear the overdrafts that we are better to wait until closer to the end of the year. Gerry expressed concern that we be within the legal time limits. Pat asked if Rita was recommending to wait until the end of December. Gerry questioned the statement that no overdrafts were allowed unless for road repair. Rita stated that was to close the books. It was decided to wait to have a Special Town Meeting to cover overdrafts.

**SELECTPERSONS CONCERNS:**

APPROVED:

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

**ADDENDUM to November 16, 2005 meeting:**

A motion was made by Gerry Cormier to adjourn at 8:45 p.m. Motion seconded by Pat Raymond. (Time 1 hr. 45 min.)



**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
December 14, 2005  
7:00 P.M.**

Call Meeting To Order

Approve Minutes of November 16, 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. West Road Land Purchase
2. Ordinance for Road Weight Limits - Tabled
3. P/T Winter Coverage
4. Overdrawn Accounts

**NEW BUSINESS:**

1. Schedule for December's Meetings
2. Warrant For Special Town Meeting
3. Software Update for Municipal Business

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
December 14, 2005  
7:00 P.M.**

The meeting was called to order at 7:00 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Steve Belanger and Gerry Cormier, Selectpersons;  
Rita Sinclair, Town Manager.

The minutes were read and a motion was made by Gerry Cormier to accept the minutes of the November 16, 2005 meeting as written, including an addendum for adjournment. The motion was seconded by Steve Belanger. Motion carries.

The Treasurer's Warrants were reviewed with Pat Raymond questioning the computer purchase made by the Town Manager. Pat stated that he thought the decision had been made to purchase a Dell computer. Rita responded that she had assistance in going on the Dell site and choosing what she felt was needed for her to be able to access all information from her office. The total for the Dell was comparable to the Hewlett Packard that Staples had on sale and they offered free delivery. She stated that she believed that it was as good as the Dell and business remained at the local level. Pat stated that had she gone into the municipal side of the Dell site that she would have found a computer for about \$500 with free shipping and only a minimal handling charge. Pat stated that apparently Rita had made up her mind to purchase from Staples. Rita stated that was not the case. Pat stated that Rita could have purchase a word processor for \$200. He stated his point was that there's still lack of communication and the plan needs to be presented to the Board first. Gerry stated that anyone of them would have come down and helped find a Dell.

Pat also questioned the payroll for the fire chief. He doesn't understand how a stipend can be paid and also get paid for meetings. He would like a meeting with the fire department members to go over their budget for a better understanding of how they as volunteers are paid.

The warrants were signed by the Selectpersons.

**BUSINESS FROM FLOOR:** None

**OLD BUSINESS:**

1. West Road Land Purchase - Nothing to report.
2. Ordinance for Road Weight Limits - Tabled
3. P/T Winter Coverage - Nothing to report.

4. Overdrawn Accounts - Rita reported that she had set a date for the Special Town Meeting of December 28 at 7:00 p.m. with a Board meeting to follow. Pat asked what the figures were for the overdrafts. Rita reported that she had projected figures to cover payroll for Public Works and the amount for Transfer Station should not have changed. The total to go before the residents to vote on is \$15,968.33. **Steve made a motion to sign the Warrant for Special Town Meeting to cover overdrafts. Gerry Cormier seconded the motion. Motion carries.** The Selectpersons signed the Warrant.

#### **NEW BUSINESS:**

1. Schedule for December's Meetings - The Town Manager asked the Board if they wished to meet again next Wednesday, the 21st, or wait until the 28th. Gerry stated he preferred to wait until the 28th. Pat and Steve agreed.

2. Warrant for Special Town Meeting - Previously done.

3. Software Update for Municipal Business - The Town Manager reported that due to reduced phone bills, fewer training's, and repairs, there are some funds left in the General Government account. She would like to use these funds to upgrade the software program for the Town. The cost for going from the DOS program to the Windows program is \$2,400. This amount includes the upgrade, TRIO's travel time to for this, and one day of training. There is another program that would eliminate repeated data entry and that is for E911. Steve asked if there was enough money in the account to do this. Rita responded that she would prefer to wait for that and have Kathy purchase a new desk first. **A motion was made by Gerry Cormier to accept the Windows upgrade. Steve Belanger seconded the motion. Motion carries.**

**OTHER** - Rita reported that she had been contacted by Kelly Law offices in regards to the site of the Transfer Station. Tim Goodblood is still trying to use that land for collateral. She stated she had sent him the information that she had.

#### **SELECTPERSONS CONCERNS:**

Gerry - Lights for the tree in the Town Square. Rita reported that Alice Hayward had taken over that project. She will give her a call to see if that will be done. Gerry stated if they were not, then Vaughn should go ahead and do it.


Pat - Dave Pierce mentioned a grant for a new fire truck. Pat asked Rita if Dave had talked to her. she responded that he had not. Pat was interested to see what he had in mind. Gerry stated that there are grants available through Homeland Security that the department should look into. Pat asked if Dave Bolstridge or any officers meet with her occasionally to discuss these things. Rita responded that this has not happened. Pat would like a meeting with the fire department or at least the officers before the budget.

Rita reported that she would like to have the employees appreciation luncheon on Thursday, December 29 at noon. This will be paid for through the dividends received from Workers Comp. and Unemployment Comp. This is agreeable with the Board.

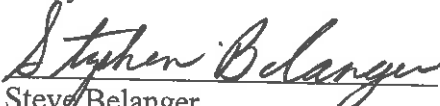
Gerry asked about the financial report that he had received. Rita stated that it was as of November 30, 2005. Decembers would not be available until the first meeting in January.

A motion was made by Gerry Cormier, and seconded by Steve Belanger, to adjourn at 7:40 p.m. Motion carries. (Time 45 min.)

**APPROVED:**

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger

DATE	MEETING	Pat Raymond	Gerry Cormier	Steve Belanger
12/22/2004	Meeting	1.50 hrs.	1.50 hrs.	1.50 hrs.
12/30/2004	Sp.Town Meeting	0.25	0.25	0.25
01/05/2005	Meeting	1.75	1.75	1.75
01/19/2005	Meeting	2.75	Absent	2.75
01/26/2005	Work Session	2.5	2.5	2.5
02/02/2005	Pblc Hrng/Meetg	3	3	3
02/09/2005	Budget Session	2.25	2.25	2.25
02/16/2005	Mtg & Budget	3	Absent	3
02/23/2005	Meeting	2	2	2
02/24/2005	Budget Meeting	1.75	1.75	1.75
03/10/2005	Meeting	1.5	1.5	1.5
03/23/2005	Meeting	1.5	1.5	1.5
03/25/2005	Town Meeting	1.5	1.5	1.5
04/06/2005	Meeting	1.5	Absent	1.5
04/20/2005	Meeting	2.25	2.25	2.25
05/04/2005	Meeting	4	4	4
05/18/2005	Meeting	2	2	2
06/01/2005	Meeting	Absent	1.75	1.75
06/15/2005	Sp Twn Mtg/Brd	3.25	3.25	3.25
06/29/2005	Sp Brd Meeting	2	2	2
07/13/2005	Meeting	2.25	2.25	2.25
07/27/2005	Meeting	1.5	1.5	1.5
08/10/2005	Meeting	1.75	1.75	Absent
08/24/2005	Meeting	2	2	2
09/07/2005	Meeting	1.25	1.25	1.25
09/14/2005	Meeting	Absent	1.25	1.25
10/05/2005	Meeting	2	2	2
10/19/2005	Meeting	1.5	1.5	1.5
11/02/2005	Meeting	1.25	Absent	1.25
11/16/2005	Meeting	1.75	1.75	Absent
12/14/2005	Meeting	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
	<b>Sub Total</b>	<b>56.25</b>	<b>50.75</b>	<b>55.75</b>
	Office Time	<u>10</u>	<u>5</u>	<u>5</u>
	<b>TOTAL</b>	<b>66.25</b>	<b>55.75</b>	<b>60.75</b>

# SELECT PERSONS SIGN IN SHEET

1	Meeting Date	Time	Pat Raymond	Gerry Cormier	Steve Belanger	Hours
2	12/22/04	7:00-8:30	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 30min
3	12/30/04	7:00-9:15	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 15min
4	1/5-05	7-8:45	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 30min
5	1/19/05	6:30-9:15	Pat Raymond	Absent	Steve Belanger	2hrs 45min
6	2/2/05	7:00-10	Pat Raymond	Gerry Cormier	Steve Belanger	3hrs
7	2/26-05	7-9:30	Pat Raymond	Gerry Cormier	Steve Belanger	2hrs
8	2-9-05	7-9:15	Pat Raymond	Gerry Cormier	Steve Belanger	2 1/2 hrs
9	2-16-05	7-10:10	Pat Raymond	Absent	Steve Belanger	2 1/4 hrs
10	2-23-05	7-9:00	Pat Raymond	Gerry Cormier	Steve Belanger	3hrs
11	2-24-05	7-9:45	Pat Raymond	Gerry Cormier	Steve Belanger	2hrs
12	3/10/05	7-8:30	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 45min
13	3/23/05	7-8:30	Pat Raymond	Gerry Cormier	Steve Belanger	1 1/2 hrs
14	3/25/05	7-8:30	Pat Raymond	Gerry Cormier	Steve Belanger	1 1/2 hrs
15	4-6-05	7-8:30	Pat Raymond	Gerry Cormier	Steve Belanger	1 1/2 hrs
16	4-20-05	7-9:15	Pat Raymond	Absent	Steve Belanger	1 1/2 hrs
17	5-4-05	7-11	Pat Raymond	Gerry Cormier	Steve Belanger	2 1/2 hrs
18	5-18-05	7-9	Pat Raymond	Gerry Cormier	Steve Belanger	4 hrs
19	6-1-05	7-8:45	Pat Raymond	Gerry Cormier	Steve Belanger	2 hrs
20	6-15-05	6-9:15	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 45min
21	6-29-05	7-9	Pat Raymond	Gerry Cormier	Steve Belanger	3 hrs 15 min
22	7-13-05	7-9:15	Pat Raymond	Gerry Cormier	Steve Belanger	2 hrs
23	7-27-05	7-8:55	Pat Raymond	Gerry Cormier	Steve Belanger	2 1/4 hrs
24	8-10-05	7-8:45	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 35min
25	8-24-05	7-9	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 45min
26	9-7-05	7-8:10	Pat Raymond	Gerry Cormier	Steve Belanger	2 hrs
27	9-14-05	7-8:10	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 10min
28	10-5-05	7-8:50	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 10min
29	10-19-05	7-8:30	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 50min
30	11/2/05	7-8:10	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 30min
31	11/16/05	7-8:45	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 10min
32	12/14/05	7-9:45	Pat Raymond	Gerry Cormier	Steve Belanger	1hr 45min
33						45 min
34						
35						
36						
37						
38						
39						
40						

Sp. Town Mtg  
Public Hearing  
& Selectmen Mtg

Special  
Town Mtg  
Sp. Brd Mtg

Work Session  
Work Session  
Work Session

Budget Committee Mtg

Town Meeting

Sp. Brd Mtg

Public Hearing + Brd Mtg

**TOWN OF PORTAGE LAKE  
SPECIAL TOWN MEETING  
and  
SELECTPERSONS MEETING  
December 28, 2005  
7:00 P.M.**

Call Meeting To Order

Approve Minutes of December 14, 2005 Meetings

Approve Treasurers Warrants

**BUSINESS FROM FLOOR:**

**OLD BUSINESS:**

1. No Engine Brake Signs - John Robertson
2. Golf Course Road (Gerry Cormier)
3. P/T Winter Coverage
4. West Road Land Purchase - Tabled
5. Ordinance for Road Weight Limits - Tabled

**NEW BUSINESS:**

1. Ashland Ambulance Budget (Jim Gardner)
2. Aroostook Internet Proposal
3. Municipal Quitclaim Deed
4. Request for 1 Week Vacation Pay
5. 2006 Budget Proposal

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
December 28, 2005  
7:00 P.M.**

The meeting was called to order at 7:10 p.m. by Chairman, Pat Raymond.

Present: Pat Raymond, Chairman; Gerry Cormier and Steve Belanger, Selectpersons; Rita Sinclair, Town Manager; John and Wilza Robertson, Sandra Robertson, Ray Cyr; Residents.

A motion was made by Gerry Cormier to approve the minutes as written. Motion seconded by Steve Belanger. Motion carries.

**OLD BUSINESS:**

1. No Engine Brake Signs - John Robertson asked the Board to consider his letter (copies distributed to Selectpersons) regarding the No Engine Brake Signs on the hills north and south of Town. He asked the Board to place an Article in the Town Meeting Warrant allowing the taxpayers of the Town to vote on the signs. Pat informed John that previously a petition had been turned in to the Board to have the signs put back up. Pat stated that John would have to get a petition with a number of voters signatures to put this in an Article for Town Meeting Warrant. John stated he didn't see why he has to get a petition to have an Article in the Warrant. The signs contradict the state (DOT) signs on the hill north of Town. This should go to the vote of the people and if they vote it down then he will let this go. Discussion followed on the need of a petition, the right of the Town Meeting vote, and research needed if any. Pat asked that this be tabled until research is done. Gerry commented that if the voters decide to remove the signs at Town Meeting and another petition is received after Town Meeting the signs would go back up. The signs can't keep going up and down. John stated that people complain about noise that comes from a safety issue, but nothing is said about the noise from the train whenever it comes through, or the snowmobiles that race through. Wilza stated that it is a safety issue to slow the trucks down as they come down the hill. Gerry reported that letters had been sent to the trucking companies asking for their cooperation in slowing down as they pass through Town. John believes that the Town could be sued because of the nature of the signs. He stated that there was no way that could be enforced because there wasn't anything to back it up. Steve stated that the Board was aware of this and the signs were a request for the truckers to comply out of courtesy. John doesn't feel that another petition would work. He just wants the voters to be able to vote on it.

2. Golf Course Road - Gerry reported that he had called the Town Manager and asked that the Town make a pass with the plow to open the road to help the residents who live there. Gerry feels that the people who live there are taxpayers. Steve asked if Vaughn had done this and Rita responded that he had. Pat stated that it was a road in Town but not a Town Road. It is not part of the Town's road system. You are opening an area for



everyone to call and ask to have their road opened up. Gerry stated he is aware of this, but still feels that these people are taxpayers. Pat responded that they knew that when they moved there. Steve agreed that it is setting a precedence. Gerry asked what happens if there is an emergency. Pat stated if it were an emergency, the Town equipment would take care of it as stated in policy. Pat asked if we should continue doing these favors, if not, he needed a motion. **Steve made a motion to continue to only plow Town roads. Pat seconded the motion. Motion passed with two votes in favor. Gerry Cormier goes on record as having voted not in favor.**

3. P/T Winter Coverage - Rita reported that there still isn't anyone to help out. People either want more money or benefits. She went on to say that although Dan Higgins covered the other day, he does not want to be on call. This was strictly a favor. Pat asked for suggestions. There being none, he asked that this be tabled until later in the meeting.

4. West Road Land Purchase - Nothing to report. Gerry stated that if the checks had been cashed then the paperwork should be forwarded to the Towns attorney.

5. Ordinance for Road Weight Limits - Tabled.

#### **NEW BUSINESS:**

1. Ashland Ambulance Budget (Jim Gardner) - No one present to do proposal. Tabled until end of meeting in case Mr. Gardner comes in.

2. Aroostook Internet Proposal - No one present to address proposal. the Town Manager had presented a letter to the Selectpersons regarding the property leased by Portage Hills Country Club. Pat asked that this be also be tabled until the end in case someone arrives.

3. Municipal Quit Claim Deed - the Town Manager presented a Quitclaim Deed for the Selectpersons to sign. There was a lien on file from 1987 that had never been released by the Town. Stewart Law Offices prepared this deed based on one previously prepared by the Town. The taxes are current and she has found nothing in the files. The Selectpersons signed the Deed.

4. Request for 1 Week Vacation Pay - The Town Manager reported that she has 8 days of vacation left from 2005 and she would like to have the pay in lieu of vacation or losing the time. Pat asked for discussion. Steve asked if the Town Manager would take the other 3 days. She responded that there was no time to take days off, and she was told when she was hired that vacation time would be lost if not taken. Pat asked to see the Policy. When Pat and Rita looked through the policy they could find nothing that stated vacation time would be lost. Rita doesn't care whether she is paid if she can carry her time. **Gerry Cormier made a motion to allow Rita to carry her time and use it up in the next twelve months. Steve seconded the motion. Motion carries.**

5. 2006 Budget Proposal - Rita reported that this is not ready as she doesn't have the finale figures.

Pat asked if there were any other concerns before returning the meeting to P/T Winter Coverage or actually winter coverage. Pat asked for a motion to go into executive session. **Gerry "so moved."** Those residents present were asked to leave. Ray Cyr had an item to discuss. Pat asked that the motion on the floor be rescinded. Gerry rescinded the motion.

Mr. Cyr has questions regarding his property on Cottage Road. He is paying taxes on a right of way on his lot as the previous owner did. There are two people that claim they have a right of way to the lake. Rita asked if this was only a stipulation to have right of travel to the lake. She sees nothing in Mr. Cyr's deed that states excepting or reserving a right of passage by other property owners. Pat asked if Mr. Cyr had contacted a lawyer. Mr. Cyr stated that would be his next step. Gerry asked that Rita research some of the other lots that have right of ways to see if they are deeded. Rita asked if Mr. Cyr had measured his lot to see if he has the footage recorded. Mr. Cyr's problem is that the people next door had put a septic system on the right of way. This was approved by the previous Code Enforcement Officer. The Board recommends that Mr. Cyr contact a lawyer to have this matter resolved.

The Town Manager gave the Selectpersons copies on what must be stated before going into an executive session according the Maine State Statues. **Gerry made a motion to go into executive session for personnel matter according to 1 M.R.S.A. P 405(6)(A). Motion seconded by Steve Belanger. Motion carries.** Time in 8:05 p.m. **A motion was made to come out of executive session by Steve Belanger and seconded by Gerry Cormier. Motion carries.** Time out 8:15 p.m.

Pat asked that a meeting be scheduled with Vaughn for the next meeting. Steve asked if the Board could come in earlier than the regular meeting. Pat stated that was what he had in mind. Gerry asked if the agenda for discussion with Vaughn would be policy in general. Pat agreed and stated that if Vaughn had any questions he could state them.

The Treasurer's Warrants were reviewed and signed by the Selectpersons.

A motion to adjourn was made by Steve Belanger and seconded by Gerry Cormier. Motion carries. (Time 1 hr. 30 min.)

APPROVED:

  
Pat Raymond

  
Gerry Cormier

  
Steve Belanger