

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

**Wednesday
January 3, 2007
7:00 P.M.**

Call Meeting to Order

Approve Minutes of December 5, 2006 and December 14, 2006 Meetings.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Bids on JD Riding Mower
2. Fire Department Decision
3. Public Works Update
4. Petition to Recalculate ~ Update
5. Information on Mower
6. Cottage Road RR Crossing – Nothing to Report
7. Affordable Housing Survey
8. Portage Lake Pavilion

OTHER:

NEW BUSINESS:

1. Portage Lake Recreation Activities & Request
2. Personal Property & Mill Products
3. Stumpage Permit for 2007
4. Proposal to Join Communities to Slow Speeding Traffic

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

January 3, 2007

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; Ray Cyr and Darey Gagnon, Residents.

A motion was made by Gerry Cormier to accept the minutes of December 5, 2006 including a notation that the Town Manager did not note anything of importance when Selectperson, Steve Belanger suggested canceling the December 19th meeting. Motion seconded by Pat Raymond. Motion carries.

Gerry Cormier stated he that he requested an Executive Session be added to the agenda before the meeting started, but this is noted in the minutes but not on the agenda. **A motion was made by Gerry Cormier to accept the minutes of the December 14, 2006 meeting as written. Motion seconded by Pat Raymond. Motion carries.**

Pat asked the town manager if she was aware that Steve had gone to Oregon. She replied that today she was told Steve would be gone until the end of February.

The Treasurers Warrants were reviewed and signed by the Selectpersons.

At this time Selectperson, Gerry Cormier asked that an Executive Session be added to the agenda, for the end of the meeting.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Bids on JD Riding Mower – Three bids were opened by the selectpersons. There was a bid from Frank Currier for \$150, a bid from Lewis Cousins for \$230, and a bid from Herb McPherson for \$350. **A motion was made by Gerry Cormier to accept the bid of \$350 from Herb McPherson for the John Deere riding mower, condition "as is". Pat Raymond seconded the motion. Motion carries.**

2. Fire Department Decision – Pat Raymond reported that the Fire Department members had been asked to make a decision on how firefighter's wages would be calculated. No one is present from that department. Gerry asked how long are we, the Board, going to wait for that information. Pat asked the town manager if the fire department equipment was in good standing. Rita stated that one of the trucks has a pump that needs to be replaced, but it is obsolete. Gerry recommended that the Board request that the chief and his officers be at the next board meeting, with an incentive to stop the money flow. Pat stated the main priority is to make sure we have fire protection. When the department was asked at their meeting where we stood with the equipment, we (Pat, Rita, and Steve)

were assured that the only problem was the low pressure on the pump. Pat feels that it is the fire department's responsibility to make us aware of any problems. The town manager is directed to send letters to the Chief and Assistant Chief directing them to attend the next selectpersons meeting on January 17, 2007, to settle this matter.

3. Public Works Update – The Town manager reported that Vaughn is still out and Perry Charette is still covering. Gerry asked if the shoes on the plow are keeping it up so that it is not scraping down. Rita will check on this. The old truck is ready to go, if needed.

4. Petition to Recalculate ~ Update – Gerry reported that he is at 65 signatures. He needs 16 more to have the 81 required. Pat asked what the next step is. The manager stated that Gerry would turn the petition over to the Kathy Gagnon, the Town Clerk for verification. Then the petition would be taken to the superintendent's secretary to be receipted.

5. Information on Mower - The manager presented information on riding mowers for the selectperson's review and discussion. The manager asked the Board if they wanted a chart of comparable makes and prices of mowers. Pat asked if the Town had gotten their money's worth out of this mower. The manager stated that she believes they did. She feels that a bigger mower for the amount of mowing that has to be done would have take less hours on the machine, labor, and payroll. Discussion followed on the different makes of mowers. The manager was directed to get prices on the different makes with a 54 inch mowing deck, and 20 – 25 horsepower.

6. Cottage Road RR Crossing – Nothing to report.

7. Affordable Housing Survey – the manager reported that 103 letters of interest with an additional 15 willing to be on the advisory committee. An additional 12 letters of no interest, and 2 against Affordable Housing, had also been received. (127 responses in all) Gerry wants a summary of the returns and the comments for their next meeting. Pat would like a list of those interested in being on the committee. Gerry asked for the next step. Pat recommended contacting our representatives, Maine housing Authority, NMDC, and all the entities that would come out, and then schedule a public hearing. Gerry asked Rita if she had contacted any of these. She stated she had not and that some of the individuals willing to be on this committee have had prior experience in this area, which would be advantageous. Gerry wants the manager to contact other towns that have had these projects to get an outline to begin the process.

8. Portage Lake Pavilion – The Selectpersons have previously reviewed the scale of the building drafted by Darey Gagnon's nephew. Darey will take this to the Tourism Committee for their review.

OTHER: Gerry asked about the cemetery purchase. The town manager reported that she had just received a fax from the town's attorney in response to her phone calls and fax. He reported that she (Robin Richtarich) has had the papers since September, 2006. She

has questions about the plotting of the land. Dimensions have been sent to the attorney and to Ms. Richtarich.

Gerry asked how the cemetery committee is doing. The manager reported that they have taken a break. They have been working diligently on finding who is buried where, what grave is reserved. Gerry mentioned that this is not on the agenda under Old Business. What about the road? They haven't been paid; what's going on there? The manager reported that the town would be billed after the first of the year. She wasn't satisfied with the way they did the ditch. Gerry asked what kind of work they did. He wasn't aware they had done any work. The last time we talked was back in November. The manager reported that they had done the shoulders in November. Gerry stated it didn't look like the shoulders are done. Pat added that the shelf is still there. ~~Gerry stated that is the~~ problem. The manager went on to report of the discussions she has had with Omer Pelletier, the contractor and owner of the company. Gerry reported that he wasn't aware that any more work had been done. He insisted that the last he knew the contractor wasn't doing anymore because it was all mud. Pat drew a diagram on the board of what needed to be done to remove the level. ~~The manager tried to inform the board of her~~ conversations with Omer Pelletier. Pat's concern is that in the spring we will have a problem. Gerry's suggestion is that these things stay on the agenda so that we can attend to them.

NEW BUSINESS:

1. Portage Lake Recreation Activities & Request – The town manager presented information on upcoming activities to the selectpersons for their review. She is trying to find a location for a skating area on the lake. The manager told her she would ask the Board if they could flood the ball field for a skating area. Gerry asked about the proximity with the snowmobile trail. Rita reported that the trail was further back. Gerry stated there wasn't enough money on the budget. The manager reported there was a little more than \$700 in that account. Gerry agrees to the sliding party, and the movie day. There isn't enough money in the budget for other projects.

The playground equipment would have to wait for the next budget. The manager reported that she had asked Sean Lovely of Portage Mills for cost of some of the playground equipment. Sean is willing to look at the materials needed and submit a price for materials. Some of the equipment is very simple, such as a balance beam. Pat said he would be willing to do some of that and help keep the cost down.

Rita mentioned that she had talked with Herb McPherson about being reimbursed for maintaining the trail. He does not have any receipts. The manager reported that in the past Christy Dicker, then selectperson, had recommended \$300 to be paid to Frank Currier for maintaining the ski trails. Pat suggests \$200 for ski trail maintenance. Darey mentioned the snowmobile club is having a drag made for the trail on West Road. Pat reported that this was a request from a while ago, but nothing has come of it. Pat asked the manager to contact the snowmobile club to see if this is being considered. **Gerry made a motion to give Herb McPherson \$200 for maintaining the ski trail at the end of Cottage Road.**

Gerry asked Rita if there happened to be a need for a Special Town Meeting if we could appropriate money to help get Tanja started on some of these projects. Rita replied that money could be appropriated from the surplus account.

2. Personal Property & Mill Products – The manager reported that she had contacted Je Kendall of Maine Property Tax Division regarding wood chips and hardwood from mills. Mr. Kendall stated that these items are considered “stock in trade” which is exempt by statute.

3. Stumpage Permit for 2007 – The manager presented copies of the stumpage permit for 2007 to the selectpersons for their review. Pat asked for a motion to table this until the next meeting. **Gerry made a motion to table. Pat seconded the motion. Motion carries.**

4. Proposal to Join Communities to Slow Speeding Traffic – The manager reported that this is something that just came up because of the numerous accidents that have happened lately. Mr. Lothrop is taking this to Ashland’s council. This would be a joint effort with all communities, possibly by way of petition. Pat states he would be supportive of this. Gerry asked about purchasing and posting signs for snowmobile crossing. Rita responded that those signs cost \$500 each and the Town would have to purchase them. Darey reported that the snowmobile club has a sign that we could post.

OTHER: The manager presented a receipt for reimbursement for lights and decorations in the town square. She reported she was on vacation when this was submitted. Pat feels that the proper procedure was not followed and therefore no reimbursement should be made.

SELECTPERSONS CONCERNS: None.

Gerry Cormier made a motion to go into Executive Session under 1 MRSA ~ 405(6)(A) to discuss a Personnel Matter. Motion seconded by Pat Raymond. Motion carries. Time 8:25 P.M. A motion is made by Gerry Cormier to come out of Executive Session concerning 1 MRSA ~ 405(6)(A). Pat Raymond seconds the motion. Motion carries. Time 9:00 P.M.

Gerry Cormier made a motion to adjourn at 9:00P.M. Motion seconded by Pat Raymond. Motion carries. (Time 2 hrs. 0 min.)

APPROVED:


Pat Raymond


Gerry Cormier

Steve Belanger

The correction procedure authorized by section 1703 may not be used where the "error" which the assessors want to correct is an undervaluation of someone's property which they did not detect prior to signing the commitment. It may be used to correct such errors as an error in addition or subtraction on the commitment form, the omission of a number (such as State revenue sharing) from the form, or using an incorrect figure on the form (such as a figure which has a transposition or which was inaccurately copied from another form).

Commitment Date

According to 36 M.R.S.A. § 505, at any meeting when it votes to raise a tax, the municipality may set the date when taxes must be committed by the assessors. If the assessors later decide that they cannot meet that deadline, they cannot set a new commitment date; they must ask the selectmen to call a special town meeting so that the voters may set a new date. If the commitment date is changed, the interest date(s) probably will need to be changed by the voters, too. And, since § 505 says that both of those dates may only be set at a meeting when the town has voted to raise a tax, the town will have to vote again on the budget articles to be raised and appropriated; at a minimum this would mean approval of an article which asks the voters to ratify the budget previously approved on a specified date. To avoid these complications, MMA recommends having the town meeting set only a due date and interest date and leave the establishment of a commitment date to the assessors; this is what most towns do.

Time Limit for Settlement

The assessors must specify in the commitment warrant the date on or before which the tax collector must perfect his or her collections. That date cannot be less than one year from the date of the commitment of taxes. In the event that no time is specified in the collector's warrant, tax collectors must perfect their collections within two years after the date of the commitment of taxes. 36 M.R.S.A. § 760. Once the collector has completed the collection of taxes committed to him or her, the collector completes a form provided by the Bureau of Taxation called a "Certificate of Settlement." When signed by the municipal officers it discharges the collector from any further obligation under the original commitment warrant. (See discussion and sample forms in the MMA Tax Collectors and Treasurers Manual)

Recommitment

When a tax collector wants to resign before completing his or her collections, and the municipal officers agree to accept the resignation, MMA recommends that the municipal officers settle with that tax collector before appointing another in his or her place; however, it appears to be legal to appoint someone without first settling with the prior collector, as long as the new collector is willing to accept a tax commitment which is not based on an accurate statement of the balance to be collected. In any event, once a new collector is appointed, taxes outstanding must be recommitted to that person by the assessors in order for the new collector to have legal authority to act. The assessors must recommit any outstanding balances to the new collector by preparing the necessary warrants and tax lists and delivering them to the new tax collector to collect the sums due thereon. 36 M.R.S.A. § 763. (See 36 M.R.S.A. § 766 and the Appendix for a sample warrant.) A separate recommitment should be done for each tax year in which taxes remain uncollected. When the necessary forms have been completed, the original goes to the tax collector and a copy is filed in the valuation book for the year in which the recommitment is done — not the valuation book for the year that the tax was originally committed.

Revenue Sharing

Each municipality receives a monthly check representing the municipality's share of the previous month's income and sales tax revenues under the State-Municipal Revenue Sharing Act. 30-A M.R.S.A. § 5681. At the beginning of each year the State



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TO: Portage Lake Selectmen

FROM: Al Cowperthwaite, Executive Director

DATE: January 16, 2007

RE: Relocating Fish Checkpoint

North Maine Woods is considering the possibility of relocating Fish River Checkpoint from its current location near the east town line of T13R7 to a location east of, but within sight of the Maine Woods Company hardwood mill which is within the Town of Portage.

The current Fish Lake Checkpoint building needs to be replaced due to its age. Rather than erect a new building at the existing location, plus drill a well and install a septic system, we are interested in building the new facility closer to public utility lines supplying electricity, phone service, high speed internet service and possibly water.

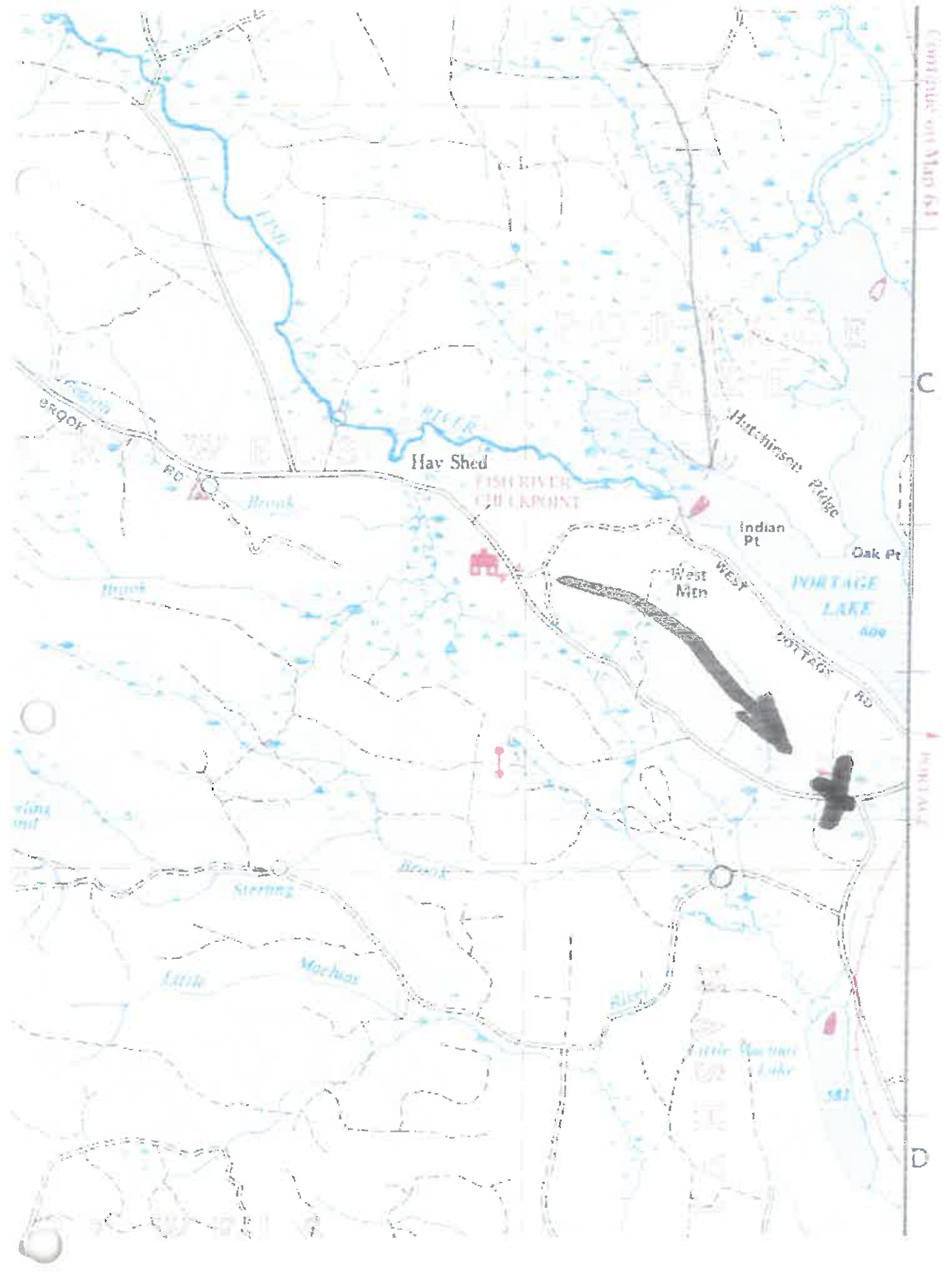
Annual operating costs would be lower using these utility sources. A location closer to town would also benefit employees working at this site.

Understanding that the Town of Portage has an interest in land ownership for this site we are requesting permission from the town to pursue this relocation?

Continued on Map 64

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**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

**Wednesday
January 17, 2007
7:00 P.M.**

Call Meeting to Order

Approve Minutes of January 3, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Fire Department Wages
2. Public Works Update
3. Petition to Recalculate ~ Gerry Cormier
4. Information on Mower
5. Cottage Road RR Crossing
6. Affordable Housing Survey ~ Summary
7. West Road Project
8. Cemetery Land Purchase
9. Centennial Committee

OTHER:

NEW BUSINESS:

1. North Maine Woods ~ Al Cowperthwaite
2. Telephone Replacement/Repairs
3. Stumpage Permit 2007 & Checks Received
4. Appoint Municipal Registrar
5. Homestead Exemption Reconciliation

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
January 17, 2007
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; Ray Cyr, Darey Gagnon, residents; Kathy Gagnon, Town Clerk; Dave Bolstridge, Fire Chief; Brian Cote, Assistant Chief; Harvey McLellan, Captain; and Ned LaBelle, Ashland Fire Chief.

The minutes of the January 3, 2007 meeting were reviewed. **Gerry Cormier made a motion to strike two sentences from the minutes. Pat Raymond seconded the motion. Motion carries. A motion was made by Gerry Cormier to accept the minutes of the January 3, 2007 meeting with the changes. Pat Raymond seconded the motion. Motion carries.**

The Treasurers Warrants were reviewed and approved by the Selectpersons.

BUSINESS FROM FLOOR: None.

Pat moved to New Business to accommodate Al Cowperthwaite of North Maine Woods, Inc.

NEW BUSINESS:

1. North Maine Woods ~ Al Cowperthwaite – Mr. Cowperthwaite presented a letter of request along with a map of location to the Board. He stated that North Maine Woods would like to relocate the Fish River Checkpoint from its present location closer to the Maine Woods Company hardwood mill in Portage Lake. This would allow for electricity, phones, high speed internet, and possibly water. It would benefit their employees working at this site. It would also lower North Maine Woods annual operating costs by having access to the utility sources. They are requesting permission from the town to pursue this location.

Pat asked what this would do to the residents of Portage as far as traveling to the town pit. Al stated arrangements could be made for that. Pat would like the opportunity to discuss this matter with other Board members with a decision thereafter. Gerry asked how big the site would be. Mr. Cowperthwaite stated the building would be 20 x 30 feet. Discussion followed on what might be done for passes for the residents of Portage Lake.

OLD BUSINESS:

1. Fire Department Wages – Dave Bolstridge presented a copy of the fire departments By-Laws for the Board to review. He stated that he had invited Ned Labelle to the meeting so that Ned could explain how Ashland's fire department is paid. Gerry had

questions on the equipment and replacing a truck. Dave stated that the trucks are not big enough to serve the towns needs. The mills and peoples houses are bigger today than in years past. Discussion followed on the cost associated with replacing worn parts on old equipment. Pat stated the department needs a plan for the coming year. Gerry stated that the department needs a plan of action if the Town is going to put money into a new truck. Wages – Dave explained how the department pays their men. They allow \$20 per meeting. If a man doesn't attend the meeting, the amount for that meeting is divided between the ones who do attend the meetings. Pat stated there was nothing in writing for payment. There needs to be something in writing for stipends and wages. Ned Labelle reported on Ashland's stipends per year for Chief, Assistant Chief, and what each man gets for being an officer. Out of the balance of the budget each man gets \$250 for being an officer and the balance is divided between those on the paid list. This ranges between \$500 and \$600 per man. Brian Cote reported that Ashland gets paid every time they go out. Portage Lake doesn't get paid when they go on calls only for meetings and trainings. Gerry expressed concerns about how to combat the problem of getting more people to attend the meetings and trainings. Pat asked for something in writing stating the current list of firefighters and stipulating the method used for payment. Amend the By-Laws and get back to the Board in 30 days.

2. Public Works Update - The manager reported that the 2005 truck broke down. There was no power. Vaughn had done everything he could do, but when he ran the diagnostic the codes were off. The truck was taken to Daigle & Houghton for repair. They had to reboot the system. There was an electrical problem with the turbo arm and they replaced the controller for that. The truck is back and running. Rita reported that they have used the other truck and that is working well.

Gerry asked the manager to see if there was some way Vaughn could avoid pushing snow all the way in on the woods road at the end of the Stockford Road. It is a ski trail. If necessary push it in further and then feather it out so there isn't a bank left there.

3. Petition to Recalculate ~ Gerry Cormier – Gerry reported that he has made some progress with signatures. He reported that when the governor's proposal passes the S.A.D.'s will be obsolete. Portage Lake will be under Presque Isle district. The schools will stay, but they will be operated under a district. The representation will be on advisory capacity only. Pat stated he believes that there will be individual representation of the towns. He feels Gerry should continue with the petition since it has gone this far. Gerry reported he only needed a few more signatures to have the required amount.

4. Information on Mower – The manager reported that she had several responses to the request for prices on mowers. She had wanted to put this on one page for the Board to review, but did not have time. Gerry asked to have it put on a chart for easier comparison.

5. Cottage Road RR Crossing – The manager reported that she had called Mike Ouellette and to discuss the crossing project. She received an e-mail from him today. He shared an e-mail he had received regarding this crossing. He reported that having to go through the proper channels projects like this takes time. Gerry asked what we were asking them

to do. The manager reported that we are trying to get a plan from them as to what they are going to do and

6. Affordable Housing Survey ~ Summary – The manager presented the summary she had prepared. She reported that she had made several contacts to gather information to proceed on this housing project. The only town that has housing through the town is Eagle Lake. She has talked to Michael Martin of Maine State Housing Authority to get some direction. The volunteers need to set up their committee and decide on what they want for by-laws. Pat said we should have some sort of agenda or guidelines for them to follow. Rita would like to talk with Jeff Everett of the Presque Isle Housing Authority for more information..

7. West Road Project – The manager reported that she has called Pelletiers to talk with Mr. Sirois, who has been out of the office. She will call him again tomorrow.

8. Cemetery Land Purchase – Nothing to report.

9. Centennial Committee - The manager reported that posters have been put up and a meeting is scheduled for February 12 at the municipal building.

OTHER: None.

NEW BUSINESS:

1. North Maine Woods – Previously done.

2. Telephone Replacement/ Repairs – The manager reported that the main board on the telephone system had burnt out. There is a temporary board in place to keep us operating. She presented an estimate for repair from North Woods Communications of \$944.50. **A motion was made by Gerry Cormier to accept the proposal from North Maine Woods Communication to repair the telephone system. The motion is seconded by Pat Raymond. Motion carries.**

3. Stumpage Permit 2007 & Checks Received – **A motion was made by Gerry Cormier to accept the Stumpage Agreement as written. Motion seconded by Pat Raymond. Motion carries.**

4 Appointed Municipal Registrar – **A motion was made by Gerry Cormier to appoint Kathy Gagnon Registrar of Voters. Pat Raymond seconded the motion. Motion carries.**

5. Homestead Exemption Reconciliation – The manager received a letter today from Maine Revenue Services stating that the Town of Portage Lake had been overpaid either in 2005 or 2006. The amount of overpayment is \$4,980. She will have to review the previous year to see which year and why the reconciliation is off.

OTHER: Gerry asked about tax bills. The manager reported on some of the problems that had been encountered with outsourcing the taxes this year. Gerry mentioned that the mill rate was set at 16.55 on this bill rather than .01655. This was not picked up on the proofs. Pat asked if there had been any calls on this. Rita reported that the only calls were on the change of the fiscal year and receiving another tax bill.

A motion was made to go into Executive Session under 1 M.R.S.A. Section 405 (6)(A) for Personnel Matter. Motion seconded by Pat Raymond. Motion carries. Time 9:15 P.M.

A motion was made by Gerry Cormier to come out of Executive Session under 1 M.R.S.A. Section 405 (6)(A). Motion seconded by Pat Raymond. Motion carries. Time 10 P.M.

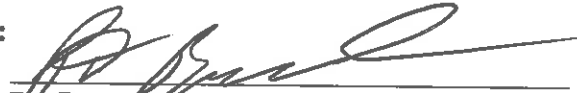
SELECTPERSONS CONCERNS:


Gerry – Who lowered flag to half staff? Rita wasn't sure. She knows that Richard Bragdon sometimes does this if Vaughn doesn't. Gerry reported that he had done it.

What happened to the Committee for slowing speeding vehicles? Rita reported that she hasn't heard anything more from Sarah Brooks or Mr. Lothrop.

A motion was made by Gerry Cormier to adjourn the meeting at 10:05 P.M. Motion seconded by Pat Raymond. Motion carries. (Time 2 hrs 5 min.)

APPROVED:


Pat Raymond


Gerry Cormier

Steve Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

**Wednesday
February 7, 2007
7:00 P.M.**

Call Meeting to Order

Approve Minutes of January 17, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Fire Department Wages (By-Laws Amendment Feb. 21 meeting)
2. Public Works Update
3. Petition to Recalculate ~ Gerry Cormier
4. Information on Mowers
5. Cottage Road RR Crossing
6. Affordable Housing Committee ~ Progress
7. West Road Project
8. Cemetery Land Purchase
9. Centennial Committee ~ Meeting Feb.12, '07 @ 6:30 P.M.
10. Homestead Exemption Reconciliation
11. Signs & Crosswalk

OTHER:

NEW BUSINESS:

1. Abatements on Assessment
2. Time Warner Cable
3. Verizon Pole Permit
4. Draft of Letter to Housing Committee
5. Letter of Greeting ~ Caravan to Quebec
6. Stumpage Distribution
7. Can Am Check Point

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
February 7, 2007
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, Selectman; Rita Sinclair, Town Manager; Harold Cyr, Ray Cyr, Darey Gagnon, Brian Cote, Residents; Kathy Gagnon, Town Clerk.

Pat reported that he had talked with Steve Belanger about North Maine Woods, Inc. moving the gate. Steve is in agreement with this. Gerry states that he too is in agreement as long as the residents of Portage Lake are given consideration for passes through the gate. Rita will contact Mr. Cowperthwaite to inquire about the progress being made.

A motion was made by Gerry Cormier to accept the minutes of the January 17, 2007 meeting as written. Motion seconded by Pat Raymond. Motion carries.

The Treasurers Warrants were reviewed and signed by the Selectmen.

BUSINESS FROM FLOOR: Harold Cyr states that he has a cross culvert on his property that drains water from the road onto his property. He is in the process of filling in this area to build a garage. Since he has to add 5 culverts to extend this drain he asks the Board if the town can assist him with the cost of the culverts. Pat reminds Mr. Cyr that the culvert can not be plugged as it would defeat the purpose for it being there. The Board recommends that CEO, Lewis Cousins, look at it and make a recommendation to the Board.

OLD BUSINESS:

3. Petition to Recalculate ~ Gerry Cormier has presented the petitions to Kathy Gagnon for verification. Gerry signs the petitions and Kathy certified signatures and notarized papers. Gerry will deliver the petitions to the Superintendents office and have a signed copy of the Return to keep on file.

1. Fire Department Wages (By-Laws Amendment Feb. 21 meeting)

2. Public Works Update – The Manager stated there wasn't much to report. The major problem is drift control. Vaughn has been keeping up with maintenance, shop clean up, and taking a day or two off.

4. Information on Mowers – The Manager presented a chart of the different mowers she had received quotes on. Pat reported that he had talked to Tom Bushey of Masardis about their zero turn mower. He reported that the stability is good and would highly recommend this mower. This is a Toro. Pat stated that a 4 wheel drive tractor would be

more costly in repairs if the front end broke. The Zero turn mowers cut mowing time in half. Pat mentioned that he had gone on line and had a comparison of several mowers to look at. Brian Cote suggested having some of the dealers come over in the spring and do a demonstration. After some discussion, it was decided to table this item until a later date.

5. Cottage Road RR Crossing – the Manager presented copies of the letter she received from the railroad giving reasons for pursuing elimination of the Cottage Road crossing. Gerry stated that there were two things wrong with this proposal. The first was that Hayward Street would not handle the traffic and the second was that is private property. Gerry asks if Rita had conveyed that the Town wanted was to fix the drop in the road by the railroad tracks. Pat stated that easements would have to be acquired. Rita will contact Mike Ouellette and Nate Moulton to see if they are going to do another proposal. This item is table until there is more information.

6. Affordable Housing Committee Progress – the manager has given the Board copy of steps to setting up the Housing Authority. Discussion followed on when to have Public Meeting or Informational meeting. The manager suggested that once the interested individuals form their committee, select their Board of Directors and elect their officers, and start the process for their paperwork, would be appropriate to have the committee set a date for a Public Meeting. Gerry believes that the Board should meet with these individuals first to give them a directive and then have a Public or Informational Meeting. Gerry made a motion that Rita contact the people that responded to the survey with a letter inviting them to a Selectmen's meeting. Rita reported that under NEW BUSINESS she has a draft of a letter for the Boards review before sending it out. The Board reviewed the draft and Gerry asked that the date be changed from Tuesday the 20th to the 21st, the night of the Selectmen's meeting.

7. West Road Project – The manager presented a copy of the letter she had received from Ed Pelletier and Sons Co. stating their reason(s) for leaving the shelf in the ditch. Pat asked Rita to contact Phil Curtis of Maine Local Roads for his input on this matter and to include a copy of this letter and sketch.

8. Cemetery Land Purchase – the Manager presented copies of a proposal from Bridgham Engineering & Land Surveying. Rita reported that she had received a return call from Robin Richtarich (an heir to the property abutting the cemetery) who questioned the terminology or “more or less” in the deed. She fears that this would mean one might take more than what they paid for. She also contacted the Town's attorney for clarification and Rick Solman stated the only way to exclude that language would be to have actual measurements from a survey. Robin wants this parcel to be surveyed. Having found a previous proposal from Dan Bridgham, the manager called to ask if he would do a proposal to survey this new piece. Mr. Bridgham has updated the previous proposal to include the new piece. Pat suggested contacting her to see if the language were specific “not more than .6 acre” if she would accept this deed. Gerry asks that Rita contact Mr. Bridgham for clarification of his proposal. **A motion was made by Gerry Cormier to**

get a quote to survey the .6 acres of land. Pat added that if the quote is within reason to proceed and then seconded the motion. Motion carries.

9. Centennial committee ~ Meeting Feb. 12, '07 @ 6:30 P.M. This is just a reminder of the date and time of the meeting.

10. Homestead Exemption Reconciliation – the manager reported that she had reviewed the file for Homestead Reimbursement and contacted Maine Revenue Services to have them review the information she had previously sent. Their findings show that the Town was not overpaid \$4,980 but will have an additional reimbursement of \$3,300.

11. Signs & Crosswalks – the manager presented a form to be signed by the authorizing entity to have snowmobile crossing signs put up by MDOT. There is a one time fee of \$150 per set of signs to be erected by MDOT and removal and storage would be the responsibility of the club or a designated person. Gerry believes the town should take control of the signs so that they are put up and taken down when necessary. Pat believes the club should be responsible for this. The Board directs the manager to write a letter to Jen Curran of the snowmobile club to inquire if the club will accept this responsibility.

OTHER:

NEW BUSINESS:

1. Abatements on Assessments – the manager reported that an error had been made in the assessment of Don MacNaught's house. The Assessing Agent, Randy Tarr, had made the necessary changes but did not give the changes the manager to enter into the computer. This resulted in an over assessment to the building. The abatement is for the amount of over assessment times the mil rate. **Gerry Cormier made a motion to grant the abatement for Don MacNaught's building. Pat Raymond seconded the motion. Motion carries.**

2. Time Warner Cable – Pat had received a letter on behalf of the Town regarding changes in the company.

3. Verizon Pole Permit – the manager presented a permit for a pole placement on West Road. The Board signed the permit.

4. Draft Letter to Housing Committee – Previously done.

5. Letter of Greeting ~ Caravan to Quebec – the manager presented a letter to be presented to the Mayor of Quebec for their signatures. After reviewing the Board signed the letter.

6. Stumpage Distribution – The manager presented copies of the last receipts for stumpage on joint owned land.

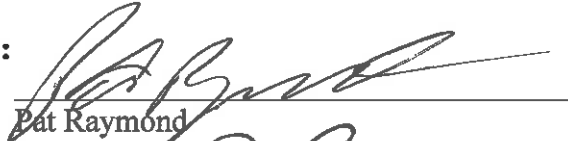
7. Can Am Check Point – the manager reported that it has been requested to use the municipal building for a check point again this year. The Board agrees to allow the use of the building as in the past.

SELECTPERSONS CONCERNS:

Gerry submitted a bill from the Towns attorney.

A motion was made by Gerry Cormier to adjourn at 9:07 P.M. Motion seconded by Pat Raymond. Motion carries.

APPROVED:


Pat Raymond


Gerry Cormier

Steve Belanger

DATE: March 5, 2007

MEMO TO: Portage Lake Board of Selectpersons
Chairman, Pat Raymond
Gerry Cormier
Steve Belanger

FROM: Rita Sinclair, Town Manager

- RE:**
- 1) 1942 Town Meeting Article # 4; Minutes of Meeting; "Laws of 1939, Chapter 130, Section I".
 - 2) Petition to Recalculate ~ Copy of Letter from Gehrig Johnson, Superintendent of Schools.
 - 3) Copies of the Act to Incorporate in 1909.

Finding the actual records for 1942 took a while as it was not stored with the others. I believe I had made photo copies of the warrant for 1942 out of the annual report along with copies of the Special Laws of 1939 and gave a copy to Gerry and Pat. Steve, I think this may have been after you left. At that time, all I had was what was written on the back cover of the 1942 Town Report that said "voted to hire a town manager." I did not have the actual warrant or the minutes.

I attended the February 26, 2007 School Board Meeting and was pleased with the motion and the unanimous vote.

The copies of the Act to Incorporate and the laws of 1939 (accepted in 1942) show how the Town evolved after 32 years.

Reminder: The Housing Committee will be meeting at 6:30 P.M. Tuesday, March 6, 2007. Jeffrey Everett of the Presque Isle Housing Authority and Mike Eisensmith of NMDC will be present to answer questions relating to getting started, the next steps, the Empowerment Zone, and what agencies are available to assist in this process.

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

**Wednesday
February 21, 2007
7:00 P.M.**

Call Meeting to Order

Approve Minutes of February 7, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Fire Department Wages (By-Laws Amended)
2. Public Works Update
3. Petition to Recalculate ~ Gerry Cormier
4. Information on Mowers
5. Cottage Road RR Crossing
6. Affordable Housing Committee ~ Progress
7. West Road Project
8. Cemetery Land Purchase
9. Centennial Committee ~
10. Signs & Crosswalk
11. North Maine Woods, Inc. Decision

OTHER:

NEW BUSINESS:

1. Abatements on Assessment
2. West Road - Cyr Culverts
3. Assessor's Notice for 2007

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

**Wednesday
February 21, 2007
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, Selectman; Rita Sinclair, Town Manager; Dave Bolstridge, Fire Chief; Brian Cote, Assistant Chief; Harvey McLellan, Captain; Sean McLellan, Portage Lake Firemen; Amy Collins, Resident.

A motion was made by Gerry Cormier to accept the minutes of the February 7, 2007 meeting as written with a spelling correction. Pat Raymond seconded the motion. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: None.

OLD BUSINESS:

1. Fire Department Wages (By-Laws Amended) – Fire Chief, Dave Bolstridge presented copies of the Fire Departments amended By-Laws to the selectmen for their review. He reported that the changes include that everything that is paged out will be paid time. All firemen will start with \$650 in their account, but each will be fined for not attending meetings. The balance of the account will be divided among those attending. A spreadsheet will be used for attendance. Discussion followed on how this would be applied. Gerry asked how many missed meetings before a fireman is off the department. Dave stated 5 meetings. Pat asked how many active members on the department? Dave stated there are 16. Pat stated that the Board would wait until Steve is back and review this as a full Board.

Dave presented a quote on a Sterling truck and the specs needed for this department. The quote for the truck and the required specs is about \$250,000. The grant is still being pursued, but we can't wait that long.

2. Public Works Update – The manager reported that things are going well.

3. Petition to Recalculate ~ Gerry Cormier reported that he had handed petitions in and received a signed copy of the Petition Return. A meeting date will be set and the towns will be notified. Pat explained to those present that this petition was to realign the cost to the towns for education. Gerry added that this would not affect the states portion of the budget but would be for the additional cost of

4. Information on Mowers – the manager reported that she had received quotes from two companies on zero turn mowers. Pat reported that he had looked at these again and isn't so sure that's the way to go. He asked the manager to contact dealers to arrange

demonstrations in the spring. Discussion followed on the old mower and if it served the towns needs.

5. Cottage Road RR Crossing – The manager presented a report of what has transpired with this project in the past two months. She had talked with Nate Moulton who is in charge of the Freight portion of MDOT. He stated he had encouraged MM & A to work with the Town to correct the problem at this crossing. Nate will contact the railroad and set a date for a meeting in the spring to walk the site and review the options for the crossing. There may be funding available to assist the town with this project. As for closing the crossing, nothing will be done until a Public Hearing is held.

6. Affordable Housing Committee ~ Progress – Meeting held with nine (9) volunteers in attendance. The next meeting will be March 6, 2007 at 6:30 P.M. at the municipal building.

7. West Road Project – the town manager reported that she had talked with Pete Coughlin who has taken Phil Curtis place with Maine Local Roads. Pete

8. Cemetery Land Purchase – The town manager reported that she had talked with Dan Bridgham about surveying the .6 acre that the town is in the process of purchasing. Mr. Bridgham explained the “fuzzy” boundary lines in the last two surveys and stated he “would rather stay home than create yet another description that is not accurate”. If he is going to do it, he wants to do it the right way and be done with it. The manager stated that she has talked with the Towns attorney, Rick Solman, about the deed. She also spoke with Robin Richtarich about wording the deed so that it stated “not more than .6 acre” and she was not agreeable to this. She states she has to have specifics to satisfy the other owners to this property. Discussion followed on what to do now, where the money would come from, and whether to hold a Special Town Meeting to take money from surplus to complete this project. **A motion was made by Gerry Cormier to hire Bridgham to do Phase 2 and 3 to complete the survey work at the cemetery. Pat Raymond seconded the motion. Motion carries.**

9. Centennial Committee ~ No one present to report on the outcome of the meeting.

10. Signs and Crosswalk – Jen Curran agrees there is a need for signs at the crossings. The club doesn’t meet again until April. Jen asked if the club votes to do this for next season if it would work for the selectmen. The Board is agreeable to this. Pat stated if a maintenance program is needed, then the town would assist with that. Gerry mentioned the crosswalk that needs to be put in and how the Board is trying to do whatever they can to slow traffic down.

11. North Maine Woods, Inc. Decision –The town manager presented copies of a letter from Al Cowperthwaite of North Maine Woods Inc. stating that due to the number of transmission poles required and the location of dry land suitable for construction, plus other issues, they are no longer considering relocating the Fish River Checkpoint.

OTHER: the manager reported the septic line froze again. It will be fixed this summer.

NEW BUSINESS:

1. Abatements on Assessments – The manager presented three abatements on Personal Property accounts from 2001, 2002, and 2003 for Direct TV, Inc. Abatements would clear the books instead of carrying these accounts from year to year. She has talked with attorney, Richard Flewelling of MMA, who told her these accounts would be uncollectible now as the time limit has expired and there is a new owner involved. Pat explained that it would cost more than the \$140 in abatements to collect these amounts. The abatements were signed by the selectmen.

2. West Road ~ Cyr Culverts – the manager presented a memo from Code Enforcement Officer, Lewis Cousins, regarding the culverts that Mr. Cyr is planning to install. The Board directs the town manager to write a letter to Mr. Cyr stating that his request for assistance with culverts is denied. Gerry asked if we have appropriate drainage there.

3. Assessor's Notice for 2007 – the town manager presented the 2007 notice for selectpersons signatures. The April 4, 2007 meeting will be the Assessors Meeting to hear anyone who has questions regarding their property.

SELECTPERSONS CONCERNS:

Gerry Cormier:

1) Town Charter. Gerry asked the town manager if she had found anything on the Town Charter. She reported that she had given him copies of everything she had found so far. Gerry stated that since nothing has been found, the Board should initiate adopting a Charter Form of Government.

2) Updates on Budget – the manager stated she would have them for the next meeting.

3) Notifying the town manager that (if Steve is back) to have an Executive Session for a Personnel Matter on the agenda for the next meeting to discuss the Plan of Action that she had given them at the last meeting.

A motion was made by Gerry Cormier to adjourn the meeting at 9:45 P.M. Motion seconded by Pat Raymond. Motion carries. (Time 2 hrs. 45 min.)

APPROVED:


Pat Raymond


Gerry Cormier


Steve Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

**Wednesday
March 7, 2007
7:00 P.M.**

Call Meeting to Order

Approve Minutes of February 21, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Executive Session per 1 M.R.S.A. 405(6)(A) Personnel Matter
2. Code Enforcement Clarification on Permit
3. Fire Department Truck Specifications & Cost
4. Public Works Update
5. Information on Mowers
6. Cottage Road RR Crossing
7. Affordable Housing Committee ~ Update
8. West Road Project ~ Spring Review
9. Cemetery Land Purchase ~ Update
10. Crosswalk
11. Centennial Committee ~ Update

OTHER:

NEW BUSINESS:

1. Initiate Adoption of Charter Form of Government
2. Carnival for July 4, 2007
3. Financial Report

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING**

**Wednesday
March 7, 2007
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; Attorney, Luke Rossignol; Taunja Jandreau, Rec. Director; Kathy Gagnon, Town Clerk; Wilza Robertson, Tourism; Darey Gagnon, Mary Ann Caron, Angie Burton, Brian Cote, Clayton Demerchant, Judy Moreau, Alcide Bouchard, Carolyn Rowe, Lynn Taylor, Geraldine Condon, Lorne Boyles, Frank & Jeanne Currier, Diana Michaud, Lucinda Jacobs, Residents.

A motion was made by Gerry Cormier to accept the minutes of the February 21, 2007 meeting as written. The motion was seconded by Steve Belanger. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: Wilza Robertson reported that Barb Pitcairn of the Tourism committee was working on brochures for the town. They are looking at publishing 5,000 and hope to get most of the money from advertising. The Pig Roast is on for July, but we still need to get a pig. There might be a Kiddie Carnival around the time of the Pig Roast. The Pavilion is still being considered.

The Over 50's Group is going well. The hot dogs and drinks that we sold at Can Am gave us \$148 in profit. We are working at updating the Web Page and will work on this at the March 12 meeting.

The Centennial Committee met on February 12, 2007. Only 9 people attended. They have a budget committee and will have budget. There was discussion on goals, history of the town, and cookbooks. An Events Committee is needed to work with the Centennial Committee. Wilza asked about the fireworks. The town manager reported that she had sent in the paperwork. Kathy Gagnon reported she had talked with the person in charge.

OLD BUSINESS:

1. Executive Session per 1 M.R.S.A. 405(6)(A) Personnel Matter – The town manager asked the board to proceed with this item as her attorney is present. **A motion was made by Gerry Cormier to go into Executive Session per 1 M.R.S.A. 405(6)(A) for a Personnel Matter. Steve Belanger seconded the motion. Motion carried.** Time entered into Executive Session was 7:14 P.M.

Gerry Cormier made a motion to come out of Executive Session. Steve Belanger seconded the motion. Motion carries. Time out of Executive Session was 7:55 P.M.

2. Code Enforcement Clarification on Permit – CEO, Lewis Cousins, was unable to attend the meeting due to a scheduling conflict. The Board had received copies of a memo prepared by the CEO where he had suggested a swale at the end of the town's culvert. The town manager provided a copy of the letter she had sent to Mr. Cyr denying assistance to purchase culverts and asking Mr. Cyr to contact Vaughn or her to discuss the drainage problem created by attaching his culverts to the towns cross culvert.

3. Fire Department Truck Specifications & Cost – The Board tabled this as the chief did not give them copies of the prices that he presented at the last meeting.

4. Public Works Update - The manager reported that one of the sand shed doors is off the track and the track is bent. She gave the selectmen copies of Vaughn's views and concerns on repairing the door. Pat stated that hardwood would split if Vaughn used that to repair the track. Pat asked about the number of rollers. Rita believed there were four rollers. Pat recommends using hangers in the seam and on each side. Discussion followed on the how to get the door back up. Last time the chain let go. Vaughn is not comfortable doing this. Gerry stated that since Vaughn was not comfortable doing this and has no training for this, it would be wise to put this out to bid. **Gerry Cormier made a motion to put out bids to get the sand shed doors fixed and put back up. Steve Belanger seconded the motion. Motion carries.**

The manager reported that there was an incident with the truck where the wing popped back up and took out the mirror. She stated that the parts were ordered and when the truck was taken to Ft. Kent for inspection, the mirror was replaced.

5. Information on Mowers – The town manager will arrange for each company to bring demonstrator models to the town once the snow is gone to help make a better decision on purchasing a mower.

6. Cottage Road RR Crossing – Tabled until Spring when MDOT Freight Transportation and MM & A Rail Road will come look at the crossing.

7. Affordable Housing Committee Update – Pat reported on a positive meeting with a very good turnout. Jeff Everett from Presque Isle Housing Authority and Mike Eisensmith from NMDC were here to answer questions. Pat felt his questions were answered sufficiently. Gerry asked if they had elected officers. Pat responded that he feels that it will be informal meetings for now. The committee was encouraged to proceed with the process.

8. West Road Project – The town manager reported that this will be reviewed in the spring. A bill has been received for the work Pelletier's did on West Road. Pat recommends if it becomes an issue for a late fee, pay a portion of the bill reserving what it would cost to finish the ditch. Pat stated, at his time don't pay the bill. If a second bill is sent regarding late fees bring it back to our attention. We can figure out what to pay and attach a letter stating our intentions and what we expect from them.

9. Cemetery Land Purchase – The town manger reported that Dan Bridgham had called to get Robin Richtarich's address to explain to her what the survey would consist of

10. Crosswalk – Nothing new to report at this time.

11. Centennial Committee Update – Previously covered under Business From Floor.

OTHER: Petition to Recalculate – The town manager reported she had sent copies of the letter she received from Gehrig Johnson, Superintendent of MSAD #32 regarding the selection of two individuals from town to serve on the committee to review the formula for the appropriation on the school budget above the amount set by the state. Gerry Cormier volunteered to serve on the committee. Pat explained to those present what is needed and asks if anyone present would like to volunteer. Angie Burton volunteered to serve on the committee.

The town manager reported that Lewis had received a letter from DEP reporting that the town will be receiving another \$6,000 from the Small Community Grant Program to assist with the septic system that needed to be repaired when the road work was done on Rt. 11.

Brain Cote referred to #3 and the prices for the new fire truck and the paperwork the chief showed the selectmen. No one has a copy of the spec or prices. Brian will see that we get copies.

Judy Moreau referred to the cemetery and asked if a plaque could be made in memory of Mr. Lannigan who donated the land for the old cemetery. She feels that this man should be recognized for what he has done for the town.

NEW BUSINESS:

1. Initiate Adoption of Chartered Form of Government – The manager asked if this was something the Board still wants to go through. Gerry said that nothing was found until now. The manager stated she had only found the annual report where the article to hire a manager was printed, but could not find minutes to back it up. Kathy found the records for 1942 with the minutes. Gerry stated that now we have this it needs to be in a safe place.

2. Carnival for July 4, 2007 – The manager reported that she had talked to the owner of the kiddie carnival a year ago to see what was involved in having something like this for the Town celebration. He called recently to ask if the town was still interested. Rita asks the Board if they have any objection to this company setting up on the ball field for July 4 through the 8. If no objections, she will call to be sure he has the necessary insurance and to inquire about electricity or if he has his own generators. Pat thinks this is a good idea.

3. Financial Report – The town manager presented a breakdown of the expense accounts and the balance of each account for December, January, and February. Gerry mentioned

Rather than
General
Government
RMS

that the General Government account was low. Rita reported that a journal entry had to be made for the telephone system that was installed. This should have been posted to Town Hall. The Recreation Account is low. There is still postage that needs to come out of it. Taunja Jandreau, Rec. Director is present and reported that she will have a budget to present. The Board will review this and bring it back to the next meeting for discussion.


Wilza asked about #1 and the charter form of government. Pat explained that until now the Board didn't have anything to prove what form of government the town operated under. Now we have something in hand that shows that this form of government exists.


SELECT PERSONS CONCERNS:

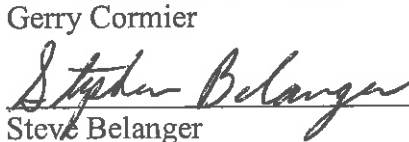
Gerry mentioned the sliding party and the traffic on that road. There were big drifts. If Town events are going to be held there, it should be made wider.

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

APPROVED:


Pat Raymond


Gerry Cormier


Steve Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

**Wednesday
March 21, 2007
7:00 P.M.**

Call Meeting to Order

Approve Minutes of March 7, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Fire Department Truck Specifications & Cost
2. Public Works Update
3. Information on Mowers
4. Cottage Road RR Crossing
5. Affordable Housing Committee
6. West Road Project ~ Spring Review
7. Cemetery Land Purchase ~ Update
8. Crosswalk Liability
9. Financial Report

OTHER:

NEW BUSINESS:

1. Portage Hills Country Club Request
2. Cemetery Committee Update
3. Signs for Stockford Road
4. Maine Revenue Telecommunications Personal Property
5. Veterans & Homestead Exemptions

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING**

**Wednesday
March 21, 2007
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; Wilza Robertson, Katherine Gagnon, Darey Gagnon, Mary Ann Caron, Clayton Demerchant, Judy Moreau, Brain Cote, Ray Cyr, Lucinda Jacobs, Residents; Bill Nemer, President of Portage Hills Country Club.

Gerry Cormier asked about the financial report and asked that a change be made regarding the journal entries to be made in General Government and Town Hall. A correction needs to be made so the minutes show it will affect two accounts. **Steve Belanger made a motion to accept the minutes of March 7, 2007 as corrected. The motion was seconded by Gerry Cormier. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Fire Truck Specifications and Cost – The selectmen had reviewed the proposal. The Town Manager reported that the department would prefer Option as it has greater horsepower. Brian Cote explained ~~that the department~~ the greater horsepower would be better to haul the 3,000 gallon tank over the hills in Portage. Pat asked the manager to meet with the fire chief to put something on paper as to how this would be paid for. She will also call K & T to confirm the price on the proposal. Brian reported that it would take about a year to get the new truck. Pat asked if the department would be capable of handling fires during that time. Brian responded that it would.

2. Public Works Update – The town manager reported that she had called four different door companies and only received proposals from Door Services Incorporated. The other companies had reported that they do not work on doors this size. DSI's first proposal was to repair the existing doors for \$4,450 with no warranty as these doors are very heavy and overweight. The second was to remove and replace the existing doors with exterior steel rolling door (18 by 15 feet) with lift master operator with chain hoist operation for power failure, gear cover, open/close stop with key switch for \$6,800 with one year warrantee. The third proposal was to remove and replace existing doors with one pair of sliding doors (8 by 16 feet each and 1 ¾ inches thick), polyurethane insulation with an R value of 16.4, fastened together with steel frame and center hinges, new upper track, 2 pair of roller aprons for each door, one set of bumpers and center bolt. Total quoted amount \$4,998. Discussion followed on the proposals. Pat feels the existing

doors can be repaired. He doesn't believe the track was mounted right. The track isn't that expensive. We need to find someone to come and fix that door. Suggestions from the audience were: plastic film that would slide to the side, lighter doors, and plexi-glass. The town manager reported that the problem is getting the door down and back up. Pat will get a crane to lift the door. **Gerry Cormier made a motion to table this until more information is obtained. Motion seconded by Steve Belanger. Motion carries.**

3. Information on Mowers – Tabled until spring. Pat reported that he had stopped by Harry's Honda and looked at the Kubota zero turn mower and found it to be built rugged and easy to work on. He suggested that other selectmen stop by to look at it.

4. Cottage Road RR Crossing – Tabled until spring. Gerry Cormier stated he believes there is some confusion on what the town wants to do. All we want is permission to fix the road by raising it on the western side of the road. Discussion followed on what the railroad is planning to do with that crossing. Pat thinks MM & A is under the impression that we want them to move the crossing. Rita stated that Mike Ouellette from MM & A. was there and measured the distance from the crossing to bring the road up. Gerry believes there is a misconception as to what needs to be done.

5. Affordable Housing Committee – The town manager reported that the next meeting will be Tuesday, March 27 at 6:30 p.m. Cathy Letarte from Rural Development Corporation will be here to present information and answer questions. Discussion followed on how the meeting is run and if the committee should elect officers.

6. West Road Project – Spring Review.

7. Cemetery Land Purchase – The town manager reported that she had received a copy of the letter that Dan Bridgham had sent to Robin Richtarich (copies given to selectmen) to try to explain how the survey needs to be completed. No response has been received yet.

8. Crosswalk Liability – The town manager presented copies of an e-mail she received from Richard Flewelling, senior attorney for Maine Municipal Association, regarding liability for a crosswalk put in by the town on a state road. Since DOT will not approve the crosswalk the liability would fall on the selectpersons and not on the town. Gerry feels that we should be able to get permission if the town of Mapleton did. Rita will contact John Edgecomb to inquire how he was able to do this. Discussion followed on the possible location of the crosswalk.

9. Financial Report – The town manager presented an updated report for the corrections made from the General Government Account to the Town Hall Account.

10. Petition to Recalculate – The manager had presented copies to the selectmen of the minutes of the School Board Meeting she had received. These minutes stated that the Board was looking at getting a facilitator for the meeting. The manager has sent a letter reporting who would be representing Portage Lake at that meeting.

OTHER: None

NEW BUSINESS:

1. Portage Hills country Club Request – Bill Nemer, President of the country club is requesting abatement on the land taxes at the golf course. Discussion followed on the value of the base lot and the Cook lot. **Gerry Cormier made a motion to grant abatement on the land taxes at the golf course. Steve Belanger seconded the motion. Motion carries.**

2. Cemetery Committee Update – Mary Ann Caron presented information on the work that she and Corrine Routhier has done on identifying the graves in the cemetery and placing the information on the mylars of the cemetery. She showed the puzzle map and the books that were used to show how information was reported. The puzzle map is being retired and she would like it to be placed in the Town vault. The people who have reserved lots in the old section will be contacted to see if they still wish to keep their lots. They will also determine if the reserved lots have been paid for. They would like to have corner posts installed in two heavily trafficked areas to eliminate running over the edge of graves. There will be no planting of trees and bushes by the headstones. Pat mentioned the proposal that Dan Bridgham made so that everything will be computerized. Mary Ann went on to say that it would be nice to have a parking area on the flat side of the cemetery. Discussion followed on a marker for Mr. Flannigan who donated land for the cemetery. They are looking into the cost for purchasing markers for a soldier and an unknown child.

3. Signs for Stockford Road – The town manager reported that she has had a request for Dead End and Children Playing signs for Stockford Road. **Gerry Cormier made a motion to purchase and place Dead End and Children Playing signs on Stockford Road. Motion seconded by Steve Belanger. Motion carries.**

4. Maine Revenue Telecommunications Personal Property – The manager presented copies of a letter she received from Maine Revenue services regarding the state taxing two way communications rather than the municipalities. She reported that she is not clear on how this will affect Portage Lake's tax base, but Steve Lemay of Maine Revenue Services will be in the first week of April to go over this and the Ratio Declaration for the Town.

5. Veterans & Homestead Exemptions – The manager presented two veterans exemptions and two Homestead exemptions for review. The Veterans exemptions require a signature.

The manager reported that Kathy would be on vacation next week.

SELECTPERSONS CONCERNS:

Gerry Cormier – Cottage Road was not plowed Saturday morning until 11 A.M. The manager reported that Vaughn was in at 4 A.M. and on the road by 4:30. Cottage Road was the first road to be plowed. Gerry reported that he was downtown at 6:30 and the roads had not been touched. Kathy Gagnon stated that Vaughn plowed by her place before 5 A.M. Pat asked how much snow was on the road. Gerry reported 5-6 inches.

Judy Moreau had questions about the management report, lease money for the ledge pit, the stump dump, and common undivided ground. Discussion followed on the marking of the boundary lines. The management plan is only an estimated stumpage and estimated volume cut. There was discussion on the leases. Pat stated that this has all changed. Judy stated the lease was supposed to be renewed every year. Pat stated that the lease for the stump dump was never renewed. The lease was with Great Northern and they no longer own it.

Gerry Cormier made a motion to adjourn at 8:35 P.M. Steve Belanger seconded the motion. Motion carries. (Time 1 hr. 35 min.)

APPROVED:


Pat Raymond

Gerry Cormier


Steve Belanger

**TOWN OF PORTAGE LAKE
ASSESSORS & SELECTPERSONS MEETING
Wednesday, April 4, 2007 at 7:00 P.M.**

ASSESSORS MEETING

Call Meeting to Order

Review & Revise Lists of Estates Taxable in the Town of Portage Lake

Adjourn

SELECTPERSONS MEETING

Call Meeting to Order

Approve Minutes of March 21, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Fire Department Truck Specifications & Cost
2. Public Works Update
3. Information on Mowers - Selectmen
4. Cottage Road RR Crossing ~ Update
5. Affordable Housing Committee Meeting ~ April 10 @ 6:30 P.M.
6. West Road Project ~ Partial payment requested.
7. Cemetery Land Purchase ~ Update
8. Crosswalk ~ Update
9. Petition to Recalculate ~ Nothing new to report.
10. Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter

OTHER:

NEW BUSINESS:

1. Over 50's ~ Wilza Robertson
2. Ratio Declaration & Reimbursement Application ~ on hold
3. ADA Accessibility
4. Portage Hills Country Club Abatement ~ Signatures required
5. Request From Portage Hills Country Club ~ Purchase Agreement
6. Managers' Schedule

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
ASSESSORS MEETING**

&

SELECTMENS MEETING

April 4, 2007

7:00 P.M.

ASSESSORS MEETING

Present: Pat Raymond, Chairman; Steve Belanger, Selectman; Rita Sinclair, Town Manager; Mary Ann Caron, Darey Gagnon, Wilza Robertson, Grace Nason, Judy Moreau, Clayton Demerchant, Alcide Bouchard, Ray Cyr, Harold Cyr, Kathy Gagnon.

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

As no one present had lists of property for the assessors to review, **Steve Belanger made a motion to adjourn the assessors meeting at 7:03 P.M. Pat Raymond seconded the motion. Motion carries.**

SELECTMENS MEETING

Pat Raymond, Chairman, called the meeting to order at 7:03 P.M.

A motion was made by Steve Belanger to accept the minutes of the March 21, 2007 meeting as written. Pat Raymond seconded the motion. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: None

OLD BUSINESS: Tabled until #1 under NEW BUSINESS was heard.

NEW BUSINESS:

1. Over 50's ~ Wilza Robertson reported the Over 50's group would like to purchase 12 padded, folding chairs for exclusive use at the cemetery. They will supply tennis balls to cover the legs on the chairs to keep them from sinking into the dirt. She asked if the chairs could be stored at the municipal building. Wilza asked if public works would be able to set chairs up before a funeral. Mary Ann Caron stated the Cemetery Committee would try to be available to do this. She feels that our town should have some way of showing respect to family of the deceased. Wilza reported they also would like to get an awning for people to be under cover and asked if the Town would be willing to make this purchase. A 10 X 10 awning would cost \$170. Ray Cyr stated he has a new awning he would be glad to give to the Cemetery Committee. Wilza thanked Ray for his donation.

OLD BUSINESS:

1. Fire Department Truck Specifications & Cost – The Town Manager reported that she had met with Fire Chief, Dave Bolstridge, to go over the specs and the cost of the new truck. This is quite clear on what is needed. The cost of the truck is \$219,068. She reported that she has requested rates from three different banks. She plans to put \$50,000 down and \$75,000 in August when the Fire Dept. Equipment Reserve CD matures. The balance would be financed over a period of 10 years.

2. Public Works Update – The town manager reported that she had contacted DSI about the door in question. The door is a commercial steel door. She talked with Brian Caron and asked him to give an estimate on repairing the doors. Brian doesn't believe the track is heavy enough for the weight of the doors. He found track rated for the weight of the doors and the cost is \$3,000. To just repair the doors, he quoted a price of \$1100 and the town would furnish the materials. The manager will contact Central City Sheet Metal and Haines Mfg. Inc. to inquire about heavy duty track. She will also get a list of materials needed to repair the doors.

Alcide Bouchard mentioned the spring hole on Cottage Road. This comes up every year and needs to be fixed. Pat asked that it be put on the "to do list". Pat asked how Rita made out with the complaint on Fox Hill. She said all went well. Pat asked if the Public Works should get back into sweeping the roads. State surplus was mentioned as a resource. Pat suggested that the manager call Ashland to see if we might rent their sweeper until we can purchase one.

3. Information on Mowers - Selectmen – nothing new to report.

4. Cottage Road RR Crossing Update – The town manager reported that she has tried several times to contact Tom Tardif and Mike Ouellette of Montreal, Maine & Atlantic to no avail. She did talk with Nate Moulton of Freight Transportation with MDOT. He doesn't believe there was a misunderstanding by the railroad on what the Town wanted to do. He feels the proposal was made as a safety issue and it would be costly to upgrade the crossing. He understands what the Town wants to do and feels there needs to be a meeting between the Town, the railroad, and his office, to decide what to do. The crossings have a 50 to 66 foot right of way, so the Town can not do anything in that right of way without the railroad. Rita will try to get a meeting set up as soon as possible.

5. Affordable Housing Committee Meeting ~ April 10 @ 6:30 P.M. (Reminder.)

6. West Road Project ~ Partial Payment Requested – The town manager reported that she had received a call from Phil Sirois of Ed Pelletier & Sons asking about payment. He will look at the ditch as soon as the snow is gone and see what they need to do to fix it. Rita stated that she deducted 10% of the total amount due as she believes this would be enough to finish the ditch if Pelletier's does not follow through.

7. Cemetery Land Purchase Update – The town manager reported that she had talked with Dan Bridgham, who has not received a response from Robin Richtarich, the land owner. She, Robin, returned my call today and she will not go forward without clear definition. She also mentioned a Quit claim Deed that Dan Bridgham asked for. The manager also spoke with the Town's attorney about a Quit Claim Deed. He stated Dan would know what is needed to complete the survey. He did ask if the Town had a purchase agreement and if not, does the Board want to pursue this. Pat said we have limited funds and don't want to add more expenses.

8. Crosswalk Update – The manager reported that she spoke with Jim McGinnis again and he is sending permit applications to do 2 curb cuts. This would have to go beyond the store, where there are no driveways, and create a handicap accessible crosswalk from the existing sidewalk to the Town Square. This work would be the Town's expense as DOT does not pay for any of this. They will, when the crosswalk is near completion, put up signs designating the crosswalk.

9. Petition to Recalculate – Nothing new to report.

10. Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter – Pat requested this be moved to the end of the meeting.

OTHER:

NEW BUSINESS:

1. Over 50's – Previously done.

2. Ratio Declaration & Reimbursement Application ~ on hold. The manager reported that Steve Lemay of Maine Revenue Services was in to review the Veterans and Homestead Exemptions. Our ratio (sales to assessed value) has dropped again this year. We are at 80% valuation, which means a drop in the benefit amount of the exemptions. Steve wants to talk to Randy Tarr, our Assessing Agent before this paperwork is filed with the state.

3. ADA Accessibility – Copies of requirements for accessibility were mailed to the selectmen. Kathy reported that the highlighted areas are things that still need to be corrected. There should be pavement by the back door with a slope away from the building. She reported that it is always a mess out there because of the water. Beveled edges are needed for the entrances. The manager reported that Public Works would still like to extend the drain in the back to catch more of the water that comes off the field. Pat asked the manager to check on the prices for what is needed to make the corrections.

4. Portage Hills Country Club Abatement ~ Signatures required. The selectmen signed the abatement.

5. Request from Portage Hills Country Club – this request is for a waiver of a public hearing for renewal of the clubs liquor license. The selectmen agreed to the waiver and signed the liquor license. The other request was for a Purchase Agreement – The town manager reported that Bill Nemer, President of the Portage Hills Country Club has asked if the Town would be willing to go into an agreement, similar to the one with the snowmobile club, for the purchase of a greens mower. She told Mr. Nemer that he would need something in writing, but he wanted to know if the Board would consider it first.

6. Manager's Schedule – Rita reported that she would be out of the office, and out of town, this Friday and Monday.

OTHER: the manager reported that the Town had received an additional \$934.95 from Irving for stumpage. Laura noticed the discrepancy and will keep an eye on this. The manager asked Laura to see if she can get Irving to give a better description of the stumpage. All we get is information on Portage's share. Whenever the manager asks Jim Dube for this, he states it's too difficult. Discussion followed on who contracts Laura Audibert.

The manager also reported that she had received a request from Ashland for a donation to their Summer Fest. They have changed the date of their celebration to the same weekend of Portage Lakes' Pig Roast.

SELECTPERSONS CONCERNS:

Pat asked how many picnic tables would be needed to be replaced or repaired. Rita will take a survey to see what is needed. Steve Belanger asked for a list of materials to repair the picnic tables. He will try to get this lumber donated. Wilza Robertson mentioned that students need to do community service and perhaps would be willing to paint the tables. The manager will contact Mr. McHatten for names of students for this project.

Darey Gagnon mentioned the trash on the beach gets pretty bad when it's not picked up on Mondays. Rita reported that public works usually picks it up and brings it to the municipal building. It was suggested that the manager check with Dave Chasse to see if he would consider picking up on Mondays. and 3 Sisters GRC

Kathy reported that mulch will be needed at the beach this year. Pat suggested that we check with the Cedar Mill or Maine Woods. Vaughn should be able to take the truck and get a couple of loads.

A motion was made by Steve Belanger to go into Executive Session per M.R.S.A. 405 (6)(A) for a Personnel Matter. Pat seconded the motion. Motion carries. Time 8:20 P.M.

A motion was made by Steve Belanger to come out of Executive Session at 8:35 P.M. The motion was seconded by Pat Raymond. Motion carries.

Pat asked if there was anything else that needed to be discussed. Steve asked Rita to call when she has a list of materials needed for the picnic tables.

Pat asked about the rate increase from NASWA. Rita reported that the increase is about \$2,000 for the year. This one is larger as Kathy had to bring the account current from January.


Pat asked about the bottled water and if we are satisfied with the service. Rita reported that we have no complaints.

A motion was made by Steve Belanger to adjourn the meeting at 8:40 P.M. The motion was seconded by Pat Raymond. Motion carries. (Time 1 hr. 40 min.)

APPROVED:


Pat Raymond


Gerry Cormier


Steve Belanger

MEMO TO: Board of Selectmen

FROM: Town Manager, Rita Sinclair

DATE: April 12, 2007

Re:

The office is closed on Monday, April 16, 2007 for Patriots Day.

The Housing Committee will be meeting Tuesday, April 17, 2007 at 6:30 P.M. The last meeting was on Tuesday, April 10, 2007. It was decided to elect officers to be able to have more structure and form sub committees when necessary. The following officers volunteered for their positions: President, Ray Cyr; Vice President, Dan Higgins; Secretary, Jennifer Curran; Treasurer, Missy Boutot.

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, April 18, 2007
7:00 P.M.**

Call to Order

Approve Minutes of April 4, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Fire Department Truck Purchase
2. Public Works Update
3. Information on Mowers
4. Cottage Road RR Crossing
5. Affordable Housing Committee Meeting Update
6. West Road Project
7. Cemetery Land Purchase Update
8. Crosswalk Update
9. Petition to Recalculate ~ Nothing new to report.
10. ADA Accessibility
11. Executive Session per 1 M.R.S.A. 405 (6) (A) Personnel Matter

OTHER:

NEW BUSINESS:

1. Financials for March
2. Stumpage Check
3. Request for Special Town Meeting
4. Hayward Street Complaint
5. Request to Attend Maine Mun. Tax Collectors' & Treasurers' Annual Con.

SELECTPERSONS CONCERNS

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING**

April 18, 2007

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; Ray Cyr, Judy Moreau, Clayton Demerchant, Darey Gagnon, Mary Ann Caron, Alcide Bouchard, Kathy Gagnon, Carolyn Rowe, Lynn Taylor, Wilza Robertson, Brian Cote, Residents.

Pat Raymond noted a correction under **SELECTPERSONS CONCERNS** to include "3 Sisters Sanitation" along with Dave Chasse. **A motion was made by Steve Belanger to accept the minutes as written with the correction. The motion was seconded by Gerry Cormier. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectpersons.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Fire Department Truck Purchase – The town manager reported that she had received three (3) proposals on financing the fire truck. She had also called K & T and Whited Ford to confirm the quote they had submitted. The financial proposals were from Katahdin Trust with an interest rate of 5.25%, Norstate Federal Credit Union with a rate of 6.50%, and Key Bank with a rate of 4.81%. Katahdin Trust has an additional \$50 document fee and Key Bank has between \$500 and \$600 fee. Pat mentioned calling a Special Town Meeting. The manager mentioned that it is on the agenda under **NEW**

➔ **BUSINESS.**

2. Public works Update – The manager presented concerns on roads that Public Works Director, Vaughn Devoe, has submitted. One is the section of road just as you enter the campground at the boat landing. The road is heaving where drain pipe was installed four or five years ago. The other concern is at the railway crossing on the Hathaway Road. There is a mud hole on the right side of the road that needs to be repaired.

Sand Shed Doors: The manager mentioned that she contacted Hanes and Central City about making track for the sand shed doors. Both companies stated they would not be able to do this. She has tried to reach Brian Caron. Pat asked if the door had been secured to the building. The manager reported it had not. Pat said the door needs to be bolted to the building to keep it secure.

3. Information on Mowers – Pat stated a decision needs to be made on the mower as time is running out. Discussion followed on zero turn mowers and how much faster they are than a garden tractor or sub compact. Alcide Bouchard asked if a sub compact would be

more useful. Pat stated it would be more costly for repairs and all we need is a mower. The manager will call for updates on quotes received.

4. Cottage Road RR Crossing – The manager e-mailed Tom Tardif of Montreal, Maine & Atlantic Railway. She has not had a response from him. She will continue to work a getting a date set for a meeting.

5. Affordable Housing Committee Meeting Update – Ray Cyr update the selectpersons on the housing meetings. He reported that he, Darey, and Danny had visited the Allagash Housing and stopped in Ft. Kent to talk with the agency who manages Allagash Housing. The committee is meeting weekly until they have some of the paperwork completed. They are looking at land for this project and will be talking to the owners about availability. They are trying to get a grasp on how many units to start with. He would like to have an article placed on the Warrant for the Special Town Meeting. He reported the next meeting is Tuesday, April 24 at 6:30 P.M. and the public is invited. Gerry mentioned that the Town owns acreage on West Road that may be available for this project.

6. West Road Project – The manager has nothing to report. We are still waiting for the snow to melt to see into the ditch.

7. Cemetery Land Purchase Update – The town manager reported that she has a telephone conference call from the land owner and the surveyor scheduled for Monday, April 23 at 10 A.M. Judy Moreau asked if the Town couldn't take this land by imminent domain. Pat stated this is not the practice of the Town. Pat explained that the landowner is not comfortable with the wording "more or less" in the deed. She wants exact measurements.

8. Crosswalk Update – The manager reported she had received the permit applications for a curb cut. The measurement will have to be curtailed to what the Town has for sidewalks. Questions from the floor regarding cost, maintenance, and upkeep were asked. Pat reported that when we have all the facts, we can make a decision. Discussion followed on information required on the application and where the crosswalk would be located.

9. Petition to Recalculate – Nothing new to report. Gerry Cormier asked the manager if she had contacted Gehrig Johnson about the meeting date. Rita responded she had talked with him, but not about this. Gerry recommended contacting him to see where they are with this and if a meeting has been scheduled.

10. ADA Accessibility – Figures have been attained for a door, ramps, and a bell system. Pat asked the manager to check on the door to make sure it is not a construction type door. **A motion was made by Gerry Cormier to accept the proposal from Solutions including the door. Steve Belanger seconded the motion. Motion carries.** This needs to be done before June in order to qualify for the grant. **Gerry Cormier made a motion to rescind his motion. Steve Belanger seconded the motion. Motion carries.**

Gerry Cormier made a motion to get the appropriate threshold measurement to purchase three ramps, along with the door and bell system, not to go over the \$3,500 in the grant. Steve Belanger seconded the motion. Motion carries.

11. Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter – **Gerry Cormier made a motion to take # 11 and move to after NEW BUSINESS at the end of the session. The motion was seconded by Steve Belanger. Motion carries.**

NEW BUSINESS:

1. Financials for March – The town manager presented financials for the selectmen to review. Gerry questioned the balance of the Beautification account as it is more at the end of March than at the end of February. The manager will look at the previous reports to verify the balance.

2. Stumpage Check – The town manager reported that a stumpage check had been received in the amount of \$15,838.91 for the period of 12/31/06 through 3/24/07. This is divided between stumpage and silva culture. Judy Moreau asked questions about silva culture. Pat explained that we have used silva culture money to do pre-commercial thinning, which allows the young trees to grow.

3. Request for Special Town Meeting – An article from the Housing Committee was presented to the selectmen and upon their approval to be included in the Special Town Meeting Warrant. **A motion was made by Gerry Cormier to accept the article from the Housing Committee for the Warrant for Special Town Meeting. Steve Belanger seconded the motion. Motion carries.**

The town manager would like to take money from the Surplus Account to add to the money in the fire departments account so that we would be borrowing less. Brian Cote suggested approaching businesses for donations towards the purchase of the fire truck. Gerry recommended a letter from the Town to the major businesses requesting donations. Steve Belanger suggested that a letter of recommendation from the fire department to go with the letter from the town. Pat asked about the grant application. Brian reported that it had been submitted, but we won't know until October. Discussion followed on what happens if the town receives a grant to purchase a new fire truck.

Pat asked about setting a date for the Special Town Meeting. The manager reported that she would prepare the articles for the warrant and send them to the Board along with the minutes and, if approved, the selectmen could sign the warrant at the May 2 meeting. She also reported that the Cemetery account and the Portage Lake Recreation account needed to have money appropriated from Surplus to them as they were carry over amounts from 2006 rather than appropriated amounts. Pat asked about the Cemetery Expansion Account. More money is needed there because of the survey. The manager will add this to the other articles. She stated the meeting has to be posted for seven days and that would bring us to Thursday, May 10 or Friday, May 11. **A motion was made by Steve Belanger to hold the Special Town Meeting on Thursday, May 10 at 7:00 P.M. The motion was seconded by Gerry Cormier. Motion carries.**

4. Hayward Street Complaint – The town manager reported a complaint from Peter St. Peter about the water in the road at the entrance to his camp. He would like to have a manhole installed to drain the water off the road. Gerry Cormier reported that Peter had added five and a half feet of fill across his property to Levesque's. He then built a septic system in the back yard which raised it up more and added fill to the driveway, leaving no place for the water to go. This was before Lewis Cousins came on board. He created his own problem. Pat would like to look at this just before the May 2 meeting.

5. Request to Attend Maine Mun. Tax Collectors' & Treasurers' Annual Conf. – The town manager reported that this would be in Orono on May 17. She presented a schedule for the conference. The selectmen approved the manager attending the conference.

OTHER:

Brian Cote asked if the fire department could get the diesel for the new fire truck from the towns' tank. The reason for not having done this is that the tank has a meter but no printout. A log would have to be kept by both departments to know which department to bill for fuel. Steve has no problem with this as long as we don't run out of fuel. Discussion followed on how to keep track of the fuel used by each department.

The manager reported she had received a renewal for municipal representatives to NMDC. Gerry is named as first representative and Pat as second. The representatives will remain as is.


Return to # 11 under OLD BUSINESS Executive Session.

A motion was made by Gerry Cormier to enter into Executive Session per 1 M.R.S.A. 405 (6)(A) for a Personnel Matter. Motion seconded by Steve Belanger. Motion carries. Time 8:45 P.M.

A motion is made by Gerry Cormier to come out of Executive Session per 1 M.R.S.A. 405 (6)(A) for a Personnel Matter. Time 9:00 P.M.

Questions were asked of the Board about the Executive Session and how long this was expected to continue. Gerry stated the Board could not give any information on what was discussed in Executive Session. Discussion continued on what the Board could say after an executive session. Pat called for a motion to adjourn. **Steve Belanger made a motion to adjourn at 9:10 P.M. Gerry Cormier seconded the motion. Motion carries. (Time 2 hrs 10 min.)**

APPROVED:


Pat Raymond


Gerry Cormier


Steve Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, May 2, 2007
7:00 P.M.**

Call to Order

Approve Minutes of April 18, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Fire Department Truck Purchase
2. Public Works Update
3. Information on Mowers
4. Cottage Road RR Crossing
5. Affordable Housing Meeting
6. West Road Project
7. Cemetery Land Purchase Update
8. Crosswalk Update
9. Petition to Recalculate
10. ADA Accessibility

OTHER:

NEW BUSINESS:

1. Portage Lake Recreation Budget
2. Portage Lake Housing Corp. Budget
3. Approval of Warrant Articles
4. Diesel for Fire Truck
5. CEO Change of Schedule

SELECTPERSONS CONCERNS

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
May 2, 2007
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, Selectmen; Rita Sinclair, Town Manager; Dave Bolstridge, Fire Chief; Kathy Gagnon, Ray Cyr, Wilza Robertson, Judy Moreau, Grace & Paul Nason, Laura & Alcide Bouchard, Steve Jandreau, Lyn Taylor, Carolyn Rowe, Diana Michaud, Rena Belanger, Francis Vaillancourt, Clayton Demerchant, Darey Gagnon, Steve & Elaine Dempster, Jeanne Jones, Lucinda Jacobs, Peter St. Peter, Residents; Perry & Barb Charette, Brad St. Peter, Non residents.

A motion was made by Gerry Cormier to accept the minutes of the April 18, 2007 meeting as written. The motion was seconded by Steve Belanger. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: None.

OLD BUSINESS:

1. Fire Department Truck Purchase – The selectmen reviewed the proposals from three banks that the town manager presented. NorState Federal Credit Union interest rate is 6.50%. Katahdin Trust Co. interest rate is 5.25%. Key Bank interest rate is 4.59%. **A motion was made by Steve Belanger to accept the proposal of Key Bank pending the vote of the people at the Special Town Meeting. Gerry Cormier seconded the motion. Motion carries.**

2. Public Works Update – the Board reviewed a proposal from Brian Caron to fix the sand shed doors for \$3,250. **A motion was made by Gerry Cormier to accept Brian Caron's proposal for sand shed doors. The motion was seconded by Steve Belanger. Motion carries.**

The manager presented the selectmen with copies of lists from Vaughn Devoe of work to be done. . The manager reported that Ashland's Public Works brought their truck and sweeper over and cleaned the road on Fox Hill from the cemetery to the scenic turn out. Pat asked about the materials for the picnic tables. Steve reported that it hasn't been approved by the boss yet, but it shouldn't be a problem. The manager brought up the dock at the boat landing. Pat reminded her that when the dock was built that the state said when it needed replacement to let them know. The manager stated she had spoken with Bud Newell today and he had given her a name to contact for this.

The manager reported an incident with the bus sinking in soft spots on the Hathaway Road. Vaughn was able to pull her out. Portage Construction was contacted for material

and delivered crushed stone the next day. Vaughn has spread it to make it passable for the bus, but this is only a temporary fix.

Pat asked if the holes would be patched on the Hathaway Road. The manager reported that they would be getting cold patch next week.

Perry Charette, public works spare plow man, submitted a proposal to the Board for the combining the summer position and the mowing position. **A motion was made by Gerry Cormier to accept Perry's proposal for the summer position. The motion was seconded by Steve Belanger. Motion carries.**

Gerry asked that the list of things that need to be done be prioritized. Discussion followed on what projects we would be working on this summer. The manager reported that since there wasn't much money left in that account, no major projects have been planned.

3. Information on Mowers – Information on Zero turn mowers was reviewed by the board. There was only one diesel on the list. All prices are still good. Pat asked that the manager call and have some demos brought over to help in making a decision on which mower to purchase.

4. Cottage Road RR Crossing – Nothing new to report.

5. Affordable Housing Meeting – Ray Cyr reported on the progress of the Housing Committee. He reported that another survey has been done and there are 32 people interested in signing up for housing. He has worked with the Towns Attorney, Rick Solman, on the Articles of Incorporation. He reported that a meeting with Bud Newall from the Bureau of Parks & Land to discuss using the area where the ball field is located as part of the land for housing. Ray stated that the requirements to change the use of this parcel would be costly and he's not so sure this would be a good location for housing. He has prepared a list of expenditures to go with the request for an article in the special Town Meeting Warrant. Judy Moreau questioned who was going to pay the attorneys fees and if the article was a legal expenditure. The manager will call the Towns attorney to see if the request in the article is legal. Ray reported that the next housing meeting will be May 26, 2007 at 6:30 P.M.

6. West Road Project – The manager spoke with Phil Sirois of Ed Pelletier & Sons about the work to repair the ditch. He stated that the company would be in town to finish the runway and a few things on Route 11 and would repair the ditch at that time.

7. Cemetery Land Purchase – The manager provided copies of a letter sent to the landowner by Dan Bridgham of Bridgham Surveying, recommending a proposal that would allow him to move forward with the survey and deed.

8. Crosswalk Update – the manager has contacted three different companies to get an estimate for the work

9. Petition to Recalculate – The manager reported that she spoke with Gehrig Johnson about the meeting. He reported that Oxbow was holding up the process as they do not have anyone to represent them. Mr. Johnson sent a letter stating that the

Selectmen/Assessors would have to accept the responsibility for representation. He will notify us as soon as a date is set.

10. ADA Accessibility – The ramps and the door have been ordered.

OTHER: Alcide Bouchard mentioned the culvert at the rail road tracks. The manager stated that this is on Vaughn's list and we need to get Mike Ouellette here to take care of this. Also, the ditch on Hayward Street needs to be cleaned out and a trench made towards Levesque's to drain the water off the street in front of St. Peters driveway.

NEW BUSINESS:

1. Portage Lake Recreation Budget – The manager presented the Rec. Directors budget for \$6,535 for recreational equipment and an additional \$179.37 for three summer programs. Discussion followed on the amount requested (\$7,000) for equipment and if this could be spread over a period of time. **A motion was made by Gerry Cormier to accept Article 4 and let the people decide. The motion was seconded by Steve Belanger. Motion carries.**

2. Portage Lake Housing Corp. Budget – Ray Cyr had developed a list of necessary items to include in the budget for the Housing Corp. Although the items listed did not have a cost breakdown, Ray was able to give examples of that would cover most of the \$10,000 requested in the article for the Special Town Meeting Warrant. **A motion was made by Steve Belanger to accept Article 2 (if legal). Gerry Cormier seconded the motion. Motion carries.**

3. Approval of Warrant Articles – A copy of the Articles for the Special Town Meeting Warrant was provided for the Boards review. (See attached Articles for Town Meeting Warrant) **A motion was made by Gerry Cormier to accept the articles as written. The motion was seconded by Steve Belanger. Motion carries.**

4. Diesel for Fire Truck – Discussion was held on the fire department using diesel from the Public Works tank for the new truck and how this would be logged. After discussion it was decided that both departments would keep a log and turn it in weekly for accurate record keeping.

5. CEO Change of Schedule – The selectmen had received copies of letter from Lewis Cousins stating that due to the intensity of his schedule, he will be unable to continue working for Portage Lake. At this time he will continue until we can find a replacement, but will only be available on Thursdays. The manager has an appointment to meet with Bruce Hussey on Friday. He was recommended by Lewis and also Jay Kamm of NMDC.


OTHER: The manager mentioned that scholarships had come in recently. There are four applicants. The Board will review them at the next meeting. The manager gave the selectmen copies of a bill written by Miranda Donovan of Ashland High School through the 2007 Youth in Government Program. This bill relates to the Establishment of

Commission to Study Traffic Safety on Route 11 Corridor. This will be brought up at the next Board Meeting.


SELECT PERSONS CONCERNS: None

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:



Patrick Raymond



Gerald Cormier



Stephen Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, May 16, 2007
7:00 P.M.**

Call to Order

Approve Minutes of May 2, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Fire Department Truck Purchase Update
2. Public Works Update
3. Information on Mowers
4. Cottage Road RR Crossing
5. Affordable Housing Meeting
6. West Road Project
7. Cemetery Land Purchase Update
8. Crosswalk Update
9. Petition to Recalculate
10. ADA Accessibility - Paving

OTHER:

NEW BUSINESS:

1. 2007 Youth in Government (Bill # 2007-905)
2. CEO & LPI Schedule
3. Scholarships for 2007 Graduates
4. Transfer Station
5. Budget Preparation

SELECTPERSONS CONCERNS

**TOWN of PORTAGE LAKE
SELECTMENS MEETING**

May 16, 2007

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, Selectmen; Rita Sinclair, Town Manager; Vaughn Devoe, Public Works Director; Brian Cote, Ray Cyr, Diana Michaud, Rena & Don Belanger, Wayne Gagnon, Pat Goodblood, Jeanne Jones, Paul Nason, Kathy Gagnon, Carolyn Rowe, Lynn Turner, Residents; Sarah Brooks, Teacher, MSAD 32; Autumn Condon, Jessica Holmes, Lucas Belanger, Students from MSAD #32; Chris Murphy, Nashville Plantation Assessor; Doug Chasse, D.C's Trash-away.

Steve Belanger made a motion to accept the minutes of the May 2, 2007 meeting as written. The motion was seconded by Gerry Cormier. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: Doug Chasse was present to comment on the set schedule his business has for trash pickup. Discussion followed on ways to avoid trash build up at the beach throughout the summer. Doug offered to place a dumpster (for free) that can be locked) at the municipal building for the excess trash collected at the beach. Public works will continue to empty the barrels when full and bring it to the dumpster.

OLD BUSINESS:

1. Fire Department Truck Purchase Update – The manager presented copies of a Treasurers Statement and the latest audit that shows what the Town owes for debt to the selectmen. She reported that the final payment on the truck is not expected until the truck is delivered. She passed this information on to Steve St. Pierre of Key Bank who recommended the Town wait until after the \$75,000 payment has been made to process the loan. He believes the interest rate will stay the same.

2. Public Works Update – The manager presented copies of an updated "To Do List" to the selectmen. She turned this over to Vaughn to update the selectmen on his priorities. Vaughn stated he had made his list by street and would be doing all that is necessary to be ready for the Memorial weekend. He reported the he has taken care of the ditch on Hayward Street. Pat asked if this was acceptable to the other selectmen. Gerry reported that it was not acceptable to him. Discussion followed on what the problem was and what should have been done. Pat tabled this item for now and the selectmen will look at this again. Pat stated there is definitely a problem there and it needs to be corrected. Vaughn reported that the major patching has been done and the ditches are open. He asked that if the Board had priorities they mention what they want done. If not, he will continue with his list with roads being the priority. Pat stated that Vaughn's list was fine.

Pat also asked the manager to contact Irving to ask that the grading on Fish Lake Road be done on the way in, not on the way out.

3. Information on Mowers – Discussion was held on the mowers that were brought as demonstrations. The manager reported that the Kubota that is here for demo purposes is larger than the one the Town asked for. Harry's does not have the one with the smaller deck on hand. Pat asked Vaughn of the three demos, which would he prefer? Vaughn feels the Kubota is the better machine and would be easier to service as the deck flips up. Wayne Gagnon asked if the Town had considered a sub compact tractor. Pat stated all we need to do is mow and the price difference needs to be considered. He asked the manager which she would prefer. She responded that of those three, she would prefer the Kubota. **Gerry Cormier made a motion to purchase the Kubota Zero Steer with the 54 inch mowing deck for \$9,500. Steve Belanger seconded the motion. Motion carries.**

4. Cottage Road RR Crossing – the manager reported that she has not received a response from Tom Tardif on Montreal, Maine & Atlantic Railway.

5. Affordable Housing Meeting – Ray Cyr updated the Board on the progress that is being made with the paperwork for housing. He reported that he has contacted engineers to inquire of the cost associated with plans. He also reported that additional funds would be needed and he is continuing to search for assistance with this. The next Housing meeting will be May 27, 2007 at 6:30 P.M.

6. West Road Project – the manager reported that she had talked with Phil Sirois of Ed Pelletier & Sons and their plan was to be here in June to finish work on the runway and the ditch on West Road.

7. Cemetery Land Purchase Update – the manager reported that Dan Bridgham will be doing the survey and should have it done the first part of June.

8. Crosswalk Update – Rita reported that a decision needs to be made on where to place the crosswalk. Vaughn said there is another site that may eliminate liability. This is being reviewed.

9. Petition to Recalculate – the manager reported that she has not heard anything. Mr. Johnson reported that he would contact her as soon as a meeting date is set.

10. ADA Accessibility – Trombley Inc. and Lane Construction have submitted quotes for paving in the back of the building to comply with the ADA requirements. Lanes quote is with the company doing the grade work and then with the Town getting the grade work done; Trombley's includes the grade work. Kathy reported on the requirements for ADA accessibility and what has been purchased. After reviewing and discussing both proposals, **a motion was made by Gerry Cormier to accept Trombley's quote #2 for paving. Steve Belanger seconded the motion. Motion carries.**

OTHER: None

NEW BUSINESS:

1. 2007 Youth in Government (Bill # 2007-905) – Sarah Brooks introduced Autumn Condon, Jessica Holmes, and Lucas Belanger as students who participated in the 2007 Youth for Government Program. Handouts of the bills were provided. Sarah reported that 19 students from Ashland (MSAD #32) participated in this program. She stated that student, Miranda Dunavan, had submitted a bill for the speeding problem on Rt. 11. This bill won the “Best Bill Award”. Sarah spoke on the other bills the students wrote and mentioned they were included in the handout. Lucas Belanger, who played the role of a senator, spoke of the process this bill went through on the floor. The debate on this bill lasted over an hour. Sarah mentioned that actual legislators came into the room, newspaper reporters were present, and interest was shown in the debate of this bill. She asked for the Board to support this by contacting the Legislators from the north to sponsor a bill. It is believed that once this is sponsored that others will be willing to support it. Gerry stated that this needs support to push it forward. Letters need to be sent to our Representatives and Senator expressing our concerns for the issues on Rt. 11. Rita will draft letters for the selectmen to sign in support of the students’ bill that won the Best Bill Award. Wayne Gagnon suggested another meeting for the public to form a committee to try to get some results. A public meeting will be scheduled after Memorial Day for traffic issues (speeding) on Rt. #11. Sarah would like to be present when the meeting is held.

2. CEO & LPI Schedule – The manager reported that she interviewed and hired Bruce Hussey for the Code Enforcement position. Lewis will stay on as LPI until Bruce is certified in this. Bruce will be working all day Thursday, rather than two half days, because of the distance from Mars Hill to Portage. Steve asked that Lewis give the Board an update before he leaves and introduce the board to the new CEO. Gerry agreed that Lewis do a presentation and introduce Bruce at the next Board Meeting.

3. Scholarships for 2007 Graduation – The students graduating and going on to higher education are Curtis Belanger, Ian Robertson, William Belanger, and Alicia Collins. Kathy mentioned that she believes there are five graduating. Rita will check on this. The selectmen reviewed the scholarship requests that have been received. Steve Belanger offered to present the scholarships at graduation.

4. Transfer Station – the bins have been delivered and we will be open for business on Saturday, May 16 at 9 A.M. Darey Gagnon had agreed to take the position, but is out of town. Perry Charette is willing to cover for Darey on Saturday morning.

5. Budget Preparation – the manager reported that she still has work to do on the budget and will mail it to the selectmen. The figures will be projected since we have not completed year end.

OTHER: Sarah asked if it would be possible for the town to write to other municipalities putting out an invitation to form a committee. Pat said we could notify them that we are having a meeting and invite them to attend. If the Towns get together to form a committee, it would have more impact.

Pat mentioned the Forest Meeting and reported the next meeting is June 28 at 6:30 P.M. He gave a brief update on the sites for hiking trails and said they will be brushing out the 2.3 mile trail. It was noted that items are being thrown out along the roadside. These roads will be blocked off.

SELECTPERSONS CONCERNS:

Gerry Cormier reported that there is dumping at the end of Stockford Road. A "No Dumping" sign is needed.

Pat Raymond asked about the \$400 stipend the Town receives from Nashville Plantation for fire protection. There needs to be an agreement for this side of Nashville. Brian Cote, Assistant Chief, reported that Ashland calls Portage for mutual aid and 99% of the time Ashland will request Houlton to page out Portage. Rita will talk to Chris to see where she stands with policy.

The town manager has an abatement for signatures. Since the equipment was sold prior to the new personal property list being received, the manager prorated the amount to the date of sale and that is the amount to be abated. The selectmen signed the abatement.

A motion was made by Steve Belanger to adjourn at 8:40 P.M. Gerry Cormier seconded the motion. Motion carries. (Time 1 hr. 40 min.)

APPROVED:

Patrick Raymond



Gerald Cormier



Stephen Belanger

*wish note
addendum*

ADDENDUM: Let the minutes reflect under **OLD BUSINESS** item #2. Public Works Update, that during the discussion on the work completed at St. Peters driveway on Hayward Street, Vaughn Devoe stated that he did the work the way it should be done.

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, June 6, 2007
7:00 P.M.**

Call to Order

Approve Minutes of May 16, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Fire Department Truck
2. Public Works Update
3. Cottage Road RR Crossing
4. Affordable Housing Meeting
5. West Road Project
6. Cemetery Land Purchase Update
7. Crosswalk Update
8. Petition to Recalculate
9. ADA Accessibility - Paving
10. Update on Scholarships

OTHER:

NEW BUSINESS:

1. CEO Update and Introduction of Bruce Hussey
2. Dock for Hathaway Road
3. Draft of Letter on Rt. 11 Traffic Issues
4. Public Meeting Date for Rt. 11 Traffic Issues
5. Fire Protection for Nashville Plantation
6. Budget Preparation

SELECTPERSONS CONCERNS

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING**

June 6, 2007

7:00 P.M.

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

Present: Gerry Cormier, Acting Chairman; Steve Belanger, Selectman; Rita Sinclair, Town Manager; Lewis Cousins, CEO; Bruce Hussey, Incoming CEO; Bill Ward, Wilza Robertson, Grace Nason, Kathy Gagnon, Darey Gagnon, Ray Cyr, Lynn Taylor, Carolyn Rowe, Diana Michaud, Lucinda Jacobs, Residents.

Gerry Cormier directed the Town Manager to include an addendum that the ditch was not put together as suggested, but Vaughn Devoe stated that he had done it the right way. He is not sure that this is the exact wording, but he wants Vaughn's comment added to the minutes. The manager will replay the tape for the wording of Vaughn's comment. **Steve Belanger made a motion to accept the minutes as written including the addendum. The motion was seconded by Gerry Cormier. Motion carries.**

Gerry Cormier to add an Executive Session to the Agenda after New Business. The town manager asked if this was for a personnel matter. When the manager was told it was, she responded that it could not since she had previously requested in writing that any and all executive sessions for personnel matters be give in advance of the meeting. Gerry stated this was not in the Town Manager way of conducting business. The Manager responded that she was advised by her lawyer to do so. She believes this may have come from the Maine Statutes. Gerry asked for a copy of such and wants the minutes to reflect that when he wanted to add an Executive Session to the Agenda, the town manager refused.

BUSINESS FROM FLOOR: Bill Ward, resident of 551 Cottage Road, stated he wanted the promise kept that was made in 1954 when his father-in-law was told the ditch would be maintained. Mr. Ward is upset that the erosion has gotten so much worse this year. The manager explained that years ago easements were granted for cross culverts on Cottage Road and maintenance was promised by the Town. She has not found the paper work that should accompany those easements. Discussion followed on where the property is, what DEP will allow, and what the Town can do. Steve Belanger added that the selectmen will look at the situation and see what can be done. Mr. Ward went on to say this last project isn't going so good. The manager asked if he was referring to the work on the road shoulders and if so, it is not completed. Gerry asked when that project was discussed. Steve stated that it was on Vaughn's list of things to do. Gerry asked that the manager get that list. After reviewing it with Selectman, Steve Belanger, Gerry asked who authorized this work. Manager, Rita Sinclair, responded that she had discussed this with Pat Raymond and when asked what she would do she stated that the road shoulders needed to be reclaimed. Pat had said to get a price for grading. A few days later Pat came in with Terry Curran, the grader operator, to discuss the work that needs to be done. Gerry continued asking who authorized the project. Steve stated that the Board had already talked about this. Gerry stated he was talking about recently when the grader was

on Hayward Street. He wants to know how this could be done with out Board approval. Rita stated she felt she should move forward with the work. (Refer to audio tape)

OLD BUSINESS:

1. Fire Department Truck – The manager reported that everything is progressing as it should.

2. Public Works Update – The manager reported that all the spring items are completed. The campground is ready. The Transfer station is open and running. There is more shoulder work to finish and seeding to be done in the areas that are over 2 feet wide. Steve asked about the new mower. Rita reported that it's going well. Gerry asked about the new picnic tables. Rita reported that they were put out and are being used. The plaque has not been done. Gerry fears that if anything expensive is done, it will disappear. Steve suggested something simple. Gerry mentioned using a router to put it right into the table. Rita suggested wood burning an inscription onto the tables. Gerry asked about the canopies and the outhouse at the beach. Rita reported that the canopies are being repaired as needed and the outhouse is still out of order. Suggestions were made on what to do to repair the outhouse doors.

3. Cottage Road RR Crossing – The manager has continued to call and also sent a certified letter with no response. Gerry suggested contacting them weekly.

4. Affordable Housing Meeting – Ray Cyr reported that perk tests will be done on three properties, Danica Hartman's, Peter St. Peter's, and Greg Cyr's. He also reported that an appraisal can't be done until the lot is surveyed. He stated he has hired a grant writer to write a planning grant through community Development. This is a 25% matching grant in the amount of \$10,000. This grant application will require a feasibility study. The grant writer's fees are \$1,000 plus expenses. A public hearing will have to be held and this needs to be published in the paper for two week prior to the meeting. The filing is August 3, 2007 and awards are made in October. The By-Laws are ready for approval at the next meeting which is June 19, 2007.

5. West Road Project – The manager reported the last report was that Pelletier's would be here in June to finish the work on Rt. 11 and at that time will repair the ditch on West Road.

6. Cemetery Land Purchase – The manager reported that Bridgham was in the process of doing the survey. She has not heard from him or the property owner. Once the survey is complete she believes the town will receive the necessary paperwork to complete the project.

7. Crosswalk Update – Nothing new to report. Gerry asked what specifically has to be done. The manager reported that the only available crossings are from sidewalk to curbing. There are no safe places to cross. Gerry stated the sidewalks we do have are in serious disrepair. He asks if there is anyone the manager could call in the state to inquire

about refurbishing the existing sidewalks. He stated there wasn't much point in proceeding with a crosswalk until the existing sidewalks are refurbished. The manager will call to gather information on this process.

8. Petition to Recalculate – Gerry reported that the meeting is Monday, June 11 at 7 P.M. He asked the manager to make sure Angie (Burton) is aware of the meeting.

9. ADA Accessibility – Paving – Trombley Industries will be here as soon as the project in Mapleton is finished. The manager has left several messages with the company secretary and on Craig Trombley's cell phone. The other items to upgrade to ADA specifications have been ordered.

10. Update on Scholarships – Steve Belanger reported that he had handed out the scholarships for the Town. He thought there were four, but there were actually 6 graduating from Portage Lake. The manager reported that Mr. Mchatten had submitted two more that came in just before graduation.

OTHER: None.

NEW BUSINESS:

1. CEO Update and Introduction of Bruce Hussey – Lewis Cousins introduced Bruce Hussey as the new CEO. He reported that he and Bruce have gone over any projects that are ongoing. Gerry asked if there were any new projects. Bruce reported that there are no new resident applications, but there are several ongoing projects. Gerry stated that the main concern is with anything that is in the shore line zoning. He stated that the Town has already received a reprimand for allowing something to transpire that the state had already advised to be denied. The town wants to maintain local control rather than the state taking over. Bruce reported that in other towns he is sharing his correspondence with the council. The selectmen encouraged this so that they are kept informed. **Steve Belanger made a motion to appoint Bruce Hussey as the Towns' Code Enforcement Officer and Local Plumbing Inspector. Gerry Cormier seconds this motion. The motion carries.**

2. Dock for Hathaway Road – The manager reported that Gary Chance had called to ask to have the old docks from the seaplane base put in at the end of the Hathaway Road for the time being and perhaps appropriate money for a new metal dock next year. The manager stated she believed these had been given to the ATV club. Steve Belanger stated that was done at a previous meeting. Steve went on to say that there has never been a dock at the end of the Hathaway Road. The water is very shallow and the bottom is muck. Gerry asked if there was interest in putting a dock there. The manager reported that Gary Chance had called to see if the old dock could be put in to serve the people who dock their boats there.

3. Draft Letter on Rt. 11 Traffic Issues – Gerry stated that the letter was well written, but he would like it to say something about the volume of tourists that come to town for the

recreational aspects the Town has to offer. Gerry asked that this be incorporated into the letter. Lynn Taylor asked what the Board hoped to get out of this letter. Gerry went on to explain the situation and state that the hope was to get some support for a bill that would get the support of the legislators and the people. Discussion followed on what else could be done to slow traffic on Rt. 11.

4. Public Meeting Date for Rt. 11 Traffic Issues – The letters on this matter have not been compiled as yet but if a date could be set then it would save time

5. Fire Protection for Nashville Plantation – The Portage Lake and Ashland Fire Department are updating their Mutual Aid Agreement to include that first responder to the Nashville property to the immediate south of the Nashville/Portage Lake town line be the Portage Lake Fire Department. Steve reminded everyone that at the last meeting Brian Cote had reported that the departments were working with Houlton dispatch to have Portage's department paged out at the same time as Ashland. Gerry asked the manager about liability for Portage fire trucks in Nashville boundaries. Rita will call MMA Insurance Department about this matter.

6. Budget Preparation – the manager reported she is still working on the projected figures. She will mail it to the selectmen as soon as it is completed.

OTHER: Grace Nason stated she thinks it would be appropriate to send a letter of appreciation to Lewis Cousins for his service to the Town as CEO and LPI. She asked where the kiosk is, and if any thought had been given as to where to place it? Grace would like to see it in the Town Square where the Portage Lake sign is. Gerry asked about the sign coming into Portage. The manager reported that MDOT's Jim McGinnis has to approve of the location before it can be put up. Gerry asked about the pavilion. Darey Gagnon reported that the last he knew a letter had been sent to Loring Job Corp for assistance with the structure. The time line for this is prior to 2009. The manager will call Loring Job Corp. to see what the status of this project is.

SELECTPERSONS CONCERNS: None

A motion to adjourn was made by Steve Belanger to adjourn at 8:20 P.M. The motion was seconded by Gerry Cormier. Motion carries. (Time 1 hr. 20 min)

APPROVED:

Patrick Raymond



Gerald Cormier

Steve Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, June 20, 2007
7:00 P.M.**

Call to Order

Approve Minutes of June 6, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Fire Department Truck Pending Completion
2. Public Works Update
 - A. Cross Culvert by Wards
 - B. Road Shoulders
 - C. Road Sweeping
 - D. Kabota Mower
3. Cottage Road RR Crossing
4. Affordable Housing Meeting
5. West Road Project
6. Cemetery Land Purchase Update
7. Crosswalk Update
8. Petition to Recalculate – G. Cormier
9. ADA Accessibility - Paving
10. Fire Protection for Nashville Plantation
11. Draft of Letters on Rt. 11 Traffic Issues

OTHER: *Executive Session per 1 MRSA 465(6)(A) personnel matter.*

NEW BUSINESS:

1. New & Old Dock at Boat Landing
2. Preparation for July Festivities
3. Town Forest Meeting
4. Employee Vacations
5. Budget Preparation

SELECTPERSONS CONCERNS

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING**

June 20, 2007

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, Selectman; Rita Sinclair, Town Manager; Judy Moreau, Amy & Jim Collins, Lynn Taylor, Carolyn Rowe, Wilza Robertson, Jeanne Jones, MaryAnn Caron, Rena Belanger, Diana Michaud, Tammy Curran, Jen Curran, Harold Cyr, Clayton Demerchant, Brian Cote, Danny Higgins, Darey Gagnon, Ray Cyr, Bruce Hussey, Pat Goodblood, residents; Toby Saucier

The minutes of the June 6, 2007 meeting were reviewed. Nothing noted with the minutes. Pat brought up the minutes of May 16, 2007 and mentioned that there was discussion about the dock at the boat landing with quotes from Lakeside Performance was omitted. At that time Pat mentioned that there was an agreement with the state that went back to 1997 for replacing the dock. He wants to make sure that we don't forget history and that the town doesn't purchase docks when they can be replaced for free.

BUSINESS FROM FLOOR: Toby Saucier requested a lease to park trucks on town owned land. Right now they are on Irving land and may get kicked off. Pat reported that this is on joint owned land and would require the permission of the other two landowners. Discussion followed the procedure to do this. Pat will discuss this at the next meeting with a full board. Pat would like to see something on paper to know the location and the request. Pell & Pell may be another place to consider. Toby will contact the other landowners and make the same request.

OLD BUSINESS:

1. Fire Department Truck Pending Completion – Nothing to report at this time.

2. Public Works Update:

- A. Cross Culvert by Wards – The manager reported that this culvert at the end of Cottage Road needs to be replaced as it is caving in. The drainage from this has been an issue for some time. Mr. Ward wanted the Town to clean the ditch and rip rap the ditch. DEP was involved and would not allow the grass/growth to be removed or any rip rap down the ditch. We can rip rap at the end of the culvert within the town's right of way. Gerry reported that he and Steve had looked at this cross culvert. The ditch on the other side of the road will need check dams to slow the water down to prevent the wash out by Wards driveway and garage. Pat stated that larger stone should be used to prevent wash out.
- B. Road Shoulders – the manager reported that seeding and mulching needs to be finished for the wider areas. There is still a possibility of using the road right of way for a walking trail.

- C. Road Sweeping – all roads except the Hathaway Road have been swept. He needs to come back to touch up some areas. Pat believes the Hathaway Road was done last year. The manager will have him to do this when he touches up the others. Pat asked if the manager had found a sweeper. He suggested she contact the Ashland town manager to inquire about renting or hiring their sweeper in the future.
- D. Kabota Mower – the mower has 50 hours and is due for service. It needs a new filter and oil change. The machine does dig in when turning in some areas. Pat recommended staying out of the wet areas and using the push mower or weed whacker instead.

3. Cottage Road RR Crossing – the manager reported that she had talked with Nathan Moulton of MDOT, freight division. He is trying to get Tom Tardiff to set a date to meet to discuss the crossing. Pat mentioned if it came to a daytime meeting the board would try to be available.

Return to **BUSINESS FROM FLOOR** – Dan Higgins had questions on the budget for the school which is 3.5 million. Dan questioned the valuation of Portage compared to that of Ashland. He stated we are paying the highest price per student and are getting less back. He asked that Gerry have the town manager or someone to write a letter to Mr. Johnson to ask why our percentage is the lowest when we are paying the highest tax rate. Gerry Cormier responded that item # 8 would probably answer that. He reported in the meeting with the school it was stated that as of Wednesday of last week the state mandated the schools are going to be super school districts, either this year or next. If we go into negotiations at this point it will be null and void as the state will use different formulas that each will town will have to pay. Dan said he was only referring to the “rebate of \$2,000 compared to Ashland’s \$80,000”. Discussion followed on the difference in valuations of the towns. Gerry continued to complete item #8. **Petition to Recalculate.** The whole point of that meeting was to see if we could change the formula. The formula is not going to change. The state is going to pay more, up to 95%, of their portion. If you look at the budget as presented the Town is looking \$310,000. That is a portion that can’t be negotiated. The part that concerns me is the extra monies that the school is asking for. That is \$208,000 for “Instructional Staffing, School Lunch Transfer, and Co Curricular Programming.” I have asked Rita to find out what our share of that is. Portage is paying 26% percent of the total budget and Ashland is paying 34%. The rest is made up by the other towns in the district. We don’t have to pay the additional amount. This would be added to the \$310,000 that we must pay. Questions were asked and discussion followed on the cost of tuition for our students. Kathy Gagnon, Town Clerk, reminded those present to vote on Tuesday on the school budget.

Return to **OLD BUSINESS:**

- 4. Affordable Housing Meeting – Ray Cyr reported that they have worked on the By-laws for the corporation. He gave an update on the CDBG \$10,000 planning grant application. This will be submitted in August. In regards to that, a Public

Hearing needs to be held and the Notice of Hearing needs to be signed by the selectmen. This will be on July 11 at 7:00 P.M. The more people attending this meeting, the better chance we stand of getting the grant. Dave Cambridge from Katahdin Trust attended our meeting gave us a contact for funding. Genesis Company is looking into pre-development funding for us. Gerry asked about the three pieces of land that is being considered. Ray reported that he would like to get the lots appraised to narrow it down to one. He is trying to find out which lot the people are more interested in.

3. West Road Project – The manager reported that Pelletier will finish the ditch after the work on Rt. 11 is completed.
4. Cemetery Land Purchase Update – Bridgham has surveyed and needs to complete the paperwork. Mr. Bridgham contacted the manager to let her know that the existing entrance is not included in the survey. The manager reported that as soon as the survey is received, the lawyer will draw up another deed for the purchase. There has been no word from the landowner as she is also waiting for the survey to be completed.
5. Crosswalk Update – The manager reported that she has a contact person for sidewalks and possibly information for grants for sidewalks. Gerry updated Pat on the condition of the existing sidewalks and without a clear curb or sidewalk we don't have a safe place to go from point A to Point B. Discussion followed on the placement of a crosswalk, the cost, the waste of the taxpayer's money, request for traffic lights, and DOT's requirements before any changes are acceptable.
6. Petition to Recalculate – Previously done.
7. ADA Accessibility ~ Paving – The manager reported the paving is complete in the back of the building. A ramp was done at the front door with pavement that was left.
8. Fire Protection for Nashville Plantation – The manager reported that the fire chief from Ashland and Portage Lake are working on the mutual aid agreement. Pat reported that he was asked why the Town of Portage was paid by Nashville Plantation for fire protection. Pat has never seen anything and would like to see something in writing with Nashville for agreement for service. When was this established? The manager reported that this was in place when she started working here. She has never seen an agreement for fire services with Nashville.
9. Draft of Letters on Rt. 11 Traffic Issues – The manager presented letters to the selectmen for approval and signatures before sending them out. The selectmen reviewed and signed the letters.

Pat requested a letter of thanks be sent to Irving for the donation of the lumber to build picnic tables.

OTHER: Executive Session per 1 MRSA 405 (6)(A) for a Personnel Matter. Gerry Cormier asked that this be held to the end of the meeting.

NEW BUSINESS:

1. New & Old Dock at Boat Landing – the manager reported that the Town had received a new dock from the Bureau of Land and Parks. The old dock is in the back of the building. Discussion followed on the old dock and what to do with it.
2. Preparation for July Festivities – Wilza Robertson reported that the pig roast is on track and the fireworks are in place. Rita reported that the boat parade is the night of the 4th and fireworks are the 7th the night of the pig roast. Rena reported that the street parade is at noon on the 8th.
3. Town Forest Meeting – Pat reported that the Forest Group had met and are working on the site for the walking trail. A couple of areas were looked at. The site chosen is a little over 2 miles. The next meeting is the 28th and we will discuss what is needed to mark the trail with points of interest. The trail is off the Fish Lake Road. We will try to get it mapped out. We had discussed planting trees about two miles out to create a buffer for a picnic area. Laura got Red Pines and a few of us planted 250 trees in a short time. Judy Moreau asked about the lease for that property. Pat stated the original lease was to pile down wood and when it was abandoned it went back to the landowners. Discussion followed on the process that transpired when the pile down site was abandoned.
4. Employee Vacations – the Town Manager reported that Kathy would be taking vacation the second week in July and that she was contemplating taking the week after. Gerry asked if there was any way of monitoring vacations and stated that most companies have a pre-approval for the time.
5. Budget Preparation – The manager handed out budget proposals to the selectmen. The end-of-year figures are estimates. She asked that the selectmen use blue or red ink with any questions or changes to be made.

The manager also presented a veterans exemption to the selectmen for review and for a signature. Pat signed for the board.

SELECTMENS CONCERNS:

Pat asked about the buoys and if the Lake Association is going to maintain them. Right know they are scattered around the lake. Pat talked with Dave Milligan and he said he hadn't heard from the Lake Association. Pat recommends asking for assistance through Fish and Game. We need to maintain them or pull them.

Pat asked about the policy that we do not open the transfer station to let any thing go in. The manager stated she has allowed some to go in. Pat stated that there are should be no

exceptions. If we do it for one, we should do it for all. The manager will see that the open dates and time for the transfer station are adhered to.

Pat reported he had received a telephone call from Mr. Khambaty who expressed ideas on how we should address our school budget and municipal budget. Pat said he had some good ideas. He extended an invitation to Mr. Khambaty to attend a selectmen's meeting. He will be calling the office to be put on the agenda.

Return to **OTHER: Executive Session.** The manager presented a written request directed to the selectmen in regards waiving her right to executive session. Gerry stated that this is a personnel matter but not a charge. Pat asked if it pertained to an employee. Gerry stated it does pertain to an employee but is in regards to policy and chain of command between the selectmen for delegating duties. **Gerry made a motion to go into Executive Session per 1 MRSA 405 (6)(A)**

Pat stated that there is a section where they could go into executive session and that would be "sensitive information". Gerry believes it would fall into this category. Page 99 in the Municipal Officers Manual discusses executive session for employee discipline and how it affects policy. The manager asked if this was in regards to Pat having given her a directive at the last meeting. She would like to clarify this matter and stated that she had discussed this with Pat and he had told her to find out what this would cost. She stated she took it upon herself to make the decision to proceed with grading the road shoulders. The selectmen had concerns about her waiting to make decisions until the Board gave her a directive. Discussion followed on what the executive pertained to. After clarification, **Pat seconded Gerry's motion. Motion carries.** Executive session entered at 9:05 P.M.

A motion was made by Gerry to come out of Executive session per 1 MRSA 405 (6)(A) for a Personnel Matter at 9:20 P.M. Pat seconded the motion. Motion carries. **A motion was made by Gerry to go back into the regular meeting. Motion seconded by Pat. Motion carries.** Gerry stated that the Personnel Policy was discussed and Rita provided a copy of the manual. Gerry also stated that there was also discussion on the Chain of Command for directives given to the town manager.

Judy Moreau asked if this had anything to do with the shoulders of the road and if the selectmen appointed Ms. Sinclair as Road Commissioner at the last annual town meeting or shortly thereafter. Gerry responded that Ms. Sinclair was not appointed town manager or any other position to the town. If so, it has been left out of the records of this town. Pat asked that Rita research this. Questions were asked about the manager's position. Gerry stated that if she was town manager it was by default. Rita explained that since she has no contract, her appointment is indefinite. There were many comments from those present on the managers appointment and the Right to Know Law. Pat stated that Rita is the town manager. Kathy Gagnon found in the minutes where, on April 19, 2006 the selectmen appointed Rita Town Manger. Again Rita stated that since she does not have a contract, her appointment is indefinite.

Pat returned order to the selectmen's meeting. There was a question on the road as far as the grading. Pat stated that he and Rita had discussed the work on the shoulders of the

roads, and he told her to go ahead and get some prices and run it by the other board members. She made the decision to hire the grader to get the work done. As road commissioner she does not have the right to expend money without approval but that is where the town manager comes in.

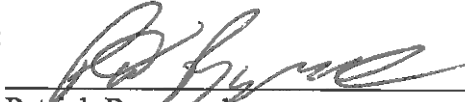
Pat asked if there was any other business. Amy Collins asked to have town's peoples concerns of the selectmen's attitude on the agenda. Pat told her to contact the town manager and make a request.

Gerry moved to adjourn. Pat seconded the motion. Meeting adjourned at 9:30 P.M. (time 2 hrs. 30 min.)

Amy Collins asked the manager to be on the agenda for the next meeting.

Pat asked Rita to prepare the procedure for the selectpersons meeting so he would have it at the next meeting.

APPROVED:


Patrick Raymond


Gerald Cormier


Steve Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, July 11, 2007
Following Housing Public Hearing**

Call to Order

Approve Minutes of June 20, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Townspeople Concerns ~ Amy Collins
2. Stockford Road ~ Ken Winslow Nelson
3. Public Works Update
 - A. Hathaway Road
 - B. Cross Culvert by W. Ward
 - C. Cross Culvert by T. Curran
 - D. Road Shoulders
 - E. Road Sweeping
4. Cottage Road RR Crossing
5. Affordable Housing Progress
6. West Road Project
7. Cemetery Land Purchase Update
8. Crosswalk Update – Tabled
9. Dock from Boat Landing
10. Town Forest Meeting & Hiking Trail
11. Fire Protection for Nashville Plantation
12. Rt. 11 Traffic Issues
13. School Appropriation above EPS
13. Fire Truck Pending Completion

OTHER: Request for Lease to Park Trucks

NEW BUSINESS:

1. Access Road to Oak Point
2. Roadside Mowing
3. Budget Update

SELECTPERSONS CONCERNS

**TOWN OF PORTAGE LAKE
PORTAGE LAKE HOUSING PUBLIC HEARING
and
SELECTMENS MEETING
July 11, 2007
7:00 P.M.**

The Public Hearing was called to order at 7:00 P.M. by Chairman of the Board of Selectmen, Patrick Raymond.

Present: Pat Raymond, Gerry Cormier, Steve Belanger, Board of Selectmen; Ray Cyr, President; Daniel Higgins, Vice President; Jen Curran, Secretary; Missy Boutot, Treasurer; Darey Gagnon, Consultant; residents serving on the Portage Lake Housing Corporation; Rita Sinclair, Town Manager, Judy Moreau, Harold & Nancy Cyr, Alcide Bouchard, Joanne Nelson, Amy Collins, Brian Cote, Lynn Taylor, Carolyn Rowe, Diana Michaud, Alice Pinette, Aubrey Cyr, Don Martin, Theresa Cyr, Celia Beaulier, Otis Nelson, Bernard Beaulier, Jim Dumond, Gary Hafford, Jeannie Jones, residents; Bob Nelson, Ken Nelson, non residents.

Pat Raymond turned the hearing over to Ray Cyr, President of the Portage Lake Housing Corporation (Corp), who introduced himself to the community members in attendance. He reminded those interested to sign the sign-up sheet available to show support of the construction of an elderly housing facility in Portage Lake. This attendance will be submitted with the grant application.

Ray explained that the Corporation is filing for a Community Planning Grant (CPG) for \$10,000 which requires a 25% matching commitment from the Corporation. The deadline for filing is August 3rd, 2007. This grant can be used to hire qualified personnel or firms to develop cost estimates, identify issues and funding sources, and devise preliminary conceptual plans for the proposed elderly housing complex.

He reported the progress to date includes the three parcels of land that have been perk tested and approved. The parcels are: Greg Cyr's property with access from Sutherland Street; Danica Hartman's property on Route 11; Peter St. Peter's property on Route 11. Pros and cons of each parcel were discussed. The Cyr property is wooded and quiet. The Hartman property is open and close to everything. The St. Peter property is narrow but deep, and there is concern for noise.

The Corp. is working with Genesis Fund out of Damariscotta which was recommended by Dave Cambridge of Katahdin Trust. We will be meeting with them to see how they can help the Corp. move forward in searching for grants and funding.

Engineering firms have been contacted and are working on proposals.

Appraisals can not be completed until the financial organization for funding has been set. Each organization has different requirements.

Ray accepted questions from the community members and invited the public to the Corp. meetings which are posted in advance.

The meeting was adjourned at 7:35 P.M.

SELECTMENS MEETING

Pat Raymond, Chairman of the Board of Selectmen called the regular meeting of the Board of Selectmen to order at 7: 40 P.M.

All those present for the Public Hearing stayed for the Board Meeting except Alice Pinette.

The minutes of June 6, 2007 had been tabled until a Steve was present as Pat was absent at that meeting. **A motion was made by to approve the minutes of June 6, 2007 by Gerry Cormier. Motion seconded by Steve Belanger. Motion carries.**

The minutes of June 20, 2007 were reviewed. Pat Raymond stated that under Selectmen's Concerns it is reported he said there should be no exception on the use of the transfer station; the minutes should reflect that the policy addresses the use of the transfer station and this was not a personal statement made by him. Aside from that, he would entertain a motion to accept the minutes as written. **A motion was made by Steve Belanger to accept the minutes of June 20th as written. Motion seconded by Gerry Cormier. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: Gary Hafford expressed concerns on the ditch on West Road just after the railroad crossing. He has water in his cellar and has to run a sump pump every time it rains. The Town Manager explained that this is a section of road (state aid) that falls under MDOT for maintenance. She reported that she had talked with them and the work was to be done. She will call them again to ask when this will be completed. Jim Dumond asked about the curve by Cyr's on Cottage Road. He suggested that the Town extend the culvert and widen the road. Pat stated that the budget is being prepared and this would be taken into considered.

OLD BUSINESS:

1. Townspeople Concerns – Amy Collins expressed concerns on the tension she has observed at the selectmen's meetings. She observed that a selectman seemed to have an attitude towards the town manager by way of his actions and the way he talked to her. If a person has a problem with his job and doesn't want to work with that team mates, she feels he should resign as he is not doing any justice to the town. Amy stated that she is not alone as others present feel the same way. She was appalled at the last meeting to see the way the town manager was treated. Gerry asked if there were specifics. Amy noted that the way the town manager is spoken to and the smirking is totally unprofessional

Amended by RMS on 7/26/07



because we are your employers. We should be treated with respect as you should be treated with respect. Pat feels that the selectmen have shown respect to the manager. He asked Rita if she felt that she has been treated disrespectfully. Rita sated she feels she has by some. Discussion followed on the opportunity to discuss this during executive session. Rita stated that she doesn't feel she is when she is cut off when speaking. Pat believes that what is said in executive session is a matter of confidentiality and he refuses to discuss this with anyone. Some people understand and some do not. Amy mentioned the items that stay on the agenda for so long. Rita explained that items remain there in order to make sure they are not forgotten. Some items are very time consuming. Pat responded that there are several projects that are held up because there are other individuals involved.

Lynn Taylor commented that it is not rumor or gossip on the blatant disrespect that is shown to the manager at each meeting. She has noticed this at every meeting she has attended. She stated that the petition that was written has never been addressed by the selectmen.

Gerry Cormier addressed everyone present that there is a process the manager can go through if she feels she has a legitimate problem with the selectmen. She can call for a public hearing and address those concerns. She has had her attorney with her and has never brought this up.

Gary Hafford asked who pays for the attorneys. The manager state she pays for her attorney. The Towns attorney is paid for by the townspeople (tax dollars). Pat reported that the Towns attorney is consulted on many matters.

Judy Moreau mentioned the letter she had sent to the full Board. She received an answer from Pat and thanked him. She has not received a response from Steve or Gerry. Judy questioned that the Board never comes out of executive session and makes a decision. When nothing is said, or decision is made, when executive session is ended, it leaves the people to believe that nothing is resolved. Bob Nelson, Ashland Council Member, stated that Portage's town manager's name comes up often at their meetings. She has always shown respect to their town officials and they have great respect for her. Judy thanked the board for their time and Pat for responding to her letter.

2. Stockford Road ~ Ken Nelson – Mr. Nelson presented background to those present on having approached Town Council one year ago about changing the name of the road back to Prosser Road. Ken contacted all property owners on the Stockford Road to see if they would be willing to change the name back to Prosser Road. Ken has signed statements from all property owners agreeing to change the name back to Prosser Road. Amy Collins interjected that at that time she was E-911 Committee chairman. The name was changed by the committee, but they found that it had to go to the vote of the townspeople. This was left out when the warrant was done, so it never got voted on. Gerry recommended an article to be placed on the warrant for town meeting. Pat agrees this would be the best way to resolve this and hope that it doesn't cause problems with changing road names.

3. Public Works Update:

A. Hathaway Road – the manager reported that there needs to be a foot of fill to bring the road up from the tracks to the end of the turn out. The area by the tracks needs

to be lowered to be able to place fabric to prevent the sink holes and water from coming back. Once the fill is in place it should hold. Pat asked how soon this could be done. The manager reported that the cross culvert by Wards and Curran's needs to be done first, then they should be ready to start on the Hathaway Road.

B. Cross culvert by W. Wards-- The manager reported this project should be finished tomorrow. (Culvert size is 30")

C. Cross culvert by T Curran - This is next on the list. The driveway culvert also needs to be done as it fills with dirt.

D. Road Shoulders -- This is nearly complete. There is some seeding and mulching left to do.

E. Road Sweeping -- the manager reported that she has called Mike to come back and finish this project. She also contacted Ashland's Town Manager, Jim Gardiner, to inquire if Portage could rent or hire their sweeper. Bob Nelson, Ashland Councilman, reported that had been discussed at their meeting last night. They decided to deny this request as they are having problems with the bearings in the sweeper. Pat suggested pulling our front mount sweeper out to see if it can be converted. The manager will see to this and continue the search for a sweeper.

4. Cottage Road RR Crossing -- the manger reported she had talked with Nate Moulton about the crossing. He had planned on being there today, but was called away. He is willing to meet with the Board at the site, or at their regular meeting in the next week.

5. Affordable Housing Progress -- Discussed in the Public Hearing.

6. West Road Project -- The manager reported that this project is finally completed. Pat asked if the check had been cut. This will be done in the next warrant. Pat asked that a letter of thanks to Phil Sirois, with a copy to Omer Pelletier, stating the job was well done.

7. Cemetery Land Purchase -- The manager reported that she received the survey from Dan Bridgham along with his bill. She is still trying to contact Robin Richtarich to make sure the heirs are agreeable to this survey before she has the Town's attorney proceed with the deed and transfer.

8. Crosswalk Update -- The manager reported that she has talked MDOT about sidewalks. She found that the sidewalks are the town's responsibility for upkeep. She said there are grants available for sidewalks and one will be sent to us. Pat cautioned that once sidewalks are in, they have to be maintained and stay open in the winter. Discussion followed on caution lights for pedestrian crossings.

9. Dock from Boat Landing -- The manager asked the selectmen what they wish to do with the old dock. She has a couple of requests to purchase portions of the dock. **A motion was made by Steve Belanger to put the dock out to bid. The motion was seconded by Gerry Cormier. Motion carries.**

10. Town Forest Meeting & Hiking Trail – Pat asked that a notice be put out inviting people to take a look at the trail to get their input on the trail. We will be meeting at Dean's parking lot at 8 A.M. on Saturday. Anyone wishing to join us is welcome. The Forest Group will be meeting again in August to discuss the next steps to take.

11. Fire Protection for Nashville Plantation – the manager reported that she had talked with Chris Murphy about having a joint meeting to know what Nashville's expectations are for fire protection. She will bring this up at their Board meeting. There has been no written agreement in the past. It's a matter of formality to have something on paper. The manager reported that the Ashland fire chief is working with Portage's fire chief to have both departments paged out at the same time.

12. Rt. 11 Traffic Issues – Nothing to report on this item.

13. School Appropriation above EPS – The manager has not received the information requested from the school. She has contacted another source to find out what these items above the EPS include and what Portage Lakes share is of each item.

14. Fire Truck Pending Completion – Nothing new to report.

OTHER: Pat updated the board on the request made at the last meeting by Toby Saucier. This is on joint owned property. Mr. Saucier was asked to contact the other landowners for their permission

NEW BUSINESS:

1. Access Road to Oak Point – Aubrey Cyr and Mike Umphrey attended the meeting as they were interested in the logging that is to take place on Oak Point. They now know that the logging operation is not on the Point but further back on the Town's property. Mr. Cyr asked permission to be able to repair the damage created by a contractor who put in a septic system on the point. The contractor didn't feel obligated to repair the section of road he damaged as it was on town land. Pat asked if they were allowed to repair that small section if it would suffice. Mr. Cyr and Mr. Umphrey would be satisfied with that. Mr. Umphrey stated they were not asking for town funds. They haven't worked on the road since 1996. Since then Dan Higgins has brushed it out. Pat asked that Laura Audibert be there as the Town's Consultant. She can flag the area where the road will be repaired to protect the town's interest and not alienate other landowners. There are no plans for heavy logging roads. There will only be winter roads. The manager will contact Laura to discuss this with her.

2. Roadside Mowing – The manager presented a proposal from Ken's Mowing Services for roadside mowing. His rates for the roadside mowing \$715 and the landfill would be \$280 for a total of \$995. The new ditch on the Hathaway Road is growing in with alders. It needs to be cut. **A motion was made by Steve Belanger to hire Ken's Mowing Service for roadside mowing. Motion seconded by Gerry Cormier. Motion carries.**

3. Budget Update – Gerry Cormier suggested setting a work session for the following week. The meeting is scheduled for next Wednesday (July 18, 2007) at 6:30 p.m.

SELECTMENS CONCERNS: Pat expressed concerns about the roll bar being down on the mower. It needs to be brought back up after the mowing is done around the trees. Also a complaint that the mowing is being done too often and the trimming overlooked, especially at the cemetery. Discussion followed on the satisfaction of the purchase of this mower.

A motion was made by Steve Belanger to adjourn the meeting at 9:10 P.M. Motion seconded by Gerry Cormier. Motion carries.

APPROVED:


Patrick Raymond


Gerald Cormier


Stephen Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, July 25, 2007
7:00 P.M.**

Call to Order

Approve Minutes of July 11, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Stockford Road Article for Warrant
2. Public Works Update
 - A. Private Culvert in ROW ~ Harold Cyr
 - B. Cross Culvert by T. Curran
 - C. Road Sweeping
 - D. Hathaway Road
3. Cottage Road RR Crossing
4. Affordable Housing Progress
5. Cemetery Land Purchase Update
6. Crosswalk Update – Tabled
7. Dock from Boat Landing
8. Fire Protection for Nashville Plantation
9. School Appropriation above EPS
10. Town Forest Meeting ~ August 23, 2007
11. Rt. 11 Traffic Issues
12. Fire Truck Pending Completion
13. Access Road to Oak Point
14. Roadside Mowing
15. Lease for Parking

OTHER:

NEW BUSINESS:

1. Tax Billing & Financials ~ Mr. Khambaty
2. CEO Update – Bruce Hussey
3. Requests for Appropriation
4. Municipal Officers Appointments

SELECTPERSONS CONCERNS

Budget Update

TOWN OF PORTAGE LAKE
SELECTMENS MEETING
Wednesday, July 25, 2007
7:00 P.M.

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

Present: Chairman, Pat Raymond; Gerry Cormier, Steve Belanger, Selectmen; Rita Sinclair, Town Manager; Bruce Hussey, CEO; Mary Ann Caron, Darey Gagnon, Ray Cyr, Harold Cyr, Gary Hafford, residents; Abh Khambaty, non resident property owner.

The minutes of the July 11, 2007 meeting were reviewed. Gerry Cormier commented that on #1 under OLD BUSINESS some remarks were taken verbatim while others were not so specific. He also believes that one person can not speak for the townspeople. Pat agreed that it is only one persons' opinion. The reference of "(the townspeople)" should be struck out or amended to read as opinion. **A motion was made to accept the minutes with the change by Steve Belanger. Motion seconded by Gerry Cormier. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

Pat Raymond moved to item #1 under **New Business** to allow Bruce Hussey, CEO to present his update so that he may leave. Bruce introduced himself to Pat and proceeded to update the selectmen on the permit applications and the work being done in Portage Lake.

Bruce reported that Marilyn Ashby Warner owns property on Cottage Road. A permit was granted in 2001 to tear down the old building that had burned in addition to an addition to the existing camp. Neither project has been completed. There have been complaints about the property from the abutting neighbors and Bruce would like permission to declare the buildings dangerous. This requires the signatures of the selectmen in order to process. Pat stated the owner needs notification in the last 30 to 90 days before we do this. He wants the owner to be notified again by certified letter with Bruce's intent, allowing 30 or 60 days to clean it up. Bruce believes she has had notice. Pat states that since so much time has passed, the process needs to start again.

Gerry asked if there were any outstanding construction or permits. He would like to see some way of providing information to the Board of what is going on. A summary report should come to Rita to present to the Board. Pat stated that any time Bruce needs to meet with the Board to let Rita know

Bruce reported on the following:

Bob Bernard has a permit to build a garage on Zephyre Drive.

Alcide Bouchard needs to be reviewed as he has a change of usage. Bruce reported he will obtain an administrative warrant to enter the building as he was initially refused permission. He has information that a kitchen and sleeping quarters have been added. Gerry stated the stipulation was to remove the old garage as soon as the new one was built.

Mike Viollett applied for a permit to build a garage. Darrell Soucy applied for a permit to construct a grass buffer strip (approved by DEP). Cub Casey applied for a permit to build a storage shed. Kirk Carroll applied for a permit to build an addition to the camp which was denied by the Planning Board. Clayton Demerchant applied for a permit to build a storage shed. Gordon Somerville permit application to build a deck with Planning Board approval. Harold Cyr has a drainage culvert attached to Town Culvert. D. Clark applied for a permit to build a house on Fox Hill Road. Dan Bagley for an after-the-fact permit (fee doubled) to build a shed. Arvid Lasky applied for a permit to build a seasonal home on the Hathaway Road. Stratton has requested a permit to replace a deck.

Pat asked about the trailer on the Hathaway Road. Bruce reported that he has talked to Rick O'Clair about the trailer being floated in. Rick is going to move the trailer back to the full 100 feet instead of the 88 feet. He is also looking for an alternative for a toilet. If he can't find one he will have to move. Rita and Bruce will research the O'Clair file.

Gerry Cormier asked if the gravel pit approved by the Planning Board meets all the requirements. He thought the permit had to go through the state. Bruce reported that if it's less than 5 acres, it didn't. Gerry also asked if there was a plan. Bruce stated there was no plan, but Planning Board approved it. Gerry asked if they had reviewed the guidelines. Bruce stated they did not... a motion was made and seconded to approve. Gerry expressed concerns for the Town if the pit did not meet the requirements of the state. **A motion was made by Gerry Cormier that, as selectmen, we issue a "Stop Work Order" on the gravel pit and notify the Planning Board that they go back to revisit the guidelines to be sure all the criteria is met.** Discussion followed on what the next step should be. **The motion was seconded by Steve Belanger. Motion carries.**

Gerry mentioned the work that's being done on Hayward Street. Loads of gravel has been dumped to build what appears to be a pad. Bruce reported that a septic system was being built and a permit had been issued.

BUSINESS FROM FLOOR: Gary Hafford asked about the seaplane base lease. Who gave the Board approval to lease this property, and why the lease hasn't been broken? Gerry responded that, from records, the people gave the Board authority to do the lease. The lease contains an automatic renewal every three years. The Board reviews to see that all issues are taken care of. Comments were made that the building could be used for a museum or historical building. Pat reported on the history of the lease. He added that the lessee was offered his money back for the repairs to break the lease, but he refused. He has maintained the property and added to the value. Steve Belanger added that the only way to break the lease is if they (the lessees) are non compliant.

Darey Gagnon reported on the estimated for ground work for the pavilion. He stated that a 40 X 70 ledge base is needed, and 35.56 cubic yards of cement at \$86 a yard, delivered. This would be approximately \$3,096 for the pad. A letter of intent should have been received from Loring Job Corp. Gerry stated there would have to be an article in the Town Meeting Warrant. He also asked about rebar. Darey reported we would have to supply the rebar. Pat asked what group was going to be responsible for this. Rita stated that the original idea came from Tourism and the Centennial Committee was

talking about holding events there. Darey reported that Dan Higgins would supply the equipment for the ground work. This is a project that we would like to start this year. Pat stated he would expect a written plan to proceed.

OLD BUSINESS:

1. Stockford Road ~ Article for Warrant – the manager reported that she had reviewed the Town Report from 1998 which referred to naming the Prosser Road the Stockford Road. The minutes of this meeting will be available for the Selectmen's Meeting next week.

2. Public Works Update:

A. Private Culvert in ROW at Harold Cyr's – The manager referred to the letter from Lewis Cousins to the Board of Selectmen regarding the Cyr culvert. She reported that Mr. Cyr had his contractor, Portage Construction, attach the culvert to the Towns cross culvert. Pat stated he thought the Board had made it clear the last time that this culvert was to be left open. Discussion followed on who would maintain the culvert, the town not having authority to go on private property, the ROW liability, the cost to move a cross culvert, the benefit to the lake to leave it as is, and the possibility of a wash out or having the culvert freeze. **A motion was made by Steve Belanger to stay with the original plan which includes an opening to leave access for the Town to maintain. Pat seconded the motion. Motion carries by 2 votes.** Gerry Cormier abstained from the vote. Vaughn and the CEO will look at this and work with Mr. Cyr on this matter.

B. Cross Culvert by T. Curran – The town manager reported that the cross culvert by Tammy Curran's property has been installed. Ditching remains to be done.

C. Road Sweeping – the manager has tried several times to contact Mike Haney of Mike's Sweeping to have him come back to redo several areas. He has not responded to any of her calls.

D. Hathaway Road – The manager reported 400 yards of fill, preferably ledge, would be needed to raise the road bed and eliminate the sink holes. Fabric will be needed to prevent the water from rising up through the road bed. Vaughn would like to get the material from the Town Pit as it compacts better than other materials and it is what has been used on the lower part of the road. Calls are in place for the cost of materials. It would take several days for the Town truck to move this material. We are looking for the Boards approval to hire the trucking out rather than use our truck. Rita will have some figures to present to the Board at the next meeting.

3. Cottage Road RR Crossing – An on site meeting will be held a 6:30 p.m. on Wednesday, August 1, 2007 with Nathan Moulton of the Freight Department of MDOT and Mike Ouellette of Montreal, Maine, & Atlantic RR. Ray Cyr reported that he has a tire that was ruined at that crossing and would like to know who to contact.

4. Affordable Housing Progress – Ray Cyr gave a brief update on the progress of the Housing Corporation. He reported that the grant application is nearly complete. He does need the minutes of the Public Hearing and signed by the selectmen to complete the planning grant application. The final grant will be available on Friday.

5. Cemetery Land Purchase – The manger reported that she expected a call back from Robin Richtarich, regarding the property the Town wishes to purchase for the cemetery, but that has not happened.

6. Crosswalk Update – Tabled

7. Dock From Boat Landing – the manager reported that she has posted notices for bids on the old docks from the boat landing. Bids will be accepted until close of business on Wednesday, August 1, 2007.

8. Fire Protection for Nashville Plantation – The manager has talked to Chris Murphy, who had discussed this with the Nashville Board. No action was taken.

9. School Appropriation above the EPS – The town manger reported that she had talked with Charlie Anderson, who works on this for MSAD #32, for the explanation for the items above the EPS allowed by the State. He reported that Instructional Staffing is the number of teachers required over the number the state recommends. Example: The state allows 1 teacher for 20 to 23 students. The class has 30 plus students which would require ½ a teacher. Therefore the school has to hire two teachers. School Lunch Transfer: This program does not have an allowance from the state. The charges for lunch should be high enough to cover the costs. The program doesn't work that way. Co Curricular Program: are activities such as sports, music, etc. The state funds 10% of this cost but allows nothing for transportation for students. Portage Lakes share equals 11% of the total cost of these programs.

10. Town Forest Meeting ~ August 16, 2007 is the correct date for the next meeting.

11. Rt. 11 Traffic Issues – No responses yet.

12. Fire Truck Pending Completion – Nothing new to report.

13. Access Road to Oak Point – the town manager has contacted Laura Audibert and given her Aubrey Cyr's telephone number, but has not heard back from her yet.

14. Roadside Mowing – this should begin the first week in August.

15. Lease for Parking – Toby Saucier has not responded on approval by Irving or Prentiss & Carlisle. The manager will call Ked Coffin to discuss this matter. Pat reported that he requested a list of personal property if this agreeable to the other landowners.

NEW BUSINESS:

1. Tax Billing & Financials ~ Mr. Khambaty has been a property owner in Portage Lake since 1957. He has been a council member in his town for 32 years and chairman of the Budget and Finance Committee for 12 years. He presented information to the selectmen

on how tax billing is done in his home town. They are billed quarterly with the first two bills are based on 50% of the previous year value and when the rate is established the new numbers would be used on the next two quarters. This eliminates having to borrow or use money from surplus. He recommends that Portage Lake send out two tax bills so that most of the people could pay on a timely manner. Mr. Khambaty asked if the Rita had made copies for the selectmen. Rita stated she had misplaced the copies, but would see that the Board receives it. This would eliminate waiting for the school budget before tax bills are sent out. Gerry stated he understood what Mr. Khambaty was saying about sending out a tax bill for the period before Town Meeting. The next bill would be the adjusted amount. Pat stated that he has talked with another Town and sees that we have followed the 3/12th rule for years and now may need to adjust to doing this before year end. If you start after January, February, or March, it would be easy to be done by June 15th. Then by July 1st you could send out tax bills. Gerry asked if the town could send out tax bills before the budget is approved. Rita will get more information on the law for billing taxes. The Board thanked Mr. Khambaty for his information.

2. CEO Update by Bruce Hussey – Previously done.

3. Request for Appropriation – The manager presented a written request from the Portage Lake Association asking for \$500 in matching funds for the Invasive Plant Grant. **A motion was made by Gerry Cormier to accept this request for an article for the Town Meeting Warrant for \$500 for a matching grant. The motion was seconded by Steve Belanger. Motion carries.**

4. Municipal Officers Appointments – the town manager presented a list of appointments for municipal officers to be appointed until October which will be the first meeting as after Town Meeting which will be October 2007. Kathy Gagnon –Town clerk and Registrar of Voters. **Gerry Cormier made a motion to appoint Kathy Gagnon as Town Clerk and Registrar of Voters. Steve Belanger seconded the motion. Motion carries.** Rita Sinclair - Tax Collector, Treasurer, General Assistance Administrator, Road Commissioner. **Steve Belanger made a motion to appoint Rita Sinclair, Tax Collector, Treasurer, General Assistance Administrator, and Road Commissioner. Motion seconded by Gerry Cormier. Motion carries.** Lewis Cousins - Alternate CEO. **A motion was made by Steve Belanger to appoint Lewis Cousins as Alternate CEO. Motion seconded by Gerry Cormier. Motion carries.**

OTHER: Jim Camp requested that the Board consider selling a lot from the “School Lot” at the end of Cottage Road. He would like to build a camp there. After discussion on the use of the School Lot, the selectmen denied Mr. Camp’s request.

SELECTPERSONS CONCERNS:

Pat would like to schedule a work session with Bruce Hussey to help get him on track with what their expectations are. Gerry senses there needs to be a better working relationship between the CEO and the Planning Board listening to his views. Pat wants Bruce to be comfortable working with us and in his work situation.

Budget Update: The manager presented an updated budget including changes made at the last work session. She has had a verbal quote from Ray Gannon to review the personal property at the mills of \$2,500. The fire Department Budget is tabled until the manager can discuss this with the fire chief. Pat brought up the Discount amount of \$12,000 which is an appropriation of tax dollars to grant the 2% discount to those who pay their tax bills within the first 30 days. After listening to Mr. Khambaty, I think we should do away with this. **Gerry Cormier made a motion to eliminate the Discount amount allowed on taxes. Steve Belanger seconded the motion. Motion carries.** Discussion followed on the telephone system. The manager will contact Time Warner for a quote for all the phones including internet services and a way to have an answering machine or voice mail connected to this system.

A motion was made by Steve Belanger to adjourn at 9:30 P.M. The motion was seconded by Gerry Cormier. Motion carries.

APPROVED:


Patrick Raymond


Gerald Cormier

Stephen Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, August 1, 2007
7:00 P.M.**

Call to Order

Approve Minutes of July 25, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Stockford Road Article for Warrant
2. Public Works Update
 - A. Private Culvert in ROW ~ Harold Cyr
 - B. Road Sweeping
 - C. Hathaway Road
3. Cottage Road RR Crossing
4. Affordable Housing Progress
5. Cemetery Land Purchase Update
6. Crosswalk Update – Tabled
7. Dock from Boat Landing ~ Bids
8. Fire Protection for Nashville Plantation
9. Town Forest Meeting ~ August, 2007
10. Rt. 11 Traffic Issues
11. Fire Truck Pending Completion
12. Access Road to Oak Point
13. Lease for Parking

OTHER:

NEW BUSINESS:

1. Work Session with Bruce Hussey
2. Requests for Appropriation by Centennial Budget Committee
3. Appointment of Animal Control Officer
4. Budget Committee Appointments and Meeting Date

SELECTPERSONS CONCERNS:

BUDGET REVIEW:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING**

August 1, 2007

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, Selectman; Rita Sinclair, Town Manager; Alcide Bouchard, Kathy Gagnon, Residents.

Gerry Cormier made a motion to approve the minutes of the July 25, 2007 meeting as written. The motion was seconded by Pat Raymond. Motion carries.

The Treasurers Warrants were reviewed and signed by the Selectmen.

BUSINESS FROM FLOOR: None.

OLD BUSINESS:

1. Stockford Road Article for Warrant – the town manager presented information to the selectmen regarding the vote on Article #34 according to the minutes of the March 26, 1999 Town Meeting. An informational account was submitted to the town manager by Ken Nelson. After reviewing that information, Gerry feels that the way this is worded it is giving the selectmen's approval. The selectmen gave approval to place the article in the Warrant for Town Meeting. The selectmen agree that it shouldn't be read at Town Meeting. This can be brought up under discussion after a motion is made. Alcide Bouchard mentioned that Cottage Road should be called the Iverson Road because that is what it was called when it was established. This is exactly what the selectmen want to avoid happening. It was agreed that the article will be placed in the warrant and not the background information.

2. Public Works Update:

A. Private culvert in ROW ~ Harold Cyr – the manager asked if Vaughn is to dig the culvert up in the right of way, or should the property owner be responsible for the cost incurred? The Board feels that since a private contractor removed a section of the Town's culvert and attached Mr. Cyr's culvert that the owner be liable for cost incurred in removing the attached private culvert and put it back the way it was.

B. Road Sweeping – the manager reported that the sweeper is supposed to be here tomorrow to finish the work.

C. Hathaway Road – the manager reported that she had contacted Pelletier's to see if they had material for sale. They will be using the material for the construction on Route 11. Portage Construction has ledge for \$95 a load with 14 to 15 yards a load. Pat suggested hiring a truck and pay loader to haul ledge out of the Town Pit, if there is enough there. Gerry agrees that is the way to go. The manager reported that Dan Higgins charges \$48 a load for his truck and \$70 for the dozer. She will have to get the figure for the pay loader.

3. Cottage Road RR Crossing – Discussion followed on what could be done at the crossing, who was responsible for cost incurred, and who should be involved in the project. The manager stated she would contact Mike Ouellette of M.M. & A. RR and ask for his recommendations. Gerry suggested taking care of the area on the hill that erupts from the spring hole that freezes up. Pat recommended contacting Pelletier's man to look at that to make suggestions and incorporate both projects. Pat also suggested running it by Phil Curtis of Maine Local Roads for his recommendations.

4. Affordable Housing Project – the manager reported the grant application has been mailed.

5. Cemetery Land Purchase Update – The manager reported that she has called Robin almost every day and she still hasn't received a return call. She will keep trying.

6. Crosswalk Update – Nothing new to report. The manager has prepared a Reminder Sheet for those items on the Agenda that have nothing new to report. Gerry mentioned that having a sidewalk in front of Cubby Casey's past the Town Square to where it goes to the West Road. The manager mentioned that there appears to have been a sidewalk in front of Dean's because of the edging that remains. Pat stated that the right of way is there and if that's the case we could have a shorter version of the sidewalk there. Gerry stated that if the housing project is built off Sutherland Street there would have to enhance that area. We may be able to have that for a bargaining chip for grant money.

7. Dock from Boat Landing ~ Bids – the manager reported that there were no bids received for the docks. There is one person who is interested, but he has no way of moving the docks.

8. Fire Protection for Nashville Plantation – Nothing has been presented but the Portage and Ashland Fire Chiefs are working on it.

9. Town Forest Meeting ~ August, 2007 – the manager reported that it is supposed to be August 16 which is a Thursday.

10. Route 11 Traffic Issues – Nothing to report.

11. Fire Truck Pending Completion – the manager has not heard anything yet. She will call to inquire about the progress.

12. Access Road to Oak Point – She added that Laura Audibert was in and reported that she and Aubrey Cyr had gone to Oak Point and found the area to be repaired. Laura wanted to make sure this wasn't going to infringe on the Resource Protection area. The repair area is just beyond there. She will go back to place stakes in the work area. Laura also added that she would be willing to assist with the hiking trail.

13. Lease for Parking – No response from Ked Coffin or Toby Saucier.

OTHER: None

NEW BUSINESS:

1. Work Session with Bruce Hussey – The manager reported that Bruce stated he would be in all day Thursday if the board would like to talk then. The Planning Board usually meets on Thursday and Bruce comes in early. This would work for the selectmen. Gerry mentioned concerns about the septic system on Hayward Street and if permission had been granted for the right of way. Gerry asked about the other construction on Hayward Street. The manager will check to see if permits have been attained.

2. Request for Appropriation by Centennial Budget Committee – the manager presented a letter of request from Barb Pitcairn, Chairman of the Centennial Budget Committee, for an article in the Town Meeting Warrant for \$11,500 for start up money. Gerry mentioned the letter was addressed to the Budget Committee, but should have been to the Board of Selectmen. Pat would like to have more information on this. Kathy Gagnon mentioned that in order to order items for souvenirs and to have them engraved we need to have the funds to start. Once the items are sold the money would come back to the Town. Pat thought the Tourism Committee was going to follow through with the pavilion, but now it seems to have become a Town project. Pat is not ready to make a decision on this tonight. Rita will have this on the agenda for the next meeting. Pat wants to know who will be responsible for the project for the pavilion.

3. Appointment of Animal control Officer – The manager reported that the appointment for Animal control Officer had been omitted at the last meeting. **A motion was made by Gerry Cormier to appoint Joe Chouinard as Animal Control Officer until appointments are made in October. The motion was seconded by Pat Raymond. Motion carries.**

4. Budget Committee Appointments and Meeting Date – It was agreed that either Thursday of next week would be best for the selectmen, with Tuesday as the next date. The Budget Committee members are: Darcy Gagnon, Angie Boutot, Judy Moreau, Ray Cyr, Darrell Soucy, Bud Clark, and Audrey Rafford.

OTHER: The manager reported that she had a phone call from a lady from Presque Isle about the ducks at the beach, the sea gulls and the droppings there. She claimed she had duck itch from swimming at the beach. The manager reported that she has had no other reports of this.

Pat asked about the outhouse at the beach. Rita reported that one was still out of order. Pat wants this on the agenda for the next meeting. Rita also had a report of a picnic table in the water. She checked on this, but didn't find a table in the water. She saw Sandra Robertson and found a table had been in the water. Sandra had some boys help her take the table back to shore.

SELECTPERSONS CONCERNS:

Gerry Cormier mentioned a conversation he had with Ben Gagnon about a culvert that the Town installed in his driveway and he was billed for it. The manager reported that the Town had billed Wayne and Ben (since the property was still in Wayne's name at the time) and the culvert was needed immediately to move Ben's mobile home on the lot. The existing driveway was too narrow. Ben was billed again after the property was signed over to him. Whenever he came in the office for other business, he would say that he didn't have the money today, but he would be back in to pay for the culvert. Gerry questioned the policy for culverts. Rita reported that normally culverts are paid for by the property owner and the Town installs them. Gerry believes that the property owner should be responsible for the culvert and the Town should not have been involved with the extension to the culvert. The manger reported that they were told in advance what the culvert would cost. Pat stated that culverts are not to be installed without the Town being notified. If this is a temporary installation then we could remove the culvert. Rita stated from now on we will have the property owner pay for the culvert up front. Pat mentioned that Prentiss & Carlisle had installed their own culverts on West Road. They were buried before the Town knew anything about it. Pat requested something in writing for culvert installation.

Gerry's other concern was never a right of way purchased past Adam Soucy's driveway. The manager reported that there is a Stockford Road Extension. Gerry's other concern was the size of the turn around at the end of Stockford Road. It seems to be getting bigger over time. He asked the town manager to research this.

Pat presented a letter from Judy Moreau about the lease. Pat asked the manager to find the agreement for this. This can be done at a later date.

A motion was made by Gerry Cormier to adjourn the meeting at 8:15 P.M. The motion was seconded by Pat Raymond. Motion carries. (Time 1 hour, 15 minutes)

APPROVED:


Patrick Raymond, Chairman


Gerald Cormier


Stephen Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, August 15, 2007
7:00 P.M.**

Call to Order

Approve Minutes of August 1, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Bruce Hussey, CEO
2. Centennial Budget Committee Request
3. Public Works Update
 - A. Private Culvert in ROW ~ Harold Cyr
 - B. Hathaway Road
4. Cottage Road RR Crossing
5. Request From Centennial Budget Committee
6. Cemetery Land Purchase Update
7. Crosswalk Update – Tabled
8. Dock from Boat Landing ~
9. Fire Protection for Nashville Plantation
10. Town Forest Meeting ~ August 16, 2007
11. Fire Truck Pending Completion
12. Access Road to Oak Point
13. Lease for Parking
14. Stockford Road ~ Article for Warrant
15. Beach Outhouse Door
16. Affordable Housing Progress

OTHER:

NEW BUSINESS:

1. Personal Property Review
2. Auditor's Review
3. Harvest Supper
4. Manager's Vacation

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
August 15, 2007
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; Bruce Hussey, CEO; Barb Pitcairn, Clayton Demerchant, Ray Cyr.

A motion was made by Gerry Cormier to accept the minutes of the August 1, 2007 meeting as written. Motion was seconded by Steve Belanger. Motion carries.

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

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Bruce Hussey, CEO – Bruce reported on permits issued since the last Board Meeting. There were six permits issued. (1) In January of 2007 Lewis Cousins, then CEO, had sent a notice of violation to Clint (Kelly) Condon about the vehicles at 32 Cottage Road. Three vehicles are still there, and the next step would be to take him to court to get an order. Pat recused himself from this as he is related by marriage. Bruce reported that a junk yard or automobile grave yard is not allowed. He added that he has had other complaints. Steve wanted to make certain that the property is in Kelly's name. Gerry recommended that Bruce follow through with action according to the ordinance. **A motion was made by Gerry Cormier to appoint Bruce Hussey as the representative for the Town in this matter. The motion was seconded by Steve Belanger. Motion approved (Pat abstained.)**

(2) This relates to the Marilyn Ashby's property. Bruce presented pictures of the lot for the Selectmen to review. Previously, he had proposed that some action be taken as this has been an issue for six years. A certified letter has been sent with no response. A Notice of Hearing signed by the selectmen needs to be served on the property owner for her to be present at the hearing scheduled for September 19, 2007 with the Board of Selectmen. If she does not appear, the Board will have to make a factual finding to decide if the building is considered dangerous. The selectmen signed the notice.

(3) Bruce presented pictures of the cutting Pat Kelly has done within 250 feet of the water on his property. DEP has looked at this and will be sending a notice to re-vegetate. The Town has a right to issue a fine for this and Bruce would like some guidance from the Board. Mr. Kelly's reason for cutting was that he is going to build something. Pat stated that past practice has been to allow the individual time to conform to DEP's requirements before going any further. Steve asked about issuing any future permits. Gerry

recommended no permits be issued for that property until a plan is derived. Bruce will send Mr. Kelly a Notice of Violation and tell him the corrective action.

(4) The concerns Portage Construction's gravel pit. Bruce measured less than five acres. He talked to the state and their main concerns are storing petroleum products, which there will be none, and erosion. All run off needs to be directed to the base of the pit, or what is referred to as the bowl, which they have planned for. Bruce reported that until they start to remove the vegetation, it is not considered a gravel pit. Gerry asked about the clear cut there and what the regulations are. Bruce reported that they have permit from forestry. Gerry was concerned about the erosion and what would happen if it flows onto other people's property. He would like a copy of the regulations for building a gravel pit and asked if it met the criteria. Bruce reported that DEP will be monitoring the pit and will report on it. Discussion followed on the pit on the north side of Portage and the metals found in the gravel. Bruce reported that nothing in the ordinance refers to this, and at this time there are no violations. Gerry asked what rights an abutting land owner has for run off. Bruce reported that this would involve a private lawsuit for trespass or nuisance. Discussion followed on who the other property owners are that are having cutting done in that same area. The possibilities were Cormier's or Nason's. The Board thanked Bruce for taking the time to come to the meeting.

2. Centennial Budget Committee Request – Barb Pitcairn had presented a request for the Centennial Budget Committee, along with a list of committee members. Pat's concern is where the funding for the pavilion will come from. He would like more information. Barb pointed out that in order to get started money is needed to purchase materials. Pat wants more accountability. He reported people say that there will be bathrooms there. If that is the case then perhaps it should be built here by the municipal building. Barb said this is not part of the plan. Pat went on to say that his concern is that the town will be stuck with the bills. Discussion followed on the cost of the materials, and more importantly, who is going to be in charge of this project? Pat expressed concerns on placing importance on this over our roads. Ray Cyr asked if it would be acceptable if the Board has a budget for the pavilion by the next meeting. The manager asked if it would be agreeable to schedule a Special Board Meeting to review this and the Articles for the Town Meeting Warrant. Barb asked that the Board allow these requests be presented as articles with or without their recommendation for the people to vote on. Pat is agreeable to this as long as there is something to present to the people. Steve stated that would also present people from asking how much this is going to cost.

3. Public Works Update -

A. Private Culvert in ROW ~ Harold Cyr – The manager reported that she had talked with Harold Cyr and as soon as Portage Construction has time, he will get this taken care of.

B. Hathaway Road – The manager reported that this should be finished by the end of the week. Pat has concerns on the side of the ditch and erosion. The manager stated that as soon as the road work is done, Vaughn will take care of this. Pat asked what the extent of the easement for the turn-around was. We need to be sure we are not exceeding the size. Steve Belanger asked if the Town would be able to do another coat of chip seal before the road breaks down more. If we have another project with money left over then

perhaps we should use this to do another coat of chip seal. Gerry asked if it had more traffic than West or Cottage Roads. It was agreed that it did not, but eventually the Hathaway Road will have to be re-done. Gerry asked about the right-of-way on the Stockford Road and the size of the turn-around. The manager presented paperwork on the Stockford Road Extension but has found no information on the dimensions of the turn around.

4. Cottage Road RR Crossing –Nothing to report as Mike Ouellette is on vacation.

5. Cemetery Land Purchase Update – The manager reported that she has not heard back from Robin Richtarich. Gerry recommends the Town take the land by immanent domain. He would make a motion to acquire attorney input to go through this process. The manager asked about requiring the land by adverse possession. Pat asks Rita to get information on these two processes. She will contact MMA Legal Department for advice at this point rather than the Towns attorney. Pat doesn't want to alienate anyone, but would like to see this matter finalized.

6. Crosswalk Update – Tabled - Gerry Cormier reported that the condition of the existing sidewalks is abominable. He recommends that sidewalks be upgraded and new sections created before any further action taken on crosswalks. He thinks that the existing sidewalk makes a statement to anyone entering the community. As they are, it shows that the Town is not maintaining infrastructure. This, and the crossing, should be projects for next year or the year after. The manager will contact MDOT to see what the status is of the RR Project.

7. Dock from Boat Landing – The manager reported that an individual has made an offer of \$200, but needs to find someone to move them. Pat agrees that the offer be accepted and Public Work helps load them.

8. Fire Protection for Nashville Plantation – The manager reported that the Towns fire department and the Ashland Fire Department are working on an agreement for services to Nashville Plantation. Pat asked if there was an amount for services as he did not see this in the budget. Rita reported that \$400 has been received and this is reported as revenues.

9. Town Forest Meeting ~ August 16, 2007 – Reminder item only.

10. Fire Truck Pending Completion – the manager hasn't heard anything new on this.

11. Access Road to Oak Point – The manager had presented copies of Laura Audiberts recommendations for repairing the road on Oak Point. **Gerry Cormier made a motion to accept Laura Audibert's recommendations for repairs. Steve Belanger seconded the motion. Motion carries.**

12. Lease for Parking – The manager reported that she spoke with Ked Coffin about this and he said no, but if Toby contacts the Town again, he needs to go see him about this. Pat reported that Prentiss & Carlisle has no objection to this.

13. Stockford Road ~ Article for Warrant – The manager presented an Article to change the name of the Stockford Road back to the Prosser Road. There isn't

14. Beach Outhouse Door – The manager reported that she had a note to have this on the agenda. Pat's recommendation is that if this becomes an issue again to remove the outhouse and cap the hole.

15. Affordable Housing Progress – Ray Cyr reported that the grant was submitted and Dave Wylie has submitted his bill. It isn't as much as originally quoted. It is \$950 and he didn't submit any expenses. The grant results should be known by the middle of September. The grant is for \$10,000. Pat asked if there were actual cost estimates ready. Ray reported that there would have to be appraisals done first. Pat asked about the \$2,000 for the grant money. The manager reported that it hasn't been used, but it has been carried over for the past few years. **A motion was made by Steve Belanger to allow these funds to pay for the grant writing expense. The motion was seconded by Gerry Cormier. Motion carries.** The money will be transfer to that account.

OTHER: The manager presented the Liquor License for Deans Restaurant & Motor Lodge for the selectmen's signatures. The selectmen signed the license.

NEW BUSINESS:

1. Personal Property Review – the manager reported that she was having difficulty with the list of personal property equipment for Portage Lake Wood Products. She has sent copies of what she has to Ray Gannon (P/P assessing agent) for his recommendations.

2. Auditor's Review – the manager reported that Peter Davis will be here next Monday to do the annual audit. Rita asks the selectmen's permission to close the office in order to work with the auditor without interruption. She will post this tomorrow so people will be aware of this. The selectmen approve closing the office on Monday, August 20, 2007.

3. Harvest Supper – the manager reported that the Tourism Committee will be having a Harvest Supper on Saturday, September 22 at 7:00 P.M. They have done this for the past 3 or 4 years.

4. Manager's Vacation – The manager reported she will be taking Friday August 24, Monday, August 27 and possibly Tuesday, August 28 off to attend a funeral in CT.

OTHER: Pat reminded the manager that the fire department budget needed to be addressed to have a definite figure for the Article. Steve asked if the manager received anything from the Chief on his budget. Gerry suggests that the Board agree with the recommendation made by the Budget Committee. The manager reported that the secretary's stipend of \$400 was omitted from stipends for officers. Discussion followed on the wages for the officers and the firemen's wages. Dividing the balance of payroll between those attending meeting is still not agreeable with the Board. Pat asks that this be on the agenda for the next meeting. Gerry mentioned Audrey Rafford's suggestion to contact the school's shop class instructor to see if they could make decorations if the

Town provided the materials. Pat suggested contacting NMCC to see if they do anything like this. Pat reported that the \$700 +/- for wreath display and removal stay in the budget as he is not sure Maine Woods will allow the use of their equipment. **A motion was made by Steve Belanger to approve the additional \$4,000 for Beautification Account. The motion was seconded by Gerry Cormier. Motion carries.**

SELECTMENS CONCERNS:

Gerry asked the manager to have public works sweep up the pavement on the second crossing on West Road.

Pat asked what the interest rate was on the Towns checking account. The manager reported that it was right around 5%. This is a special Municipal Account and earns more interest than the Sweep Account did. Pat would like to know what the interest rates are on our accounts. Rita will provide this at the next meeting. Pat mentioned some of the questions Mr. Khambaty has asked about the interest rates and tax billing. The manager reported that the State of Maine has no provisions to send out tax bills prior to a Tax Commitment. Pat reported that he has asked questions of another community on how they can set their Town Meeting in June. The manager reported that she has talked to Jim Nadeau about this and his response was that they used projections. Discussion followed and perhaps by doing this, we can have our Town Meeting earlier.

Gerry asked about dedication of the Town Report. The manager reported that someone had suggested Gilbert Cyr for this year. He served as a selectman for several years. The Board agrees to dedicate the Town Report to Gilbert Cyr.

Gerry brought up an employee evaluation and what the other selectmen want to do. He feels this employee's progress should be reviewed before Pats' term is up. Pat requests an Executive Session to have an evaluation of the Town Manager.

At 9:00 P.M. a motion was made by Steve Belanger to adjourn. Motion seconded by Gerry Cormier. Motion carries. (Time 2 hours)

APPROVED:


Patrick Raymond, Chairman


Gerald Cormier, Selectman


Stephen Belanger, Selectman

**TOWN OF PORTAGE LAKE
SPECIAL SELECTPERSONS MEETING
REVIEW BUDGET & ARTICLES FOR TOWN MEETING WARRANT
Wednesday, August 29, 2007
7:00 P.M.**

Call to Order

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

REVIEW BUDGET:

1. Fire Department Request
2. Beautification – Additional amount for Christmas Decorations
3. Centennial Budget Breakdown

ARTICLES FOR WARRANT

OTHER: Special Entertainment Permit; Dead River 801 Form; Update on School Reorganization.

SELECTPERSONS CONCERNS

**TOWN OF PORTAGE LAKE
SPECIAL SELECTMENS MEETING**

August 29, 2007

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, Steve Belanger, Selectmen; Rita Sinclair, Town Manager; Ray Cyr, Barb Pitcairn, Judy Moreau, Darey Gagnon, Clayton Demerchant, Wilza Robertson, Grace Nason, Residents.

Treasurer's Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: None

REVIEW BUDGET:

1. Fire Department – The manager reported that she had asked the chief to go over the budget again with her and to attend the Board Meeting. The chief stated he wasn't going to change his budget. This is what is needed to operate the Fire Department. The Board of Selectmen decided to leave the Fire Department budget at \$31,000.

2. Beautification ~ Additional Amount for Christmas Decorations – Previously voted on by the Selectmen. See minutes of August 15, 2007 Meeting.

3. Centennial Budget Breakdown – A budget for the pavilion, created by Ray Cyr and Darey Gagnon, was presented to the selectmen for approval. After much discussion, it was decided to remove the Pavilion from the Centennial Budget Committee request and have it as a separate article. Judy Moreau asked how this could be done since the Budget Committee had already voted on it. Discussion followed. It was noted that the Articles are at the discretion of the selectmen.

ARTICLES FOR WARRANT:

A motion was made by Gerry Cormier to reword Article 45. The Motion was seconded by Steve Belanger. Motion carries. Art. 45 will now read...To see if the Town will vote to raise and appropriate \$4,500 for the Centennial Book, the Cook Book, and the Souvenirs.

A motion was made by Gerry Cormier to make Art. 46 to read as follows: To see if the Town will vote to enter into a building project to construct a Pavilion. Estimated total cost is \$30,000. The motion was seconded by Steve Belanger. Motion carries.

Ray Cyr wondered if it would be possible to get a grant to do this. He will check with Dave Wylie. **A motion was made by Steve Belanger to recommend a YES vote on Article 46. The motion was seconded by Gerry Cormier. Motion carries.**

OTHER: Special Entertainment Permit; Dead River 801 Form; Update on School Re-organization. The Town Manager gave a brief update on the meeting she had with Superintendent, Greg Johnson. She also reported on the Aroostook Municipal Association Meeting in Caribou with several Superintendents from the County. Once the schools have submitted their plan, it should come to the municipalities.

SELECTPERSONS CONCERMS: None

A motion to adjourn at 8:00 P.M. was made by Gerry Cormier. The motion was seconded by Steve Belanger. Motion carries. (Time 1 hour)

APPROVED:


Patrick Raymond, Chairman


Gerald Cormier


Stephen Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, September 5, 2007
7:00 P.M.**

Call to Order

Approve Minutes of August 15 & 29, 2007 Meetings.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Cemetery Land Purchase Update
2. Access Road to Oak Point
3. Public Works Update
 - A. Private Culvert in ROW ~ Harold Cyr
 - B. Hathaway Road
4. Cottage Road RR Crossing
5. Dock from Boat Landing
6. Fire Protection for Nashville Plantation
7. Lease for Parking
8. Fire Truck Pending Completion
9. Affordable Housing Progress

OTHER:

NEW BUSINESS:

1. Warrant for September 28, '07 Town Meeting
2. Fire Department Grant Update
3. Sidewalk Grant Application Process
4. Employee Evaluation ~ Executive Session

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMEN'S MEETING**

September 5, 2007

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; Judy Moreau, Ray Cyr, Alcide Bouchard, Clayton Demerchant, Kathy Gagnon, Harold & Nancy Cyr, Lynn Turner, Brian Cote, Dylan Cyr, Residents.

A motion was made by Gerry Cormier to accept the minutes of the August 15, 2007 Selectmen's Meeting. Steve Belanger seconded the motion. Discussion: Brush cutting and repairing the pot hole on the Hathaway Road. Motion carries.

A motion was made by Steve Belanger to accept the minutes of the August 29, 2007 Special Selectmen's Meeting as written. Gerry Cormier seconded the motion. Discussion: None. Motion carries.

The Treasurers Warrants were reviewed and signed by the Selectmen.

BUSINESS FROM FLOOR: None.

OLD BUSINESS:

1. Cemetery Land Purchase – The town manager reported that Robin Richtarich and other property owners were now asking for \$4,250 for the .95 acre of land that abuts the town cemetery. Discussion followed on the increase in the lot from .65 to .95 after the survey. The manager reported that the suggested agreement line was never established after the first survey, so the new survey includes the difference in the lot lines. **A motion was made by Gerry Cormier to purchase the .95 acre of land for \$4,250. Steve Belanger seconded the motion. Motion carries.**

2. Access Road to Oak Point – The manager reported that Laura Audibert, Town Forester, had reported that she had flagged the work area and no work has been started. She was going to look into road fabric for the repair and get back to the town manager.

3. Public Works Update:

A. Private Culvert in ROW ~ Harold and Nancy Cyr sent a certified letter to the selectmen and town manger stating they would not accept liability for the hole created by disconnecting his culvert from the road culvert at his property. They asked if the Town would split the cost of a manhole to remedy the problem created by hole. **A motion was made by Gerry Cormier to split the cost of the catch basin with the Cyr's and have Vaughn (Public Works Dept.) oversee the project. The motion was seconded by Steve Belanger. Motion carries.**

B. Hathaway Road – The manager reported the work on the Hathaway Road has been completed. The project took longer than expected so the bill is \$8,490 instead of \$5,490. This was not a project that went out to bid. Estimates were given and we proceeded with the work. Pat asked about the easement for the turn-around. The manager reported that she has not found any paperwork on that one or the one on the Stockford Road. Gerry reported that the Maynard Brothers in Washburn may bid on the winter sand. The manager will send out bid letters for sand.

4. Cottage Road RR Crossing – The manager reported she had contacted Mike Ouellette manger will of Montreal, Maine, & Atlantic RR for information of the crossing. He is away until September 10, but will be available on the 11th. She plans to ask him about the West Road crossing at that time.

5. Dock from Boat Landing – The individual interested in purchasing the old docks has not been able to find someone to move them to his property.

6. Fire Protection for Nashville Plantation – Nothing has been submitted from either Ashland's or Portage Lakes' Fire Department for the records.

7. Lease for Parking – The manager asked if this item be dropped from the agenda as no action has been taken. The Board agrees to drop this from the agenda.

8. Fire Truck Pending Completion – The truck is not finished yet.

9. Affordable Housing Progress – Ray Cyr mentioned that nothing has transpired since the last meeting. The next meeting will be Tuesday, September 11 at 6:30 P.M.

OTHER: None

NEW BUSINESS:

1. Warrant for September 28, '07 Town Meeting – The Selectmen reviewed the Articles and signed the Warrant for the September 28, 2007 Town Meeting.

2. Fire Department Grant Update – The Town Manager reported that the fire departments grant application has been turned down. The consideration is being given to the larger cities (more population and buildings) throughout the country.

3. Sidewalk Grant Application Process – Nothing to report at this time.

4. Employee Evaluation ~ Executive Session – **A motion was made by Gerry Cormier to enter into Executive Session under 1 MRSA 405 (6)-(A) for a personnel matter. The motion was seconded by Steve Belanger. Motion carries. Time 8:07 P.M. A motion was made by Gerry Cormier to come out of Executive Session. Steve Belanger seconded the motion. Motion carries. Time 8:50 P.M.**

A motion was made by Steve Belanger to return to the regular meeting. Gerry Cormier seconded the motion. Motion carries.

A motion was made by Gerry Cormier that Executive Session had resolved the issues and concerns. Motion seconded by Steve Belanger. Motion carries.

SELECTMENS CONCERNS: Pat presented a letter notifying residents of the work session to be held on Saturday, September 22, 2007 to work on the hiking trail. Volunteer help is requested and the rain date will be September 29, 2007

A motion was made by Steve Belanger to adjourn at 9:00 P.M. Gerry Cormier seconded the motion. Motion carries. (Time 2 hours)

APPROVED:


Patrick Raymond


Gerald Cormier


Stephen Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, September 19, 2007
7:00 P.M.**

Call to Order

Approve Minutes of September 5, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Cemetery Land Purchase Update
2. Access Road to Oak Point
3. Public Works Update
 - A. Private Culvert in ROW ~ Harold Cyr
 - B. Hathaway Road
4. Cottage Road RR Crossing
5. Right of Way for Turnarounds
6. Fire Protection for Nashville Plantation
7. Fire Truck Pending Completion
8. Affordable Housing Progress

OTHER:

NEW BUSINESS:

1. CEO Update
2. Winter Sand Bids
3. Municipal Septic System
4. Request for Office Printer
5. Sidewalk Grant Application Process
6. MMA Convention, Oct. 3 & 4, 2007
7. Designate Voting delegates for MMA Business Meeting

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMEN'S MEETING
SEPTEMBER 19, 2007
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; Bruce Hussey, CEO; Judy Moreau, Ray Cyr, Donald Martin, Bill Ward, Clayton Demerchant, Brian Cote, Residents; Jim and Vickie Kelly, Property Owners; Roberta Doughty, Representative for Marilyn Ashby; Roberta's daughter, and James Campbell, friend.

The minutes of the September 5, 2007 were reviewed. Gerry Cormier questioned the math error on the bill for the work on the Hathaway Road. The minutes will be corrected to reflect the project took longer than anticipated and therefore the projected cost was more. **A motion was made by Steve Belanger to accept the minutes with the correction. Gerry Cormier seconded the motion. Motion carries.**

The Treasurer's Warrant's were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: Judy Moreau asked questions about the TIF with Maine Woods and the inability for townspeople to get wood. Pat stated the mill has nothing to do with firewood. Pat stated that Clair would have to talk to Roland Tagget. Discussion followed on why the TIF is not in the budget for the Towns people to vote on it. The policy has changed and people need to call ahead to know what the procedure is and find out when they can get wood.

OLD BUSINESS:

1. Cemetery Land Purchase – The manager reported that she had sent a letter to the property owner and to the Town's attorney to prepare a deed.
2. Access Road to Oak Point – The manager spoke with Laura Audibert and recommendations were made to use fabric in the wet spot on the road. Discussion on who is responsible for the repair. The manager will contact Aubrey to make sure he is aware that the Town does not plan on incurring any cost for repairing the road.
3. Public Works Update –
 - A. Private Culvert in ROW ~ Harold Cyr has purchased the manhole and cover. An additional piece of culvert will have to be inserted to connect the culverts to connect both culverts
 - B. Hathaway Road – The manager reported that the potholes have been patched. She presented a piece of chip seal taken from the edge of the pothole in the center

of the road so the selectmen can see how thin it has become. Steve had mentioned a reapplication of chip seal in the near future.

Gerry asked about the turnarounds on the Stockford Road and the Hathaway Road. Rita reported that she has not been able to find anything in the records that mentions an easement for the turnarounds. The selectmen agree that the Town needs something on file to show the size of the turnarounds.

4. Cottage Road RR Crossing – The manager reported on the grades shot on the approach the crossing by Mike Ouellette of Montreal, Maine, & Atlantic and Vaughn Devoe of our Public Works Department. She reported on the amount of fill that would be needed to bring the road up to regulations. Gerry recommended retaining an engineer to get specifics for this. Pat recommended contacting Maine Local Roads for their input. The manager reported that she has left a message for Phil Curtis who assisted us with the West Road Project.

5. Municipal Septic System – The manager reported that the municipal septic system is acting as a holding tank. She has contacted Ken Allen to pump out the tank tomorrow. She has reviewed the easement and has had measurements taken. Once the tank is pumped she will contact Bill Hersey for his input on the system.

6. Fire Protection for Nashville Plantation – Nothing has been received regarding this.

7. Right of Way for Turnarounds – Previously discussed. The manager added that the railroad will be working on the crossing on West Road next Tuesday.

8. Fire Truck Pending Completion – The manager reported that the chassis is completed and has been delivered to K & T for completion.

9. Affordable Housing Progress – Ray Cyr reported that information has been received stating we are still in the running for the grant. He had scheduled a meeting with the Genesis Corporation, but the individual didn't make the meeting. A meeting of the Housing Corporation is scheduled for next week. Progress is slow, but ongoing.

OTHER: the manager reported that ditching has not been done on Hayward Street between Ray Gillilan's and Ronald Legassie's. The road is sinking so that there is no ditch left. Mrs. Caron has asked that something be done to prevent the water from crossing the road and running into their cellar. Is this a project to be completed now or should that whole area be reconstructed? Gerry recommended putting this on hold until next year.

NEW BUSINESS:

1. CEO Update – Bruce Hussey reported that the Board of Appeals request to increase the secretary's wages and amend the Land Use Ordinance to require a survey to make sure of the lot lines. Bruce reported that there are setbacks but no one knows where the property lines are. Gerry Cormier stated the Planning Board needs to suggest amendment to LUA

to be voted on at Town Meeting. Pat stated that this would have to be worded so it doesn't involve every permit issued.

Bruce reported on the Ashby property. He stated that Title 17 of the Maine Statutes states the municipal officers have the authority to decide on dangerous buildings. He stated reasons why these buildings should be demolished and presented pictures of the buildings. Discussion followed on the conditions and the time period elapsed since the first notice (11 years ago) was sent to the owner. Nothing has transpired in this time frame. Roberta Doughty, daughter of the property owner, presented letters naming her representative for her mother. She stated that arrangements are being made to clean this up. Bruce respectfully requested the Board acting on behalf of the Town to declare these buildings dangerous and the lot a public nuisance and order it torn down. Neighboring property owners, Vicki and Jim Kelly, spoke on the condition of the Ashby property. (Re: Audio tape.) Discussion followed on a time frame to get one building torn down and the lot cleaned up. Jim Campbell spoke on how long it would take to remove the building. **A motion was made by Gerry Cormier to allow 30 days to tear down the building and out house to meet the CEO's expectations. If not, then when we meet in 30 days, we will declare the buildings dangerous and have them removed at the landowner's expense. Steve Belanger seconded the motion. Motion carries.**

2. Winter Sand Bids – No bids received. The manager presented the materials used by Presque Isle on the in town streets and sand from Theriault's pit in St. Agatha. The manager will contact Theriaults in St. Agatha, Corriveau's Construction in Ft. Kent, and Labbe's in Wallagrass to see if they have winter sand for sale. She will also call Portage construction again.

3. Request for Office Printer – the manager reported that the office printer needs to be replaced. Gerry recommended an ink jet instead of a dot matrix.

4. Sidewalk Grant Application – The manager reported that she has no new information.

5. MMA Convention, Oct. 3 & 4, 2007 – The manager reported she and Kathy were interested in going to convention but a selectmen's meeting is scheduled for the 3rd and it wouldn't be beneficial to go for 1 day. She will try to get information presented from another source.

6. Designate Voting Delegate for MMA Business Meeting – Since no one will be attending convention, this is not necessary.

OTHER: Gerry asked about information on the school regionalism. The manager reported that she has heard the state has refused the plan from Superintendent Johnson.

The manager reported that the Town has once again received dividends from Workers Comp. and Unemployment Insurances. She would like to have a luncheon for the employees if the selectmen approve. **Steve Belanger made a motion to approve. The motion was seconded by Gerry Cormier. Motion carries.**

SELECTPERSONS CONCERNS:

Gerry asked the manager if she has talked to Forestry about the size of the cutting on the hill. Gerry asked to have Laura Audibert check the property line at the top of the cutting for the gravel pit.

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

APPROVED:


Pat Raymond


Gerald Cormier


Stephen Belanger

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, October 3, 2007
7:00 P.M.**

Call to Order

Elect Chairman

Approve Minutes of September 19, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Cemetery Land Purchase Update
2. Access Road to Oak Point
3. Public Works Update
 - A. Private Culvert in ROW ~ Harold Cyr
 - B. Hathaway Road
 - C. Easements for Turnarounds
 - D. Winter Sand & Salt
4. Municipal Septic System
5. Cottage Road RR Crossing
6. Fire Protection for Nashville Plantation
7. Fire Truck Pending Completion
8. Office Printer
9. Affordable Housing Progress
10. Sidewalk Grants
11. Hiking Trail Update

OTHER:

NEW BUSINESS:

1. Appoint Municipal Officer's & Ballot Clerks
2. Request to Apply for Local Grant ~ Sarah Brooks
3. Tax Abatement on Account #510
4. Public Works Equipment Available
5. Workshop Request

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
October 3, 2007
7:00 P.M.**

The meeting was called to order by Town Manager, Rita Sinclair at 7:00 P.M.

Present: Gerry Cormier, Steve Belanger, Ray Cyr, Selectmen; Rita Sinclair, Town Manager; Judy Moreau, Paul Nason, Clayton Demerchant, Darey Gagnon, Harold Cyr, residents; Sarah Brooks, Nashville Plantation resident.

Nominations for chairman were requested by the town manager. Steve Belanger nominated Gerry Cormier. Ray Cyr seconded the nomination. Gerry Cormier accepted the nomination. Record shows Gerry Cormier elected chairman.

A motion was made by Steve Belanger to accept the minutes of the September 19, 2007 meeting as written. Ray Cyr seconded the motion. Motion carries.

The Treasurers Warrants were reviewed and signed by the selectmen.

Business From Floor: None.

OLD BUSINESS:

1. Cemetery Land Purchase: The survey has been completed and copies of that went to the Towns attorney. The manager will call Attorney Solman to inquire about the deed or sales agreement.

2. Access Road to Oak Point – The manager reported that no work has been done. She hasn't heard from Aubrey Cyr or Mike Umphrey. She did tell Aubrey that this is their project and not the Towns.

3. Public Works Update

A. Private Culvert in ROW ~ Harold Cyr – The manager reported that nothing has been done. She has talked to Harold Cyr and told him that Vaughn is to be notified before the work is completed.

B. Hathaway Road – A cutting blade has been ordered for the weed whacker in order to cut the brush that Pat had mentioned. Gerry suggested going to Caribou where Gary's Auto Sales used to be and they should have the parts available. Ray mentioned the ditching on the upper side of the Hathaway Road. Steve reported that this will wait until next spring. Judy Moreau brought up the ditching off Sutherland Street that has grown in. This ditch was created by the Town many years ago. The manager will look for information on a ROW between Owens & Scheaffer properties.

C. Easements for Turnaround – The manager is still looking for previous deeds where easements may have been granted. She did talk with Gilbert Cyr who stated that

he had given verbal permission for a turnaround on Stockford Road after the extension was completed. He said nothing was ever put on paper. Gerry feels that we need something on paper with measurements for the Town records.

D. Winter Sand & Salt – The manager reported that we did have a bid of \$13.00 per yard for winter sand. The bid was written for 300 yards, but we only need 200 yards. **A motion was made by Steve Belanger to accept Portage Constructions bid of \$13.00 per yard for winter sand. The motion was seconded by Ray Cyr. Motion carries.**

4. Municipal Septic System – The manager reported that the septic system has been repaired. The outflow pipe was dug up and found it had never been attached to the tank. The elbow that should have been connected to the distribution box was broken. The leach field is fine. The only other part to be repaired is the elbow on the inflow. It is sagging and more than likely the area where it freezes in the winter. When this repair is done it will be noted if the line from the building is insulated. If not, it will be done at that time.

5. Cottage Road RR Crossing – The manager reported that Phil Curtis of Maine Local Roads is scheduled to be here on Monday, October 22, to look at the road crossing and give his recommendations for repairing that section of cottage Road.

6. Fire Protection for Nashville Plantation – Portage Lakes' and Ashland's fire chiefs are working on an agreement so there will be something on file for coverage for Nashville Plantation.

7. Fire Truck Pending Completion – K & T has reported that we should have the truck by Christmas or New Years.

8. Office Printer – We are looking at prices. The dot matrix printer is needed for our checks and all our reports are done this way so they can be filed in the binders. We have many checks still to be used and don't want to throw them away. Steve recommended getting prices on both ink jet and dot matrix printers.

9. Affordable Housing Progress – Ray Cyr reported that signatures are needed from the Board on paperwork that needs to be submitted for Phase II of the grant. A Public Hearing needs to be scheduled followed by a Special Town Meeting. Ray suggested October 12th which is a week from Friday. This allows for the required seven day posting. Discussion followed on having these meetings scheduled the same time as a Board meeting.

10. Sidewalk Grants – The manager found a draft for sidewalks from years past. Nothing has been done with this. She spoke with Brent Bubar of MDOT and found that one of the grants she was looking at is no longer available. He did tell her that there may be something under downtown revitalization that would be helpful.

11. Hiking Trail Update – The manager asked if Sarah Brooks would update the Board on what was accomplished at the last work session since she was there. Sarah reported that

four volunteers showed up. Brushing and clearing was done all the way to the property line. She and Lacey Gilman went back on Sunday and did all the flagging. More work needs to be done but she doesn't know when.

OTHER: Gerry would like to acknowledge Pat Raymond's years of service to the Town. He thinks a letter along with a gift certificate would be appropriate. **A motion was made by Steve Belanger to write a letter of appreciation and a gift certificate be given to Pat Raymond for his years of service. Ray Cyr seconded the motion. Motion carries.**

NEW BUSINESS:

1. Appoint Municipal Officers 7 Ballot Clerks – The manager presented a list of municipal officials and ballot clerks to be appointed for the fiscal year 2007/2008.

A motion was made by Ray Cyr to appoint Rita Sinclair Town Manager, Treasurer, Tax Collector, Road Commissioner, General Assistance Administrator, and Agent for Overseer of the Poor. Steve Belanger seconded the motion. Motion carries.

A motion was made by Steve Belanger to appoint Katherine Gagnon as Town Clerk, Registrar of Voters and Elections Warden. Ray Cyr seconded the motion. Motion carries.

A motion was made by Ray Cyr to appoint Bruce Hussey as Code Enforcement Officer Building Inspector, Health Officer, and Plumbing Inspector. The motion was seconded by Steve Belanger. Motion carries.

A motion was made by Ray Cyr to appoint Dave Bolstridge as Fire Chief and Town Fire Warden. Steve Belanger seconded the motion. Motion carries.

A motion was made by Steve Belanger to appoint the following individuals as Ballot Clerks: Lou Boutot, Rowena Boutot, Beatrice Cormier, Lucille Cyr, Diane Michaud, Grace Nason, Marilyn Brown, Marilyn Casey, Diane Chouinard, Kenneth Hodsdon, Donald Martin, Wilza Robertson, Anita Theriault, and Clayton Demerchant. The motion was seconded by Ray Cyr. Motion carries.

2. Request to Apply for Local Grant by Sarah Brooks – Sarah reported on a local grant, "Maine Community Foundation Grant," available only to Oxbow, Masardis, Ashland, Nashville, and Portage. It is administered through the Maine Municipal Community Foundation and has to be applied for through the Town. The grant has to be written for economic development, education, or technology. The benefactor remains anonymous. She thought that it would be a benefit to the Town for the Centennial Celebration to have photographs of the Town that would be available for viewing, not only here, but as a traveling display that could be on loan to the school. Sarah presented photographs for all to see. This grant would be to commission the artist, Ted McCathry, who studied under Ensil Adams, for 10 of his photographs of the Town back when or possibly something more recent. Sarah is asking the Towns permission to apply for this grant through and for the Town of Portage Lake. **A motion was made by Ray Cyr to have Sarah apply for this grant. The motion was seconded by Steve Belanger. Motion carries.**

Kathy Gagnon mentioned that a generator would be a necessity for the Town in case of an emergency. Judy Moreau said she believed that we should be able to get a grant through Homeland Security Grant.

3. Tax Abatement on Account #510 – The manager presented the tax abatement for the selectmen to sign for account #510. This parcel was added to another when the property was transferred to a family member. However, the old account was never deleted and both owners were paying the bill up until this past tax billing. The total to be abated is \$177. The abatement was signed by the selectmen (as assessors) for the Town.

4. Public Works Equipment Available – the manager presented a list of equipment available for sale for the selectmen to review. Two items were highlighted by Public Works Director, Vaughn Devoe. One is for a screener that has finer grates than the one we have. The other is a newer model backhoe with less hours than ours. We have refurbished our backhoe but it might be in the Town's best interest to keep in mind that it should be replaced in the next few years while it still has some value.

5. Workshop Request – the manager request permission to attend a Financial Workshop on Thursday, October 25. She added that it would be beneficial for Kathy to attend also. **Steve Belanger made a motion to allow the town manager attend the workshop on October 25. Ray Cyr seconded the motion. Motion carries.**

OTHER: The manager presented an Interlocal Agreement with all communities belonging to the Northern Aroostook Wells and Septic Program for signatures. The Town has been a part of this program for at least 6 years. The selectmen signed the agreement.

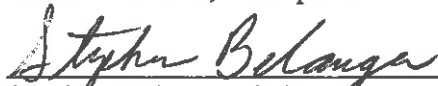
Rescheduling of Board meetings was necessary due to managers' vacation in November. It was decided to schedule the meeting for October 24th. Ray Cyr requested the Public Hearing and Special Town Meeting be scheduled for October 12th in order to get the paperwork for CDBG completed and sent in. The selectmen agreed and signed the paperwork for the grant.

SELECTMENS CONCERNS: Steve asked about the file cabinets. Rita will send a letter of appreciation to Alan Orcutt.

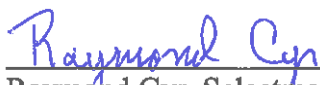
A motion was made at 8:25 p.m. by Steve Belanger to adjourn. Motion seconded by Ray Cyr. Motion carries. (Time: 1 hr, 25 min.)

APPROVED: 

Gerald Cormier, Chairperson



Stephen Belanger, Selectman



Raymond Cyr, Selectman

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, October 24, 2007
7:00 P.M.**

Call to Order

Approve Minutes of October 3, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Cemetery Land Purchase Update
2. CEO Update
3. Public Works Update
 - A. Private Culvert in ROW ~ Harold Cyr
 - B. Easements for Turnarounds
 - C. Winter Sand & Salt
4. Municipal Septic System
5. Cottage Road RR Crossing Update
6. Fire Protection for Nashville Plantation
7. Fire Truck Pending Completion
8. Access Road to Oak Point
9. Affordable Housing Progress
10. Sidewalk Grants
11. Hiking Trail Update

OTHER:

NEW BUSINESS:

1. Resignation on Board of Appeals
2. Internal Financial Controls Workshop ~ Office Closed
3. Review Auditors Recommendation for Financial Controls
4. Adopt General Assistance Ordinance Appendices
5. Signature for County Tax
6. Review Veterans Exemption
7. MSAD #32 Board of Directors Warrant
8. Signature for 801 Forms (BETR Program)

SELECTPERSONS CONCERNS:

TOWN OF PORTAGE LAKE
SELECTMENS MEETING
October 24, 2007
7:00 P.M.

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

Present: Gerald Cormier, Chairman; Steve Belanger and Ray Cyr, Selectmen; Rita Sinclair, Town Manager; Bruce Hussey, CEO; Judy Moreau, Wilza Robertson, Clayton Demerchant, Darey Gagnon, residents; Roberta Doughty, Marilyn Warner, Annette Thompson, Al Murphy, non residents.

The minutes of the October 3, 2007 meeting were reviewed by the Selectmen. Steve Belanger asked about the brush cutting on the Hathaway Road and the printer for the office. The manager reported that the brush had been cut. A printer has not been purchased as we are undecided between the cost of the laser and the dot matrix. Gerry mentioned that liability for right of way on Town ways was not mentioned. His concern is for the Town as the school bus turns around there **Ray Cyr made a motion to accept the minutes. Steve Belanger seconded the motion. Motion carries.**

BUSINESS FROM FLOOR:

Al Murphy of Nashville Plantation spoke about the petition to stop the process of the Regional School Unions (RSU). He needs someone from Portage Lake to circulate a petition and return it by April. The Town of Portage Lake will sustain 24% of the increase in cost. The RSU's will require that teaching positions be brought into line so that wages will be the same throughout the state. This cost would create higher taxes. Gerry asked about the information we had about our district falling into the "doughnut hole" category. The town manager responded that we have not been accepted at this time. Mr. Murphy wants to make sure these petitions are handled correctly.

OLD BUSINESS:

1. Cemetery Land Purchase – The town manager reported that we had received a copy of the deed along with a notice from the attorney and his bill. The deed has been sent to the Houlton Registry of Deeds for recording.
2. CEO Update – Bruce Hussey reported that Marilyn Warner had complied with all requests and passed inspection. Harold Cyr has completed the manhole. The work was done on Saturday without notifying public works. Vaughn inspected the manhole to make sure the lines were cemented in and they are. Gerry Cormier asked about Rick O'Clair's campsite on the Hathaway Road. Bruce reported that when he inspected the camper at the site, it is only used for storage. Bruce also reported that the Planning Board had approved the site. He reassured the selectmen that Mr. O'Clair knows what the limits are. Ray Cyr asked if a building permit was needed for the construction of the pavilion. Bruce stated that it did.

3. Public Works Update:

A. Private Culvert in ROW ~ Harold Cyr - The manager reported that the work has been completed but Bruce still had some permit items to look at.

B. Easements for Turnarounds – The Town Manager reported that she has nothing definite yet. It has been measured but there is nothing on paper. Once the paperwork is completed a copy will be provided to the property owner.

C. Winter Sand & Salt – The manager reported that the sand and salt is mixed and in the shed. We purchased the full amount of salt; otherwise there would have been a penalty. Brian Bouchard, who does the roads for Winterville, had mentioned they might be interested in purchasing the additional salt. This was arranged through Dan Daigle who picked up the salt and payment was made today.

4. Municipal Septic System – The septic system is repaired. The line is insulated; an elbow was installed for easier access, and the igloos were moved in order to push snow over that line to help insulate it.

5. Cottage Road RR Crossing Update – The manager reported that Phil Curtis of Maine Local Roads was here and reviewed the project area. He recommends hiring an engineer. His recommendation was to move the road over, but this would not change the depth of fill needed. Engineers to be contacted will be Langille, CES, Sewell, and B.R. Smith to name a few. Steve Belanger asked if the railroad would help with this. The manager stated the railroad would do signage and work within the rails but there would be no money to assist the Town with this project. Gerry stated that if this is put out to bid, it may be beneficial to have the same company to scope the work. Discussion followed on the pros and cons for separate contractors for the complete project. **A motion was made by Ray Cyr to proceed with request for engineering and scope of work. Motion seconded by Steve Belanger. Motion carries.** Requests should go out this year for work in July of 2008.

6. Fire Protection for Nashville Plantation – The manager reported that Ned LaBelle will be incorporating this coverage in the mutual aid agreement between Portage Lake and Ashland.

7. Fire Truck Pending Completion – Still waiting for a completion date.

8. Access Road to Oak Point – The manager asked if she might drop this from the agenda. Gerry agreed to this since it is not a Town project. The CEO would be the one to look at this.

9. Affordable Housing Progress – Ray Cyr asked the town manager if she had submitted the final paperwork. She stated she had. Ray reported that he had talked with Joella Theriault who will do the feasibility study through NMDC. She will be attending the next housing meeting to go over a proposal with the committee. If the proposal is acceptable we can move forward. If the Housing Corp. chooses not to go with NMDC they will have to go out to bid. This will slow the progress down.

10. Sidewalk Grants – Nothing to report.

11. Hiking Trail Update – the Town manager reported that seven volunteers had gone out to do some final clearing and trail marking. Pat Raymond plans to go back to put up a few more trail signs. Ray Cyr added that the beginning of the trail needs to be marked.

OTHER: The manager mentioned that Ray Cyr would like to get started on the ground work for the pavilion. She wasn't sure if the materials had been decided on. Steve Belanger stated that no decision had been made. Rita reported that a request had been made to use material from the Town Pit. Otherwise it will be at least \$3.00 per yard. Steve questioned if there was enough material pushed up in the pit for this. Dan Higgins plans to use his equipment for what is needed. Ray Cyr said he believes that 200 yards of material will be needed.

NEW BUSINESS:

1. Resignation on Board of Appeals – the town manager presented Ray Cyr's resignation from the Board of Appeals for the selectmen to review and take action upon. **A motion was made by Steve Belanger to accept Ray Cyr's resignation from the Board of Appeals. Gerry Cormier seconded the motion. Motion carries.** Gerry and Steve suggested calling Pat Raymond to inquire if he might be interested in serving on the Appeals Board.

2. Internal Financial Controls Workshop ~ Office Closed – the manager requested that she and Kathy be allowed to go to the workshop. **Steve Belanger made a motion to have both Rita and Kathy go to the workshop. Ray Cyr seconded the motion. Motion carries.**

3. Review Auditors Recommendation for Financial controls – Gerry discussed the management letter from the auditor. He asked if this meant having a person review the financial statements would be for a monthly or quarterly basis. There are questions from the selectmen about the concerns the auditor addresses in the management letter. Gerry would like a quarterly report of all the accounts for the selectmen to review.

4. Adopt General Assistance Ordinance Appendices – The selectmen reviewed and signed the appendices.

5. Signatures for County Tax – The selectmen reviewed and signed the return for the County Tax which is \$58,026.97.

6. Review Veterans Exemption – Veterans exemptions including a widow's exemption were reviewed by the selectmen and signed by Chairman, Gerry Cormier.

7. MSAD #32 Board of Directors Warrant – the selectmen reviewed and signed the MSAD #32 Board of Directors Warrant to be posted for the November 6 the election.

8. Signature for 801 Forms (BETR Program) – The 801 Forms were reviewed by the selectmen and signed by Chairman, Gerry Cormier.

SELECTPERSONS CONCERNS:

Ray Cyr expressed concerns about the spout at the artesian well. He has received complaints that a 5 gallon bucket can't be placed under it. He also mentioned the leak at where the spout is screwed in. The town manager stated that the threads are stripped on the inside because people keep moving the spout. Something needs to be done to stop the flow of water in order to make the necessary repairs. Ray will look into this to see how it can be done.

Ray also asked about notification of the fire. J & R Lumber Mill burned and the owner was not notified that the property was on fire until the next morning. The fire department was paged out but no one contacted the owner. Questions were asked about who was responsible and the proper procedure for notifying property owners. The manager will contact the State Police or the Sheriff's Department for the proper procedure for notification.

**A motion to adjourn was made by Ray Cyr and seconded by Steve Belanger.
Motion carries. Time 8:35 P.M. (1 hr. 35 min.)**

APPROVED:



Gerald Cormier, Chairman



Steve Belanger, Selectman



Ray Cyr, Selectman

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Thursday, November 29, 2007
7:00 P.M.**

Call to Order

Approve Minutes of October 24, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Cemetery Land Purchase Update
2. Public Works Update
 - A. Easements for Turnarounds
 - B. Repairs to Truck
3. Cottage Road RR Crossing Update
4. Fire Protection for Nashville Plantation
5. Fire Truck Pending & Approval of Key Bank Proposal
6. Affordable Housing Progress
 - A. Request for Fuel Reimbursement
7. Sidewalk Grants

OTHER:

NEW BUSINESS:

1. Pine Tree Zone Participation– Alain Ouellette & Don Tardy
2. 2005 Tax Foreclosures
3. Estimate for Electrical Work
4. Repair to Artesian Well
5. Review Auditors Recommendation for Financial Controls
6. Commitment Fiscal Year 2007-2008

OTHER:

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
Thursday, November 29, 2007
7:00 P.M.**

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

Present: Gerald Cormier, Chairman; Steve Belanger, Ray Cyr, Selectmen; Rita Sinclair, Town Manager; Darey Gagnon, Kathy Gagnon, Residents; Don Tardy, Maine Woods LLC, CEO; Alain Ouellette, Northern Maine Development Corp. (NMDC).

Chairman Cormier dispensed with the minutes of the previous meeting, the Treasurer's Warrants, and Business From Floor until item #1 under New Business had been heard.

1. Pine Tree Zone Participation (PTZ) – Alain Ouellette of NMDC presented information on the PTZ and how the Town could participate in this program. He reported that there is still acreage left open that the Town or a business such as Maine Woods Co. LLC, might choose to apply for. This program improves existing employment opportunities and offers benefits to qualified businesses within the zone. Maine Woods Co. can apply for this, but it is an opportunity for the Town to make the application to show they are pro business and pro growth. This is a state program, unlike the Tax Increment Financing Program the Town is in. It grants 100% credit on corporate income tax and/or insurance for years one – five and 50% on the remaining five. 100 % sales and use tax exemption for business equipment and 100 % sales and use tax reimbursement for construction materials. Part of the state's role is handled by the Department of Economic & Community Development and part by Maine Revenue Services. The regional role is through NMDC, and the local role is through the Town of Portage Lake. Alain answered questions from the selectmen regarding what acreage could be used. Don Tardy responded to questions regarding Maine Woods LLC. It was suggested that the Town have a meeting to answer some questions that repeatedly come up about the TIF. Don and Alain are both willing to attend a public meeting scheduled for January 17, 2007 at 7:00 P.M. Alain reminded the Board that there is a timeline for the PTZ. They thanked the selectmen for their time and left the meeting.

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: None.

OLD BUSINESS:

1. Cemetery Land Purchase Update – The Town Manager reported that this project is completed and the deed is on file in the town office.

2. Public Works Update:

A. Easements for Turnarounds – Stockford and Hathaway Roads need to draft easements for turnarounds.

B. Repairs to Truck – The manager reported that there had been some damage to the passenger side of the plow truck when the truck struck the ditch coming off the Stockford Road. Vaughn had to replace the mud flap, repair the steps, and replace the bolts and bracket that hold the bottom of the wing. Also, as part of normal wear, both springs on the sander had to be replaced, plow blades and a new bracket were ordered.

3. Cottage Road RR Crossing Update – The manager presented a draft for request for proposal of engineering services for this project. The selectmen reviewed and approved the draft. Letters will be sent to several engineering services requesting proposals by December 28, 2007

4. Fire Protection for Nashville Plantation – Still waiting for a written plan for mutual aid which will incorporate services for Nashville Plantation.

5. Fire Truck Pending & Approval of Key Bank Proposal – The manager presented the selectmen with an updated proposal from Key Bank which they reviewed and accepted.

6. Affordable Housing Progress – Ray Cyr reported that NMDC made a proposal for a feasibility study for the housing corporation to review and, if accepted, will further the requirements of the CDBG grant.

7. Request for Fuel Reimbursement – Danny Higgins of Shamrock Construction has donated his time and equipment to load material at the Town Pit, haul it to the site of the pavilion, and level it in order to construct the pad for the building. He would like to be reimbursed for the fuel used to complete this project. The Board approves his request.

8. Sidewalk Grants – Noting new to report at this time. Gerry mentioned that with the housing project the need for sidewalks will become a priority.

OTHER: The manager presented a copy of a letter written by Leo Cormier to DEP regarding run off and abutting property owners. Gerry advised this was a response to DEP's request in the article in the Star Herald. He would like to have CEO, Bruce Hussey, at the next selectmen's meeting to discuss the authority over Town ordinances.

NEW BUSINESS:

1. Pine Tree Zone Participation ~ Alain Ouellette & Don Tardy – Previously done.

2. 2005 Tax Foreclosure – The manager presented three properties that have gone to automatic foreclosure. The selectmen agree to allow more time for the tax payer who has been making an attempt to pay, but to follow the process for the two who have not. The manager will get legal input on the time allowed beyond the foreclosure date for payoff.

3. Estimate for Electrical Work – A proposal from McGlinn Electric, Inc. for electrical work in the municipal building was provided to the selectmen. **A motion was made by Steve Belanger to accept the proposal of McGlinn Electric, Inc. The motion was seconded by Ray Cyr. Motion carries.**

4. Repair to Artesian Well – Ray Cyr reported that he found where the parts for the repairs could be purchased. **A motion was made by Steve Belanger to purchase the pipe and plug with hose extension to repair the artesian well. The motion was seconded by Ray Cyr. Motion carries.**

5. Review Auditors Recommendation for Financial Controls – **A motion was made by Steve Belanger to table this item. Motion seconded by Ray Cyr. Motion carries.**

6. Commitment Fiscal Year 2007-2008 – The Town manager presented copies of three different mil rates for the selectmen to review. She pointed out how the different mil rates affect the amount to calculate for the TFP how it changes the reimbursement for the homestead exemptions. **A motion was made by Ray Cyr to set the mil rate at \$17.50 per thousand. The motion was seconded by Steve Belanger. Motion carries.** The selectmen signed the commitment papers.

SELECTMENS CONCERNS:

Steve Belanger - all fire department stipends should be paid at the same time. He would like to have this on the next agenda.

Gerry Cormier – fire permit for building demolition. The Board made a decision that no one was to burn a building for demolition purposes. The individual needs to be fined. The burn permit was obtained under false pretense.

Steve asked the manager if she had contacted Pat about serving on the Board of Appeals. The manager will contact Pat about this position.

A motion was made by Steve Belanger to accept the minutes of the October 24, 2007 meeting as written. The motion was seconded by Ray Cyr. Motion carries.

A motion to adjourn was made by Ray Cyr at 10 P.M. and seconded by Steve Belanger. Motion carries. (Time 3 hrs.)

APPROVED:



Gerald Cormier, Chairman



Stephen Belanger, Selectman



Raymond Cyr, Selectman

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, December 5, 2007
7:00 P.M.**

Call to Order

Approve Minutes of November 29, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Public Works Update
 - A. Easements for Turnarounds
2. Cottage Road RR Crossing Update
3. Fire Protection for Nashville Plantation
4. Fire Truck Delivery Pending
5. Vote for Bond ~ Key Bank
6. Affordable Housing Progress
7. Repairs to Artesian Well
8. 2005 Tax Foreclosures Process
9. Sidewalk Grants

OTHER:

NEW BUSINESS:

1. CEO Issues
2. Accept Emergency Management Plan
3. Project Grad Donation
4. Demolition Permits
5. Certificate of Assessment Return to Treasurer
6. Review Auditors Recommendation for Financial Controls

SELECTPERSONS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
December 5, 2007
7:00 P.M.**

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

Present: Chairman, Gerald Cormier; Selectmen, Stephen Belanger and Raymond Cyr; Town Manager, Rita Sinclair; Code Enforcement Officer, Bruce Hussey; Town Clerk, Katherine Gagnon; Residents, Alcide Bouchard and Darey Gagnon.

The minutes were read and Selectman, Ray Cyr, noted the meeting to be held for the TIF should be a "Public" meeting. Also a sentence fragment under "OTHER". **A motion was made by Steve Belanger to accept the minutes. The motion was seconded by Ray Cyr. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: None

The order of the agenda was dispensed with and moved to item #1 under **NEW BUSINESS:**

1. CEO Issues – Bruce Hussey presented a listing of permits issued through September 19, 2007. Gerry Cormier had concerns over the article in the Star Herald and that the restrictions fell under those of DEP. He had questions regarding the Towns' authority over the ordinances for projects like the gravel pit. Bruce reported that he had contacted Nick Archer and Eric Hitchcock of DEP and the Forest Department of Management to look at the site. Once the Town has issued the gravel pit permit, DEP takes over. The notice in the Star Herald is a requirement of the state. The gravel pit permit turns this into a DEP issue. They monitor all requirements. Steve Belanger asked if DEP would notify the Town or CEO of requirements or inspections so the Town can have current information on this project. Bruce stated the state inspects gravel pits every other year. We already have the storm water run off plan on file and Leo Cormier's letter. Gerry Cormier feels the problem is because of the steep terrain. When material is removed it will create more run off and eventually end up in the lake, and this should not be taken lightly. Discussion followed on the road, the culverts, and the abutters concerns for spring run off reducing the value of the land. Bruce Hussey stated until they start making a pit, the road is the only issue right now.

Gerry asked Bruce about demolition permits and if burn permits were issued for demolition purposes. Bruce Hussey reported that he had nothing to do with burn permits; but he had issued a demolition permit to Dan Higgins. Steve asked if the town has a copy of the burn permit. Gerry wants to know what the fire chief was told when the permit was asked for. He reported that the selectpersons have previously decided that there would be no burning of buildings for demolition purposes. Since we know there has been a violation, where do we go with this? Since Dave is an employee of the Town, he

should not have issued that permit. It is requested that Fire Chief, Dave Bolstridge be present at the next meeting.

Bruce Hussey mentioned that Shore land Zoning needs to be updated. There are five variations that the state has provided. Lewis was working on this with the Planning Board. They have six months to get this update done.

Bruce has questions on gray water. He stated that he had a report of gray water draining directly into the lake. The person reporting it doesn't want to be involved. The only way to find this is to know where it is. Bruce asked for the Boards guidance. Discussion followed on how to proceed with this. The Board wants this to be pursued as a violation.

Bruce reported that all holding tanks require the Board of Selectmen's signatures. There are some that go back to 1995. Gerry doesn't think it would be legal for this Board to sign a previously dated document. He stated holding tanks need to be pumped on a regular basis. Bruce reported that a permit is required for pumping and is trying to find out how many holding tanks there are. The Town Manager suggested contacting Dave Chassis and Ken Allen (septic pumpers) to get that information.

OLD BUSINESS:

1. Public Works Update – the manager reported that the tarps have been finished. The trucks are running well. Discussion followed on plowing turnarounds. Ray Cyr reported that he had been out with Vaughn in the truck and has no recommendations for changes to the way he's doing the plowing and to clean the turnarounds while doing the plowing would take too much time.

A. Easements for Turnarounds – This is still in progress.

2. Cottage Road RR Crossing Update – the town manager reported that she had sent out several requests for proposals and has received calls from B.R. Smith with questions on the proposal.

3. Fire Protection for Nashville Plantation – the manager reported that the Town should have something in writing in another two weeks. It will be combined with the mutual aid agreement. Gerry asked if there was any procedure for notification of the property owner. The manager reported that there is no protocol for this. There is no liability involved. It's up to the property owner to make a telephone number available.

4. Fire Truck Delivery Pending – the manager has contacted Metalfab LTD to get the status on the new truck. It may be delivered the end of next week.

5. Vote for Bond ~ Key Bank – Signatures were required for the Boards vote for the Bond for the loan for the new fire truck. **Ray Cyr made a motion to adopt the Vote for Bond. Steve Belanger seconded the motion. Motion carries.** The papers were signed by the selectmen and attested to by Town Clerk, Kathy Gagnon.

6. Affordable Housing Progress – Ray reported that the Housing Committee had accepted the proposal by NMDC for the feasibility study. They require a 10% initial fee of \$1,250. Ray believes the Town will be billed for this. The completion date for the study is 3/31/08. A Public Hearing will have to be held in January. NMDC will provide weekly updates.

7. Repairs to Artesian Well – Darey Gagnon has another company to call to see if they have the part to repair the well in stock.

8. 2005 Tax Foreclosure Process – The manager presented information for the Foreclosure Process for the selectmen to review.

9. Sidewalk Grants – Tabled until a later date.

OTHER: Ray reported that he updated the cost estimate to include the work Portage Construction and Dan Higgins had done for the groundwork for the pavilion. This is needed for the grant Barb Pitcairn is submitting for the pavilion.

NEW BUSINESS:

1. CEO Issues – Previously done.

2. Accept Emergency Management Plan – Tabled until reviewed by other selectmen.

3. Project Grad Donation – An appropriation was not approved for this. It will have to be included in the next budget.

4. Demolition Permits – Previously done.

5. Certification of Assessment Return to Treasurer – This is a page from the commitment papers that were signed at the last meeting. The Board reviewed and signed the document.

6. Review Auditors Recommendation for Financial Controls – The manager reported that some of the recommendations have been put in place. Quarterly reports will be due at the end of December.

SELECTPERSONS CONCERNS:

Ray Cyr asked about posters for the public meeting on the TIF. Next week would be good to get them up.

The manager reported that a stumpage check has been received for Portage Lakes' share of cutting on joint owned land. She will contact Laura Audibert to find out who to contact for more information on the amount of the cut.

Gerry suggested that the Town go to a bi-weekly check for payroll as this may be a savings to the Town. Discussion followed. The manager feels that this would not be acceptable to the employees.

A motion was made by Steve Belanger to adjourn the meeting at 9:00 P.M.. Ray
Cyr seconded the motion. Motion carries. (Time 2 hrs.)

APPROVED: Gerald Cormier

Gerald Cormier, Chairman

Stephen Belanger

Stephen Belanger

Raymond Cyr

Raymond Cyr

2006 - 2007 SELECTMENS MEETINGS

DATE---TIME	Pat Raymond	Gerry Cormier	Steve Belanger	Ray Cyr	MEETING
12/14/2006	2	2	2		Regular
1/3/2007	2	2	0		Regular
1/17/2007	3	3	0		Regular
2/7/2007	2	2	0		Regular
2/21/2007	2.75	2.75	0		Regular
3/7/2007	1.75	1.75	1.75		Regular
3/21/2007	1.5	1.5	1.5		Regular
4/4/2007	1.75	0	1.75		Regular
4/18/2007	2.25	2.25	2.25		Regular
5/2/2007	2	2	2		Regular
5/10/2007	1	1	1		Sp Twn Meeting
5/16/2007	1.75	1.75	1.75		Regular
6/6/2007	0	1.5	1.5		Regular
6/20/2007	2.25	2.25	0		Regular
7/11/2007	2.25	2.25	2.25		Regular
7/18/2007	2	2	2		Work Session
7/25/2007	2.5	2.5	2.5		Regular
8/1/2007	1.25	1.25	0		Regular
8/9/2007	1.25	1.25	1.25		Bdgt Wrk Sess
8/15/2007	2	2	2		Regular
8/29/2007	1	1	1		Special Meeting
9/5/2007	1	1	1		Regular
9/19/2007	2	2	2		Regular
9/28/2007	1	1	1	1	Town Meeting
10/3/2007	0	1.5	1.5	1.5	Regular
10/24/2007	0	1.5	1.5	1.5	Regular
11/29/2007	0	3	3	3	Regular
12/5/2007	0	2	2	2	Regular
Office & Calls	10	5	5	5	
TOTALS	52.25	55	43.5	14	

DATE---TIME	Pat Raymond	Gerry Cormier	Steve Belanger	Meeting
1/3/07 - 7-9	Pat Raymond	Gerald Cormier	Absent	Regular Mtg 2 hrs
1/17/07 7-10:05	Pat Raymond	Gerald Cormier	Absent	RS
2/7/07 7-9:07	Pat Raymond	Gerald Cormier	Absent	RS
2/21/07 7:09-8:45	Pat Raymond	Gerald Cormier	Absent	RS
3/7/07 7:08-8:45	Pat Raymond	Gerald Cormier	Absent	RS
3-31-07 7-8:36	Pat Raymond	Gerald Cormier	Absent	RS
4-4-07 7:08-8:45	Pat Raymond	Gerald Cormier	Absent	RS
4/18/07	Pat Raymond	Gerald Cormier	Absent	RS
5/4/07	Pat Raymond	Gerald Cormier	Absent	RS
5/16/07	Pat Raymond	Gerald Cormier	Absent	RS
6/6/07	Pat Raymond	Gerald Cormier	Absent	RS
6/20/07	Pat Raymond	Gerald Cormier	Absent	RS
7/11/07	Pat Raymond	Gerald Cormier	Absent	RS
7/25/07	Pat Raymond	Gerald Cormier	Absent	RS
8/1/07	Pat Raymond	Gerald Cormier	Absent	RS
8-9-07	Pat Raymond	Gerald Cormier	Absent	RS
8-16-07	Pat Raymond	Gerald Cormier	Absent	RS
8-29-07	Pat Raymond	Gerald Cormier	Absent	RS
9/5/07	Pat Raymond	Gerald Cormier	Absent	RS
9-19-07	Pat Raymond	Gerald Cormier	Absent	RS
9-28-07	Pat Raymond	Gerald Cormier	Absent	RS
10-3-07	Pat Raymond	Gerald Cormier	Absent	RS
10-24-07	Pat Raymond	Gerald Cormier	Absent	RS
11-24-07	Pat Raymond	Gerald Cormier	Absent	RS
12-5-07	Pat Raymond	Gerald Cormier	Absent	RS

SP Team Mtg
4-10-07

7-18-07
Budget Review

7:00-

**TOWN OF PORTAGE LAKE
SELECTPERSONS MEETING
Wednesday, December 19, 2007
7:00 P.M.**

Call to Order

Approve Minutes of December 5, 2007 Meeting.

Approve Treasurers Warrants

BUSINESS FROM FLOOR:

OLD BUSINESS:

1. Public Works Update
 - A. Easements for Turnarounds
2. Cottage Road RR Crossing Update
3. Fire Protection for Nashville Plantation
4. Fire Truck Delivery
5. Fire Department Wages
6. Repairs to Artesian Well
7. Affordable Housing Progress
8. 2005 Tax Foreclosure Process
9. Sidewalk Grants - Tabled

OTHER:

NEW BUSINESS:

1. Emergency Management Plan
2. Maine Community Foundation Grant
3. Proposed 2008 State Valuation
3. Quarterly Meeting Schedule
4. Abatement Application – Executive Session per 36 MRSA 841(2)

SELECTMENS CONCERNS:

**TOWN OF PORTAGE LAKE
SELECTMENS MEETING
December 19, 2007
7:00 P.M.**

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

Present: Gerald Cormier, Chairman; Stephen Belanger and Raymond Cyr, Selectmen; Rita Sinclair, Town Manager, Dave Bolstridge, Fire Chief; Kathy Gagnon, Town Clerk; Jodi Page, Resident.

The minutes of the December 5 meeting were reviewed. **A motion was made by Steve Belanger to accept the minutes as written. The motion was seconded by Ray Cyr. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectmen.

BUSINESS FROM FLOOR: None

OLD BUSINESS:

1. Public Works Update – The town manager reported that the new fire truck had been delivered. Since the truck could not be left outside due to possible freezing of the lines, it was parked in the public works garage. The backhoe had to be parked in the sand shed and would not start the next day due to the cold. Steve Belanger asked if it had a hot plug on it so it could be plugged in. The Board recommends getting a hot plug for the backhoe.

A. Easements for Turnarounds – The reported that the easements are about ready to go to the attorney.

2. Cottage Road RR Crossing Update – The manager reported that there have been three different companies asking questions about the project. The deadline for proposals is next week. There were eight letters sent out.

3. Fire Protection for Nashville Plantation – Rita reported that she has not received a copy of the actual mutual aid agreement. Dave Bolstridge, Fire Chief, added that Ashland's manager was reviewing the agreement and then it would be sent to Portage.

4. Fire Truck Delivery – Gerry asked about instructions for the new truck. Dave reported that there will be training on Saturday morning for all firemen to go over the new truck. Gerry asked if there were any specific training for driving the truck. Dave responded that there would be driver training in the near future in Ashland. Right now there are a few firemen who are able to operate it. The swat truck is stored at forestry and the international is stored at the old town hall.

5. Fire Department Wages – Information was not available to review prior to the meeting and payroll has already been done for this year, so this will be table for the next meeting. Gerry asked Dave about the permit issued on the Cottage Road to burn a building. The manager presented a copy of the fire permit. Gerry stated that there was a mandate from the town that no more buildings would be burned for demolition purposes. Dave responded that was directed to the fire department and they did not do this, the property owner contracted a local contractor to demolish the building. Ray asked if there was an ordinance for that. The manager reported there was not. Dave reported that other fire departments burn buildings as a training process and it's up to the property owner to get the ash tested. He stated that DEP allows fire departments to do this every day. This department lost a lot when they were not allowed to do this type of training. Gerry stated that the lake could become contaminated from this that would be a great loss to the Town. Gerry stated the Planning Board would be the ones to draft an ordinance too present to the Town. **A motion was made by Ray Cyr to have the Planning Board draft an ordinance for demolition and burning of buildings. The motion was seconded by Steve Belanger. Motion carries.** The manager asked if the selectmen had received the Maine Townsman. If not, she would have copies made so they might review the article on volunteer fire departments.

6. Repairs to Artesian Well – Ray Cyr reported that the part had been ordered and delivered. He and Vaughn would make the repair as soon as it is a little warmer.

7. Affordable Housing Progress – Ray Cyr reported that NMDC is working on the feasibility study. There will be a public Hearing on January 24, 2008 at 7:00 P.M. There will be a Housing meeting on the 22 so they can be prepared for the Public Hearing.

8. 2005 Tax Foreclosure Process – The manager has information for the selectmen to review. She reported that she spoke with Attorney, Bill Livengood, at Maine Municipal Association and he advised that because of the way the article is worded in the Town Report for Tax Acquired Property, the Town can allow the property owner (or heirs) to purchase the property back by paying the taxes due in full. Also, the selectmen may allow a written payment contract for those taxes past due.

9 Sidewalk Grants – Tabled

OTHER: The manager asked the selectmen to review and sign nine copies of the warrant for the Warrant for MSAD #32 for the loans for construction of the new school.

NEW BUSINESS:

1. Emergency Management Plan – Tabled until reviewed.

2. Maine Community Foundation Grant – The manager reported that this was the grant that Sarah Brooks had brought to the selectmen's attention. She read the letter that awarded the Town of Portage Lake \$500 for the purchase of the photographs of Portage Lake circa 1975. This is a matching grant. Copies of donations, names of donors, etc. need to be provided to the Maine Community Foundation in order to receive the Funds, *EMS*

3. Proposed 2008 state Valuation – The manager presented the copy of the states valuation of the Town. This is a 6,000,000 increase. She will contact Steve LeMay of Maine Revenue Services to ask about this increase.

4. Quarterly Meeting Schedule – A schedule was presented to the selectmen for their review. These meetings are for the 1st and 3rd Wednesday's of each month. Ray mentioned that he will be gone for the month of February. The schedule was approved.

5. Abatement Application – Executive Session per 36 MRSA 841(2) – **A motion was made by Steve Belanger to go into Executive Session per 36 MRSA 841(2). The motion was seconded by Ray Cyr. Motion carries.** (Time 7:55 P.M.)
A motion was made by Ray Cyr to come out of Executive Session. Steve Belanger seconded the motion. (Time 8:05 P.M.) Gerry Cormier stated the issue discussed in Executive Session was now resolved. Discussion followed on the disposal of Tax Acquired Property and liability when the Town takes possession of the property.

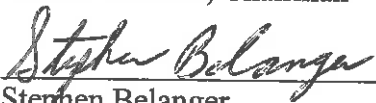
SELECTMENS CONCERNS: None

The manager presented two 801 Forms (BETR Program) for a signature of Assessor. She has reviewed the information and completed the Towns portion of the Form. Gerry Cormier signed as Assessor for the Town.

A motion was made to adjourn by Steve Belanger at 8:15 P.M. Ray Cyr seconded the motion. Motion carries. (Time 1 hr.15 min.)

APPROVED:


Gerald Cormier, Chairman


Stephen Belanger


Raymond Cyr