

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Thursday, January 7, 2010  
9:00 A.M.**

Call to Order

Attendance

Approve Minutes of December 2, 2009 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Public Works Update:
  - a) Truck Repairs
  - b) Winter Roads
  - c) P/T Employment
2. Mutual Aid Agreement
3. Land Management Plan
4. Insurance Dividends

**OTHER:**

**NEW BUSINESS:**

1. Abatements
2. 801 Forms (BETR) (Signature Required)
3. Reimbursement for Ski Trails
4. Revise Policy for Holiday Pay
5. Newsletter – Fourth Edition
6. Managers Request ~ Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Thursday, January 7, 2010  
9:00 A.M.**

The meeting was called to order at 9:00 A.M. by Chairman, Ray Cyr.

Present: Chairman, Ray Cyr; Selectpersons, Gary Hafford, Christy Dicker; Town Manager, Rita Sinclair; Bruce Hussey, CEO, Residents, Brian Cote, and Darey Gagnon.

The minutes of the December 2, 2009 meeting were reviewed. Corrections to typos under Old & New Business need to be made. **Christy Dicker made a motion to accept the minutes as corrected. Gary Hafford seconded the motion. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectpersons.

**OLD BUSINESS:**

**1. Public Works Update:**

- a) Truck repairs – Gary Hafford asked that the snow be removed from the dump body on the old truck. Chairman Cyr reported that the work on the truck will start tomorrow and a list of materials needed will be purchased through the Town. He went on to mention the repairs to the '05 plow truck. Rust had built up in the turbo and it had to be cleaned. The ABS light was replaced but still comes on. This has been reported to Daigle & Houghton as it may be a defective part. Christy Dicker asked why we take the truck to Ft. Kent. Gary Hafford suggested Whited Ford in Presque Isle or Sullivan's in Ashland. Christy suggested that we take it to Driscoll Diesel in Ashland as it is closer.
- b) Winter Roads – The manager reported that Bill Labbe is our spare person for plowing. This is working well for the department. Gary Hafford asked if we were paying overtime. The manager reported that it was very little, if any.
- c) P/T Employment – the manager reported that she and Vaughn would like to have Bill stay on into the summer, but he feels \$10 per hour is too little for other labor. He doesn't mind plowing for that amount but would like more for the summer work. He originally thought Vaughn was making \$16 - \$18 per hour. He hasn't stated an amount but the manager will discuss this with him. Chairman Cyr stated that we couldn't increase his wages at this time but would work it into the next budget.

2. Mutual Aid Agreement – the manager reported that she had talked with Jim Gardner, Ashland's Town Manager, who said he had put it on the back burner due to budget preparation. He will make the changes and get it to us for approval.

3. Land Management Plan – The manager has not received any updates on this. She will contact Pat Raymond or Laura Audibert to see where this stands.

4. Insurance Dividends – the manager had originally planned on using the insurance dividends for a gathering for the Town employees. By the time everyone was added in there were 65 people and this would cost more than the dividends received. Chairman Cyr suggested leaving

the money in the account. Manager, Rita Sinclair stated that it would be nice to have a buffer for the upcoming insurance projections. If we haven't appropriated enough money to cover the payments then the dividends would cover the overage.

**OTHER:** Code Enforcement Officer, Bruce Hussey brought the selectpersons up to date on the building permits. He reported that there were no new problems, just the unresolved ones. One is Marcel Theriault. Chairman Cyr stated pursuing this was turned down at Town Meeting. The second one is the Seaplane Base. Christy Dicker reported she has not had the opportunity to talk with Don Everett. Bruce mentioned the lack of a septic system and the condition of the building. Bruce asked whose responsibility it is for the septic system. The town manager reported that the building is the responsibility of the person who has the lease. Christy asked for the paperwork on the lease so that she could review it. Chairman Cyr spoke on the junkyard situation and feels that the abutter could force the town to take some action. Christy Dicker reported that the property owners had come to terms.

Bruce asked if the Board wished to discuss the Comprehensive Plan. Chairman Cyr stated it needs updating and thought that fell under the Planning Boards role. This will be placed on the Planning Boards agenda for their meeting in February.

Bruce asked to have a telephone that he did not have to share with the manager. The Board agreed that Bruce should have his own phone. He also asked for a scanner that he would be able to scan items into his computer rather than having to retype information. He requested a Cannon Lyde for \$80. It can be used as a copier and a FAX that he would be able to send information to the Appeals Board, Planning Board, and the Selectpersons. We have the Shoreland Zoning and the building permit application on line. **Chairman Cyr made a motion to purchase a phone and a scanner for the CEO's office. Christy Dicker seconded the motion. Motion carries.**

#### **NEW BUSINESS:**

1. Abatements – The manager presented two abatements to the selectpersons for their approval. John Maples III had Assessing Agent, Randy Tar review his property card. Randy lowered the value on the real estate as there is a crawl space under the house, not a full basement. The second one is for personal property of the Sara Lee Corporation who no longer owns property in Portage Lake. The selectpersons signed the abatements.

2. 801 Forms (BETR) Signature Required – Signed at a previous meeting.

3. Reimbursement for Ski Trails – The manager asked the selectpersons to consider reimbursing Herb Macpherson for grooming the cross country ski trails at the end of Cottage Road. He has done this for the past few years, but reimbursement was overlooked last year. Gary Hafford asked what account the money would come from. The manager responded that it would be beach, parks, and recreation. Christy Dicker added that she send him a check to Herb for doing this as she ski's the trails. **A motion was made by Christy Dicker to reimburse Herb Macpherson \$300 for fuel for grooming the ski trails. The motion was seconded by Gary Hafford. Motion carries.**

4. Revise Policy for Holiday Pay – The manager expressed concern over the new Personnel Policy not reflecting the revision made to the original policy regarding an employee working on a holiday. Initially an employee (public works) required to work on a holiday received holiday

pay and regular pay because the 40 hours had not been worked. Employees who are required to work on a holiday should be paid holiday pay and time and a half for working the holiday. The manager read from the previous personnel policy and stated that she believes the part time employee should be paid time and a half for working the holiday. He doesn't get holiday pay and needs to be compensated for working on what would otherwise be a day off. Gary Hafford asked for a job description of the employees. Chairman Cyr stated he does not have a copy of the employee's job descriptions. Christy would like copies also.

5. Newsletter – Fourth Edition – The manager reported that she has the newsletter ready for review.

The manager would like to review information for purchasing a defibrillator before going into item #6. She reported that she had contacted EMS and found that we can get a defibrillator for their cost. All that we need is to show that we have two people who are trained for CPR in order to do this. She stated that she and Chairman Cyr will both have their cards for proof of training along with the firemen who took the class. The cost for the defibrillator is \$795.95. She added that she had received information from Maine Community Foundation on a grant that may assist us with the purchase of the defibrillator. She would like to submit an application for a grant for the defibrillator for the Town of Portage Lake. She believes Taunja Jandreau had submitted a grant for the playground on the last round of applications.

6. Managers Request- Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter – **A motion was made by Ray Cyr to enter into Executive Session per 1 M.R.S.A. Section 405(6)(A) for a Personnel Matter. The motion was seconded by Christy Dicker. Motion carries.** Time 10 a.m. **A motion was made by Ray Cyr to come out of Executive Session per 1 M.R.S.A. Section 405 (6)(A) for a Personnel Matter. The motion was seconded by Christy Dicker. Motion carries.** Time 10:30 a.m. Town Manager, Rita Sinclair stated that she would be retiring in the near future. Date to be determined based on the hiring of a replacement. Chairman Cyr stated that an ad be placed in the Bangor Daily and the Star Herald for March 1, 2010 for 2 weeks. The deadline for applications will be March 31, 2010. Applications will be reviewed and interviews will be held in April. Discussion was held on ending the year and if an audit had to be done for those six months. Chairman Cyr asked if an audit could be done for 18 months. The manager sees no reason why it can't be done but will contact the present auditor to find out. Chairman Cyr stated that his term would be up in July. After some discussion he stated he would extend until the annual Town Meeting the last Friday in March of 2011.

**PUBLIC COMMENTS:** None

**SELECTPERSONS CONCERNS:**

Chairman Cyr requested the selectpersons meetings be held twice a month starting in April and continue to be on Thursday mornings at 9:00 A.M. He also asked if terms had been found for the different committees. The manager responded that there had been several resignations over the years and the length of terms got lost. Chairman Cyr would like to see that terms become established for the Planning Board, Appeals Board, and Budget Committee.

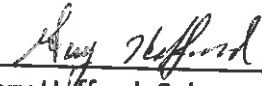
Christy Dicker mentioned that she would be resigning from the Budget Committee due to her position on the Board of Selectpersons. She returned the plaque that was on the base of the flagpole in the Town Square. The base has deteriorated and needs to be redone. The plaque will be put back on when the repairs are done this spring. Christy also asked what had happened to the flag. The manager explained that one of the clips holding had worn through. The flag was brought in before the other clip did the same thing.

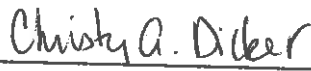
Chairman Cyr reported that the posts at the Pavilion need to be worked on. He has talked with Vaughn (Public Works) about using the pressure washer to clean them this spring.

**A motion to adjourn was made by Christy Dicker at 10:45 A.M. Gary Hafford seconded the motion. Motion carries.**

**APPROVED:**

\_\_\_\_\_  
Ray Cyr, Chairman

  
\_\_\_\_\_  
Gary Hafford, Selectperson

  
\_\_\_\_\_  
Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Thursday, February 4, 2010  
9:00 A.M.**

Call to Order

Attendance

Approve Minutes of January 7, 2010 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Public Works Update:
  - a) Truck Repairs
2. Mutual Aid Agreement
3. Land Management Plan
4. Revised Policy for Holiday Pay

*Postponed*

**OTHER:**

**NEW BUSINESS:**

1. MMA Insurance Inspection
2. 2010 Maximum Rate for Interest on Taxes
3. Maine Revenue Services Review
4. Coffin's Store Request
5. CAN AM Check Point
6. Review Ad for Town Manager

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Thursday, February 11, 2010  
9:00 A.M.**

Call to Order

Attendance

Approve Minutes of January 7, 2010 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Public Works Update:
  - a) Truck Repairs
2. Mutual Aid Agreement
3. Land Management Plan
4. Maine Revenue Services Review

**OTHER:**

**NEW BUSINESS:**

1. Tourism Request – Wilza Robertson
2. 2010 Maximum Rate for Interest on Taxes
3. Coffin's Store Request
4. CAN AM Check Point
5. MMA Insurance Inspection
6. MSAD #32 Projections
7. Review Ad for Town Manager

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Thursday, February 11, 2010  
9:00 A.M.**

The meeting was called to order at 9:00 A.M. by Acting Chairman, Gary Hafford.

The minutes of January 7, 2010 were reviewed and a motion was made by Christy Dicker to accept the minutes with the correction of a typo. The motion was seconded by Gary Hafford. Motion carries.

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

**OLD BUSINESS:**

**1. Public Works Update:**

a) Truck Repairs – The manager reported that the truck repairs are near completion. The pin and bushings need to be replaced and the truck will go to Ashland for inspection on Tuesday. Gary Hafford asked for a total cost of the project. This will be provided as soon as Brad's bill is turned in.

**2. Mutual Aid Agreement** – The manager reported that this is again on delay. Brian Cote mentioned that Jim Gardner had a heart attack. The manager asked the selectpersons if they wanted her, with the assistance of the fire chief, to prepare an agreement to present to Ashland for approval. The selectpersons agree to this.

**3. Land Management Plan** – The manager presented the 5 Year Land Management Plan to the selectpersons for review. This plan has been reviewed by the Forest Group and meets with their approval. Christy Dicker made a motion to accept the plan as is. Gary Hafford seconded the motion. Motion carries.

**4. Maine Revenue Services** – The manager reported that Steve Lemay of Maine Revenue Services had spent the greater part of a day reviewing the exemptions and figures used in calculating the TIF and BETE exemptions for his report to the State. She pointed out the figures on the chalk board that Steve had used to show how the BETE would be calculated over a 15 year period. According to his findings the Town is at a higher ratio than it has been for the past few years. The manager stated that we should be able to take the full value of Homestead and Veterans Exemptions this year.

**OTHER:**

**NEW BUSINESS:**

**1. Tourism Request** – Wilza Robertson spoke about the Tourism Committee's Pancake Breakfast on March 20, 2010 at 7 a.m. and asked if the selectpersons would be willing to serve as they have in the past. The manager reported that she had talked with Ray and he would be available. Christy reported that she may not be here. Gary stated that he would help. Wilza also reported that the Tourism Committee is updating the Town Calendar for 2010 and would appreciate notice of any upcoming events.

**2. 2010 Maximum Rate for Interest on Taxes** – The manager reported that she had received notice of the maximum rate of interest the Town can charge on taxes for 2010. This is 7% and is down from previous years.

**3. Coffin's Store Request** – The manager reported that the owner of Coffin's Store had asked that the Town pay cash up front or have a check for payment when fuel is purchased. WE normally pay within 10 to 12 days and have not had a problem in the past. She would recommend purchasing gas from Dead River in Ashland where the Town has an account. Discussion was held on getting a fuel tank for the



Town. There are two fire trucks and the Town pick up that use gas. The manager will get information on purchasing a 250 gallon gas tank.

4. CAN AM Check Point – The manager reported that Can Am has requested to use the municipal building for the first checkpoint for the dog sled race again this year. **A motion was made by Christy Dicker to allow CAN AM to use the building for their checkpoint as they have in the past. The motion was seconded by Gary Hafford. Motion carries.**

5. MMA Insurance Inspection – The manager reported on the inspection done by Peter Noddin from Maine Municipal Association Property & Casualty Insurance. His report included the hood for the range in the kitchen, the seaplane base building, and the outlet in the sand/salt shed. If we do not have a hood installed over the range, we will only be able to use the stove for warming food. The building at the seaplane base needs to be evaluated by a professional as it has moved on the support posts and will no longer be covered by our insurance carrier. The outlet in the sand shed will be replaced when McGlinn's Electric comes to do other electrical repairs.

6. MSAD #32 Projections – the manager reported on information she had received from the last MSAD #32 school board meeting where projections were made on increases in cost to municipalities within the district due to the reduction in state aid to education. She expressed concerns on what Portage Lake would do this coming year as she sees no way around increasing taxes. The projection is for a 29% increase for Portage Lake. This is for essential program services. She said if this trend continues the town may want to revisit pulling out of the district and paying tuition for our students.

7. Review Ad for Town Manager – The manager presented copies of the ad for the town manager position. She noticed that a benefit package was not mentioned and thought this should be added. Gary Hafford stated that grant writing experience should be added.

**PUBLIC COMMENTS:** None.

**SELECTMENS CONCERNS:**

Gary Hafford asked if the purchase orders were in order for the International truck. The underneath of the truck needs to be cleaned and greased. The grease fittings are dry. He asked where the old chains are. Brian Cote stated that the fire department had chains that they did not need and public works could have them. Gary stated the lawn mower loses power when gas tank is half full. It needs to be checked out before using it in the Spring. The oil needs to be changed and blades sharpened. Tubes need to be put in the tires to prevent them from being soft. It needs to be washed after every use and greased weekly. The weed wacker also needs to be serviced.

Gary asked about job descriptions and if there was a policy on hiring. The manager stated she was working on the job descriptions as the current ones do not cover all that each employee does. She stated she wasn't aware of a hiring policy.

**A motion as made at 11 a.m. by Christy Dicker to adjourn. The motion was seconded by Gary Hafford. Motion carries. (Time 2 hrs.)**

**APPROVED:**

\_\_\_\_\_  
Raymond Cyr, Chairman

\_\_\_\_\_  
Gary Hafford, Acting Chair

Christy A. Dicker  
Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Thursday, March 4, 2010  
9:00 A.M.**

Call to Order

Attendance

Approve Minutes of February 11, 2010 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Public Works Update:
  - a) Total Cost of Truck Repairs
  - b) Maine Dept. of Labor (OSHA) Requirements
2. Mutual Aid Agreement (On hold)
3. Maine Revenue Services Factor
4. Seaplane Base Information
5. Employee Job Descriptions

**OTHER:**

**NEW BUSINESS:**

1. Upcoming Workshops
2. Personal Property Letters
3. Hood for Kitchen Range
4. Parking Area for Pavilion
5. Forest Group Meeting ~ March 16
6. Cost for Town Manager Ad

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**March 4, 2010  
9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Acting Chairman, Gary Hafford.

Present: Gary Hafford, Acting Chairman, Christy Dicker, Selectperson; Rita Sinclair, Town Manager; Bruce Hussey, Code Enforcement Officer; Vaughn Devoe, Public Works Director; Brad St. Peter, of Portage Construction Co.; Judy Moreau, Resident.

**A motion was made by Christy Dicker to accept the minutes of the February 11, 2010 meeting with corrections to 2 typos. Gary Hafford seconded the motion. Motion carries.**

The Treasurer's Warrants were reviewed and signed by the selectpersons at the end of the meeting.

**OLD BUSINESS:**

**1. Public works Update:**

a) Total Cost of Truck Repairs – The manager presented printouts of the cost of repairs to the '89 International. The total so far is \$1,491.43; this does not include the inspection. The manager reported that she had sent letters thanking those who were involved in the initial repairs to the truck. Gary Hafford reported that it was mentioned to him that they would appreciate a lobster dinner. This will be discussed more when Ray is back. Christy Dicker asked if the truck was inspected. She inquired if the piston was going to cause issues. Vaughn responded that it is a back up truck. He would be more concerned if it were the main truck. He commented on the dump and how it hits on the frame if the body goes all the way up. When it hits, it may cause the steel to bend to fit or it may scar the cylinder and cause leaks. Brad St. Peter stated that if one is careful it could be okay. It could be fixed now for an additional \$300. A new cylinder could cost \$2,000 and still not fit. It depends on how much the Town wants to spend. The manager agreed that it should be taken care of now and then the operator won't have to be concerned about the problem. **Christy Dicker made a motion to spend \$300 (in that range) to fix the problem now. Gary Hafford seconded the motion. Motion carries.** The manager stated that Brad had done the work and knows what needs to be done. For that amount of money it doesn't have to go to bid. Gary Hafford agrees.

b) Maine Dept. of Labor (OSHA) Requirements – The manager asked Vaughn to present the information they were made aware of while meeting with Joe Bergan of the Department of Labor. Vaughn reported that the training and review took 6 ½ hours as no training had been done in the past. He reported that the manager had discussed this with him and feels that since he deals with the equipment, repairs, and material safety data sheets he would be the better qualified person to do this. He stated that if we can be 100% compliant when inspected then future inspections will be several years away. Vaughn stated it would cost about \$2,000 for needed items. Christy Dicker stated she thinks this is a good idea and if it prevents fines it would be well worth it. Vaughn said part of the increase would show in his budget. Judy Moreau commented that this should be a separate budget item. Vaughn should submit his hours and be paid separately from his public works position. Christy Dicker agrees. Gary Hafford stated he was not willing to decide on this now. He wasn't aware that Vaughn was safety officer. Christy stated it was more for discussion than for making a decision on who is safety officer. Discussion was held on the number of hours it would take for upkeep on policy and recordkeeping. Vaughn stated it is not just for public works, but the fire department, municipal building, transfer station, parks, and campground. Christy Dicker was ready to appoint Vaughn as Safety Officer. Gary

Hafford stated he wants to know what the rates would be and the hours that would be on paperwork rather than public works. He has no problem with Vaughn being Safety Officer, but he would like to see the plan on paper.

2. Mutual Aid Agreement (On hold) Ashland is in the process of selecting a fire chief. The manager is willing, with Fire Chief Dave Bolstridge's assistance, to prepare an agreement to present to the Ashland department for acceptance.

3. Maine Revenue Services Factor - the manager reported that there were questions at the last meeting on the formula on the board for the BETE reimbursement. The 14 in the formula is for 14 years which is the remaining life of the equipment in this program.

4. Seaplane Base Information - the manager reported on the decision of MMA's Risk Management Insurance underwriter's decision based on the inspection report of Peter Noddin to drop the insurance on the Seaplane Base building, but will continue general liability insurance until May, 2010. At that time it will be revisited to see what has been done. She also reported that she had e-mailed Ray Cyr with the same information and he recommended having the lawyer look into the matter. **Christy Dicker made a motion to follow Ray Cyr's recommendation to send the lease and the insurance information to the lawyer for advice. Gary Hafford seconded the motion. Motion carries.**

5. Employee Job Description - the manager has re-written the Public Works and Town Clerks job descriptions to bring them up to date. The previous descriptions didn't cover half of what the employees do. She reported that she is still working on the description for the Town Manager.

**OTHER:** None

#### **NEW BUSINESS:**

1. Upcoming Workshops - The manager presented information on upcoming workshops to the selectpersons. One that may be of interest is the Elected Officials Workshop. She asked them to let her know if they were interested and she would see that they are registered.

2. Personal Property Letters - the manager reported that personal property letters have been sent to all businesses in town.

3. Hood for Kitchen Range - the manager reported that there are some of the organizations that may be willing to make a donation towards the hood for the kitchen range.

4. Parking area for Pavilion - The manager stated that there needs to be more parking made available at the Pavilion to prevent hazardous situations. Handicap spaces need to be set up next to the pavilion. This can be discussed more when Ray returns.

5. Forest Group Meeting - March 16<sup>th</sup> at 6:30 p.m. is the date of the next meeting. Judy Moreau stated that the Somerset Academy Grant and the Jewett Tract are one in the same. This is on the abstract for the Town from Great Northern. She stated that the Town Pit material was only supposed to be used within the Towns boundaries. She asked who issues fire wood permits and where does one get them?

6. Cost for Town Manager Ad - the manager reported that the cost for the ad in the Bangor Daily news would be in the \$300 range. She cut the ad to the basics. The one for the Star Herald is less expensive and the one placed in the Maine Municipal Job site has no cost.

**PUBLIC COMMENTS:** Judy Moreau stated she has a request for the Board. She would like them to produce a summary from 1999 to present for the TIF in the Town Report and include money in the Captured Assessed Value.

#### **SELECTPERSONS CONCERNS:**

Christy Dicker asked about the Comprehensive Plan. CEO, Bruce Hussey reported that he sent a memo and talked with Tom Mastro, Planning Board Chairman, and they will meet on April 8<sup>th</sup>. He would use a model on the web site to plug the changes into.

Gary Hafford asked if the Defibrillator had been ordered, if not it should be.

Charge for gas at Dead River – the manager stated we had no problem charging gas there.

Policy for hiring Town Manager - the manager stated she had never seen one. It's a decision of the Board of Selectpersons.

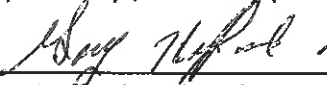
Grant writer account- what is left for money in that account. The manger will have this information for the next meeting.

Building for glass crusher – Block building may be the best design.

**A motion was made by Christy Dicker to adjourn at 11:35 A.M. The motion was seconded by Gary Hafford. Motion carries. (Time 2 hrs. 35 min.)**

#### **APPROVED:**

\_\_\_\_\_  
Raymond Cyr, Chairman (Absent)

  
\_\_\_\_\_  
Gary Hafford, Acting Chairman

  
\_\_\_\_\_  
Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Thursday, April 1, 2010  
9:00 A.M.**

Call to Order

Attendance

Approve Minutes of March 4, 2010 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. Public Works Update:
  - a) Mower and Weed Wacker
2. Fuel Tank for Town
3. Mutual Aid Agreement (On hold)
4. Grant for Defibrillator
5. CEO Scanner & Telephone
6. Seaplane Base ~ Executive Session per 1 M.R.S.A. 405 (6)(E) Legal Matter
7. Results of Forest Group Meeting
8. Bids on Kitchen Floor
9. Kitchen Hood & Fan
10. Six Month Budget
11. Elderly Housing Update
12. Grant Writer Status and Balance of Account
13. Job Description Update

**OTHER:**

**NEW BUSINESS:**

1. Legal Posting for Holding Job Interviews
2. Parking Area for Pavilion
3. Foreclosed Property Map 8 Lot 28C
4. Meeting with Superintendant on Assessment
5. Trucks Using West Road
6. ACAP Person for Mowing
7. Date for Town Meeting
8. Executive Session per 1 M.R.S.A. 405 (6)(F) Confidential Records.
9. Town Manager Position ~ Executive Session per 1 M.R.S.A. 405 (6)(A)

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING**

**April 1, 2010**

**9:00 A.M.**

The meeting was called to order at 9:00 a.m. by chairman, Ray Cyr.

Present: Ray Cyr, Chairman; Gary Hafford and Christy Dicker, Selectpersons; Rita Sinclair, Town Manager; Bruce Hussey, Code Enforcement Officer; Joanne Nelson, School Board Member; Otis Nelson, Modern Roofing and Siding owner; Judy Moreau, Darey Gagnon, Wilza Robertson, Dan Higgins, Angie Burton, Brian Cote, Barbara Pitcairn, Residents of Portage Lake.

The minutes of the March 4, 2010 meeting were reviewed. A correction to the spelling of Dead River was noted. **A motion was made by Christy Dicker to accept the minutes. Motion seconded by Gary Hafford. Motion carries.**

The Treasurers' Warrants were reviewed and signed by the selectpersons.

Chairman Cyr stated that we have a water problem and would like to take care of that first. Otis was called in to look at the problem and has prepared a cost estimate for us. Chairman Cyr asked that Otis explain what needs to be done. Otis reported that the cause of the problem was the expansion and contraction of the metal over the 13 year period. The movement of the metal has caused the screw holes to become larger and the rubber washers to fail. The metal will have to be taken up and moved over to screw into new material. A foam shield needs to be put in place to take care of the condensation. The cost to repair is \$4,975. This will be over the front part of the building. He has checked out the back of the building and there are a few screws that will need to be replaced. Otherwise it's in good condition. He did notice another problem while on the roof. The wiring on the roof for the fire departments siren has been exposed due to the moving snow and ice. An electrician needs to repair that problem. **A motion was made Christy Dicker to accept the proposal made by Otis Nelson for \$4,975 to repair the roof on the municipal building. The motion was seconded by Gary Hafford. Motion carries.**

**OLD BUSINESS:**

**1. Public Works Update:**

a) Mower and Weed Trimmer – Chairman Cyr asked if Public Works Director, Vaughn Devoe if the mower and weed trimmer were ready for summer. Vaughn reported that all equipment would be ready for summer.

At this time the Town Manager asked if Chairman Cyr would listen to Joanne Nelson, our MSAD #32 School Board member, who has information for the Board. Chairman Cyr called on Joanne. She reported on the Alternative Organizational Structure (AOS) agreement that the district is trying to enter into with Nashville Plantation so we can avoid the \$63,000 fine for not consolidating. Joann asked that everyone contact their Representative to ask that they contact Commissioner, Susan Gendron to support the request of MSAD #32. This agreement will with Nashville Plantation decision will be made tomorrow so it is important that everyone push to contact the representatives to ask their help. Joanne went on to explain what has transpired since the Towns voted against consolidation. Questions were asked about the formula and how the representation for school board members was decided. Town Manger, Rita Sinclair stated that the number of representatives on the school board was based on

population. The other members (besides the two from Portage Lake) are not all from Ashland. There are also representatives for Masardis, Oxbow, and Garfield. The Selectpersons and Town Manager thanked Joanne for her participation.

2. Fuel Tank for Town – The manager reported that Don Tardy of Maine Woods Co. has been contacted to inquire if the Town would be able to fuel from their kiosk as opposed to spending \$3,000 to \$4,000 to have our own tank. Vaughn added that the problem with having our own tank is that we would not be using enough gas to prevent the fuel in the tank from separating. Chairman Cyr asked if it would require a key to be able to get gas. Vaughn reported that it would.

3. Mutual Aid Agreement (On hold) the manager reported that when she spoke with Chief Bolstridge about drafting a Mutual Aid Agreement he had advised her that the Ashland Department was in the process of electing a new chief. As soon as that position was filled an agreement would be worked on. The manager believes that Don Bully was elected.

4. Grant for Defibrillator – The manager reported that she had applied for a grant for the defibrillator through the Community Foundation. She has not received a confirmation however she will call to ask what the status is at this point in time. Chairman Cyr gave her a copy of an ad that came out in the recent edition of the Star Herald. She will reapply if necessary, but would like to know the status of her last application.

5. CEO Scanner & Telephone – CEO, Bruce Hussey stated he had received the scanner, but not the phone. The manager reported that his phone has been ordered some time ago. She will check on that. Questions were asked by the public on what the scanner does. Bruce reported that he is able to scan documents into the computer and make corrections or updates to the information.

6. Seaplane Base - Executive Session per 1 M.R.S.A. 405(6)(E) Legal Matter – Chairman Cyr tabled this item until the end of the meeting.

7. Results of forest Group Meeting – Chairman Cyr reported that the Land Management Agreement had been approved and signed. The group discussed several areas with Laura Audibert to decide what needs to be done in the different blocks.

8. Bids on Kitchen Floor – Two bids were received for retiling the kitchen floor. One bid from Wayne Gagnon for \$1,100 and one from Quality Home Repair and More for \$950. Chairman Cyr could not find a name of the owner. Angie Burton stated she had some work done by this company and the owner is Jason Durand. Discussion followed on the quality of workmanship and if the Town had to accept any of the bids. The manager stated that the Board was not compelled to accept the lowest bid. Gary Hafford stated that the work Wayne Gagnon has already done has been satisfactory. **A motion was made by Christy Dicker to accept the bid from Wayne Gagnon for \$1,100 to retile the kitchen floor. Gary Hafford seconded the motion. Motion carries.**

9. Kitchen Hood & Fan – The manager reported that she has contacted Hood Mart and their quote still stands but that doesn't include any labor. She has not heard back from Maine Fire on their quote. She believes that it would be worth the money to have the hood and fan system installed. Then the Town would only have to hire someone to do the roof work for the fan. Christy Dicker asked if the manager had asked the school about the system for their kitchen. The manager reported that she had included that in her letter of request to Superintendent Johnson. She reported that the Over 50's had said they would make a donation towards this project. Wilza Robertson suggested applying for a History and Hearsay Grant to assist with the cost. The manager reported that the Centennial Committee is going to donate to this project but has not met to discuss how much.

10. Six Month Budget – The manager reported that she has started working on it but it's not ready for review.

11. Elderly Housing Update – Ray Cyr gave a brief update on what transpired as the results of Townspeople sending letters to Susan Collins, Olympia Snowe, and Michael Michaud. Portage is now on



the list of eligible candidates for housing grants. Tim Doak of BRSA is setting up a meeting to review the drawings of the units as we are trying to reduce the cost. He would like to see it reduced to under a million dollars. Jen Curran, housing Secretary/Treasurer, is looking for other financing for this project. Barbara Pitcairn asked if the land had been purchased. Chairman Cyr responded that it had not, but there was a purchase agreement in place that is good for a year. He would like to see the Town purchase that property if it goes to auction. Gary Hafford believes it's a good idea to purchase for expansion and the ledge pit as it would be a good investment. Discussion followed on how to purchase. Barbara stated that the Town may be able to purchase for less if they go to the mortgage company to create a short sale.

**12. Grant Writer Status and Balance of Account** – The Town Manager reported that there is sufficient money remaining in that account as we raised money at a special town meeting for that account. We have not had a final decision on the grant that was written for the fire department tanker. He had asked for Vaughn's assistance in gathering information for a grant he is preparing for repairs to roads that were damaged by runoff, surface water, or flooding. These include portions of West Road, Fox Hill, and some culverts on these roads. The manger will have an update for the next meeting.

**13. Job Description Update** –the manager reported that she has one for the Town Clerk and Public works. Gary Hafford had brought in descriptions from Ashland and Washburn public works. This may or may not be the same work that is expected of our public works department. Chairman Cyr stated he was working on writing an update for PW. Gary stated he thought we could take from the others to add to what Rita had done. Chairman Cyr asked for an updated description for the Town Manager as soon as possible.

#### **OTHER:**

Judy Moreau asked if the manager and Chairman Cyr were making hard copies of their e-mails to one another. The manager stated that she could print these off as it is the agenda and copies of the minutes. Judy Moreau stated that all e-mails have to be printed off as they are public information. Chairman Cyr stated he gets the minutes and agendas and he is very conscious of what the public knowledge requirements.

The manager asked if Vaughn Devoe might present his information to the Board on what he has accomplished thus far as safety officer. Vaughn reported at our last meeting with OSHA we were told we need someone designated as a safety officer. Although he has not been appointed as such, the manager has given him the responsibility to provide any and all materials and programs required by the Maine Department of Labor. He reported that as Safety Officer he has the responsibility for plant management. He has created an Orientation Program for new employees (Public works) for the requirements of the job and for use of Personal Protective Equipment and for safety practices. He also has the MSD sheets for housekeeping and the fire department. Although he is not safety officer for the fire department on fire scenes, he is responsible for safety in this building. We have 4 of 10 policies that are complete. The emergency escape plane in case of fire isn't enough. It has to be a plan for any emergency. Chairman Cyr asked if there was a list of what needs to be done. Vaughn stated he received a list from Joe Bergan from the Me. Dept. of Labor. They have a program that could make us 100% compliant and lower the number of inspections by Me. Dept. of Labor. Lifting culverts would be one thing that would not pass as we do not have lifting chains. What we have is not tagged for the weight capacity. Vaughn stated other examples and said some items need to be purchased to become compliant. If we do not do this we will get inspected whenever and be cited and fined for whatever is found to be out of compliance. Chairman Cyr would like to see the policies and procedures when Vaughn has them completed. Gary Hafford asked how time consuming this would be when ditching and road work is being done. Vaughn responded that public works is the priority and policies and

procedures would be worked on during slow times and rainy days. Christy Dicker stated that it is all positive and needs to be done.

#### **NEW BUSINESS:**

1. Legal Posting for Holding Job Interviews – Chairman Cyr reported that there are 15 applicants and we will be starting interviews on Saturday. The town manager reported that she had contacted Maine Municipal Legal Department for input on meetings to interview candidates. The response was that meetings needed to be posted even though the interviews are held in executive session. This prevents the appearance of holding clandestine meetings. Gary Hafford reported that there is a potential candidate that would like to interview on Thursday while in Town on other business.
2. Parking for Pavilion – The manager reported that a parking plan needs to be developed for the pavilion and she would recommend a one way entrance and exit. Handicap parking needs to be posted as well. Chairman Cyr will be working on this in the spring.
3. Foreclosed Property, Map 8, Lot 28C – the manager presented the property card on this lot. Taxes have not been paid since 2006. All attempts have been made to contact this person but every notice sent has been returned. We have contacted the town of his last known residence and found no forwarding address. He is not on their tax records. Judy Moreau asked where the property was located. The manager reported that it is off Rt. 11 and does not have access other than the lake. The Selectpersons need to decide if they want to retain the property, offer it to abutting landowners, or put it out to bid. Discussion followed with residents in attendance making comments on the parcel. The manager would like to have the assessing agent look at the property. The Selectpersons request the manager contact the abutters to see if they would be interested in the property.
4. Meeting with Superintendant on Assessment – The manager reported that she would like to make an appointment when Chairman Cyr would be available to meet with Dr. Johnson and Charles Anderson about the school assessment. She will try to schedule this for next week.
5. Trucks Using West Road – Chairman Cyr reported complaints of trucks using West Road to gain entrance to the mills. The manager stated she had contacted Department of Transportation about their policy for posting that section of road. She had also told those who complained that they needed to call MDOT in Ashland as that section is not a town way. Since then DOT has been out and posted the road. Discussion followed on who owns the road and who has an easement to use the road.
6. ACAP Person for Mowing – The manager will contact ACAP or the Career Center to see if there is a program this year. Brian Cote reported that he had a college student working on the golf course last summer. He does not know if the program is available this year.
7. Date for Town Meeting – The Board of Selectpersons discussed the best practical date for a Town Meeting. The manager stated if Town Meeting is held in June we would not have an audit for the current year. It was decided that Friday, July 30, 2010 at 7 P.M. would work for all involved.

Chairman Cyr asked if there was other new business. The manager reported that she had a new quote from Daigle Oil Co. for the bearings for the pump on the furnace. Previously it was quoted at \$900, but she questioned the cost for having a technician check and oil the pump to stop the noise. She asked what a new pump would cost and was told it would be around \$2,000. The pump itself is fine but the bearings are worn.

The manager also reminded the Board of Selectpersons of the Elected Officials Workshop in Houlton. Chairman Cyr had attended this and found it to be quite informative. Gary Hafford would like to attend. The manager will FAX the registration in.

The town manager presented a letter requesting a waiver on a Public Hearing for the Liquor License renewal for the Portage Hills Country Club (PHCC). **Christy Dicker made a motion to waive the Public Hearing for the Liquor License for PHCC. Gary Hafford seconded the motion. Motion carries.**

The manager presented the Application for Liquor License Renewal for PHCC. **Christy Dicker made a motion to approve the application for PHCC Liquor License Renewal. Gary Hafford seconded the motion. Motion carries.** The selectpersons signed the application for PHCC.

The manager reported that PHCC sent a letter requesting abatement on property tax as has been done in the past. The abatement will be prepared for the next meeting.

The manager reported that the Town has received the preliminary state valuation by Maine Revenue Services. This has increased 12,000,000. Discussion followed on the unfairness of the amount, comparable values with another community, and how the TIF affects this. Chairman Cyr requested that the town manager have someone from Maine Revenue Services come to explain why our value continues to go up. The manager will set this up. The manager explained that sales are still over what the Town has these properties assessed for and that affects our value.

Chairman Cyr stated that item 6 from Old Business and items 8 & 9 under New Business will be taken after Public Comments and Selectpersons Concerns are completed.

8. Executive Session per 1 M.R.S.A. (6)(F) Confidential Records –

9. Town Manager Position – Executive session Per 1 M.R.S.A. 405 (6)(A) –

#### **PUBLIC COMMENTS:**

Barbara Pitcairn asked if the Land Management Agreement included chipping as that has significant value in addition to cutting logs. Chairman Cyr responded that the management plan does not include that but the Stumpage Agreement would.

Brian Cote asked if the public works would back drag where the dirt was thrown out on the golf course when plowing the road. The manager stated she would see that it gets done.

Wilza Robertson asked if the Board would change their meetings back to evenings. Chairman Cyr responded that it would not as morning meetings are working well for the Select Board. Barbara Pitcairn commented that she has to take 4 hours off work to attend and most people are working. Chairman Cyr will continue the meetings in the morning.

Code Enforcement Officer, Bruce Hussey, wished to inform the Board that the state will be going to a unified code that the Town would need to adopt. If the town adopts the code and sends a representative to training there will be no cost to the Town. This starts June 1<sup>st</sup>. Bruce reported he is on the mailing list to be notified of trainings.

#### **SELECTPERSONS CONCERNS: None**

Item #6: **A motion was made by Chairman Cyr to enter into Executive Session per 1 M.R.S.A. 405 (6)(E) for a Legal Matter. Motion seconded by Christy Dicker. Motion carries. Time 11:25 a.m. A motion was made by Ray Cyr to come out of Executive Session per 1 M.R.S.A. 405 (6)(E) for a Legal Matter. Motion seconded by Christy Dicker. Motion carries. Time 11:40 a.m. Result of Executive session – a Public Hearing will be held on April 12 at 7:00 p.m. to discuss the options for the Seaplane base.**

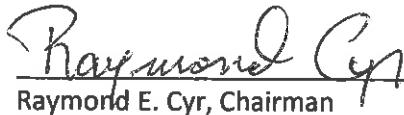
Item #8: **A motion was made by Chairman Cyr to go into Executive Session per 1 M.R.S.A. 405 (6)(F) for Confidential Records. Motion seconded by Christy Dicker. Motion carries. Time 11:45 a.m. A motion was made by Ray Cyr to come out of Executive Session per 1 M.R.S.A. 405(6)(F) for**

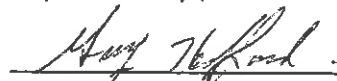
**Confidential Records. Motion seconded by Christy Dicker. Motion carries. Time 12:00 p.m. Result of session – Manager needs to notify and record actions.**


**Item #9: A motion was made by Chairman Cyr to go into Executive Session per 1 M.R.S.A. 405 (6)(A) to review employment applications. Christy Dicker seconded the motion. Motion carries. Time 12:05 p.m. A motion was made by Ray Cyr to come out of Executive Session per 1 M.R.S.A. 405 (6)(A) to review employment applications. Motion seconded by Christy Dicker. Motion carries. Time 12:49 p.m. Result of Executive session – Five applicants will be contacted for interviews.**

**A motion was made by Christy Dicker to adjourn at 12:50 p.m. Gary Hafford seconded the motion. Motion carries. (Time 3 hrs. 50 min.)**

**APPROVED:**

  
Raymond E. Cyr, Chairman

  
Gary Hafford, Selectperson

  
Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Thursday, April 15, 2010  
9:00 A.M.**

Call to Order

Attendance

Approve Minutes of April 1, 2010 Meeting.

Approve Treasurers Warrants

**OLD BUSINESS:**

1. State Valuation ~ Steve Lemay
2. Mutual Aid Agreement (On hold)
3. Seaplane Base – Review of Public comments
4. Kitchen Range Hood & Fan
5. Grant Writer Status and Balance of Account
6. Foreclosed Property, Map 8 Lot 28C
7. Meeting with Superintendant on Assessment
8. Update on Furnace

**OTHER:**

**NEW BUSINESS:**

1. Abatement for PHCC
2. Newsletter
3. Town Manager Position

**PUBLIC COMMENTS:**

**SELECTMENS CONCERNS:**

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
Thursday, April 15, 2010  
9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Chairman, Ray Cyr.

Present: Ray Cyr, Chairman; Gary Hafford and Christy Dicker, Selectpersons; Rita Sinclair, Town Manager; Steve Lemay of Maine revenue Services; Bruce Hussey, Code Enforcement Officer.

The minutes of the April 1, 2010 meeting were reviewed by the selectpersons. It was noted that a correction be made to the word plane, it should be plan. **A motion was made by Christy Dicker to accept the minutes of the April 1, 2010 meeting with noted correction. Motion seconded by Gary Hafford. Motion carries.**

The Treasurers' Warrants were reviewed and signed by the selectpersons.

**OLD BUSINESS:**

1. State Valuation - Steve Lemay gave a brief account of his credentials and went on to inform the Board of Selectpersons what is expected of them as assessors. According to the Constitution "all taxes shall be proportioned according to just values." Our assessing agent is required to provide that value. Assessing Agent, Randy Tarr makes adjustments to property cards based on transfers of property and the State of Maine measurers what Randy does. Steve explained that the property sales that are used can not be interfamily sales as they are not considered for just value. Then sales are compared to the Towns value on the property to calculate the percentage of value. Personal property and the TIF are also calculated into this equation and a determination is made for the Towns' valuation. A handout on the comparison of Eagle Lake, Winterville Plantation, and Portage Lake was given to the selectpersons. The selectpersons thanked Steve for explaining how the State values communities.

2. Mutual Aid Agreement (On Hold) - Ashland has elected a different fire chief. The manager believes it is Don Bully and he, along with our fire chief will prepare a mutual aid agreement.

3. Seaplane Base ~ Review of Public Hearing Comments - The selectpersons reviewed information on the condition of the building at the Seaplane Base. Chairman Cyr will draft a Notice to Quit giving the lessee 30 days to remove personal belongings citing failure to maintain the building, no proof of insurance with the Town named as co insured, and failure to use site as a marine operation. He will forward this to the town manager to copy on to the Town letterhead. Ray proposed that a Warrant Article be prepared for the annual town meeting asking residents if they wish to maintain or demolish the building. If voters choose to maintain then it will be turned over to the Historical Society. The manager reported that anyone doing work on the building needs to present proof of liability insurance. Chairman Cyr pointed out that no work will be done until the Town votes.

4. Kitchen Range Hood & Fan - The manager presented updated figures on the hood and fan. Some money has already been donated towards this project. The selectpersons agree to contract Maine Fire Prevention to complete the installation.

5. Grant Writer Status and Balance of Account – the manager reported that this account has over \$1,000 in it. The grant writer is still active in preparing applications for the next round of funding.

6. Foreclosed Property, Map 8 Lot 28C – The manager was directed to write to the abutters of this property to inquire if any of them are interested in purchasing this parcel.

7. Meeting with Superintendant on Assessment – Chairman Cyr and Town Manager, Rita Sinclair attended a meeting with MSAD #32 Superintendant Johnson and Financial Manager, Charles Anderson, to discuss the increase in the assessment for Portage Lake. Rita asked questions regarding Portage's subsidy, the additional cost to Portage for a special needs child, and how the assessment might change if Portage were to pull out of the district. Both Superintendant Johnson and Mr. Anderson were able to answer these questions and had recommendations for the next year if this trend continues.

8. Update on Furnace – the manager reported that Tony of DOC had been in and bled the lines on the furnace <sup>to</sup> stop the noise. He didn't see the need to replace the bearings in the pump, but said we did need a bleeder tank. The tank has been ordered.

**OTHER:** CEO Bruce Hussey stated on a Determination of Dangerous Building that the Selectpersons need to make a Finding on the vote of evidence presented at the Public Hearing. Christy Dicker stated that there are issues with maintenance. **A motion was made by Gary Hafford to declare the building unsafe due to the inadequate maintenance and dilapidation. Christy Dicker seconded the motion. Motion carries.** Chairman Cyr asked that Bruce draft a "Notice to Quit" to Mr. Everett giving him 30 days to remove his personal belongings. An attested copy needs to be made and recorded. This needs to be served by a sheriff on Mr. Everett as he is a "party of interest".

#### **NEW BUSINESS:**

1. Abatement for PHCC – The manager presented a letter of request from Portage Hills Country Club to have the taxes on the land at the golf course abated. The Town has done this in the past. The manager will prepare the abatement for the next meeting for the selectpersons to sign.

2. Newsletter – The manager presented copies of the Newsletter for the selectpersons to review. If it meets the selectpersons approval, she will print it off.

3. Town Manager Position – Chairman Cyr reported that the Board would be interviewing a candidate on Sunday at 1 p.m.

**PUBLIC COMMENTS:** No public attended the meeting.

#### **SELECTPERSONS CONCERNS:**

Christy Dicker reported that she had a request for repair to the cross culverts on West Road. These are the ones that have not been paved and have settled enough to cause a problem. She asked about the base of the flag pole. The manager reported that it is on the repair list. She asked about the town's ordinance about burying (demolition) on site. The Nasons' had asked Portage Construction to take down the old building on the family property thinking it could be buried on site. The Portage Lake Land Use Ordinance does not allow this.

Chairman Cyr asked that the manager schedule a Special Board Meeting for next Thursday at 9:00 a.m. This meeting will require the agenda to list an executive session for a personnel matter.

**ADJOURN:** A motion was made by Christy Dicker at 11:55 a.m. to adjourn the meeting. Gary Hafford seconded the motion. Motion carries. (Time 2 hrs. 55 min.)

**APPROVED:**

\_\_\_\_\_  
Ray Cyr, Chairman

\_\_\_\_\_  
*Gary Hafford*  
Gary Hafford, Selectperson

\_\_\_\_\_  
*Christy A. Dicker*  
Christy Dicker, Selectperson



**TOWN OF PORTAGE LAKE  
SPECIAL  
SELECTPERSONS MEETING  
Thursday, April 22, 2010  
9:00 A.M.**

Call to Order

Attendance

**OLD BUSINESS:**

1. Executive Session per 1 M.R.S.A. 405 (6) (A) Personnel Matter –
2. Executive session per 1 M.R.S.A. 405 (6) (A) Consideration of Employment -

**NEW BUSINESS:**

1. Dedication Page for Town Report
2. Abatement for Portage Hills Country Club

**TOWN OF PORTAGE LAKE  
SPECIAL SELECTPERSONS MEETING  
Thursday, April 22, 2010  
9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Chairman, ray Cyr.

Those attending were: Chairman, Ray Cyr; Selectpersons Gary Hafford, Christy Dicker; Town Manager, Rita Sinclair

**OLD BUSINESS:**

1. Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter – Chairman Cyr made a motion to go into Executive Session per 1 M.R.S.A. 405 (6)(A) for a Personnel Matter. The motion was seconded by Christy Dicker. Motion carries. Time in 9:02 a.m. A motion was made by Chairman Cyr to come out of Executive Session per 1 M.R.S.A. 405 (6)(A) for a Personnel Matter. Gary Hafford seconded the motion. Motion carries. Time out 9:20 a.m.

As a result of executive session Chairman Cyr made a motion to not reappoint Bruce Hussey as Code Enforcement Officer or Licensed Plumbing Inspector. Gary Hafford seconded the motion. Motion carries.

Chairman Cyr made a motion to advertise on the Maine Municipal Association's job website. Christy Dicker seconded the motion. Motion carries.

2. Executive Session per 1 M.R.S.A. 405 (6)(A) Consideration of Employment – Chairman Cyr made a motion to go into Executive Session per 1 M.R.S.A. 405 (6)(A) for Consideration of Employment. Christy Dicker seconded the motion. Motion carries. Time in 9:30 a.m. A motion was made by Chairman Cyr to come out of Executive Session per 1 M.R.S.A. 405 (6)(A) for Consideration of Employment. Christy Dicker seconded the motion. Motion carries. Time 9:40 a.m.

As a result of executive session Chairman Cyr announced that Mr. Brian Paliala did not accept the Towns offer for employment. After some discussion, Chairman Cyr stated that he will call the previous candidates to see if they will return for a second interview.

**NEW BUSINESS:**

1. Dedication Page for the Town Report – Christy Dicker stated that she believed the report should be dedicated to Rita for her years of service to the Town. So agreed.

2. Abatement for Portage Hills Country Club – The manager presented the abatement for the taxes on the land at the Portage Hills Country Club (PHCC). She mentioned that this has been done for the past several years. Christy Dicker made a motion to grant the abatement to PHCC . the motion was seconded by Gary Hafford. Motion carries.

**SELECTPERSONS CONCERNS:**

Gary Hafford expressed concern on the gas situation in town. The Town should get a discount. Chairman Cyr stated that we need to budget for a gas tank. Pre payment was discussed and is acceptable to the selectpersons.

Chairman Cyr asked about updating the Honor Roll. He mentioned several names that had not been added.

The manager asked if the Board would allow her to take her vacation pay that is due her. She has a little more than 3 weeks. The selectpersons agree.

A motion was made at 10 a.m. by Christy Dicker to adjourn the meeting. Gary Hafford seconded the motion. Motion carries.

APPROVED:

Raymond Cyr  
Ray Cyr, Chairman

Gary Hafford  
Gary Hafford, Selectperson

Christy C. Dicker  
Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING AGENDA  
May 6, 2010  
9:00 A.M.**

Call to Order

Attendance

Approve Minutes of April 15 & 22, 2010

Approve Treasurer's Warrants

**OLD BUSINESS:**

1. Seaplane Base Committee
2. Gas Tank for Public Works
3. Honor Roll Update
4. Energy Audit for Municipal Building
5. Cemetery Progress
6. Campground License

**OTHER:**

**NEW BUSINESS:**

1. Appointment on Planning Board  
Candidates: Lisa Soucy, Barbara Pitcairn, Darey Gagnon
2. Appointment for Appeals Board  
Candidate:
3. Quote for Updating Maps
4. Quote for Live Vault Backup for Main Computer
5. Executive Session per 1 M.R.S.A. 405 (6)(A) Employment

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING  
MAY 6, 2010  
9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Chairman, Ray Cyr.

Present: Chairman, Ray Cyr; Selectpersons, Gary Hafford and Christy Dicker; Town Manager, Rita Sinclair; Public Works Director, Vaughn Devoe; Residents, Wilza Robertson, Jean Clark, Amy & Jim Collins, Mary Ann & Darey Gagnon, Dan Higgins, Bonnie Condon; Non residents, Don & Sharon Everett.

Christy Dicker noted two typos on the minutes of the April 15<sup>th</sup> meeting. **A motion was made by Christy Dicker to accept the minutes of the April 1, 2010 meeting with corrections. Gary Hafford seconded the motion. Motion carries.**

A typo was noted on the spelling of Christy's name. **A motion was made by Christy Dicker to accept the minutes of the April 22, 2010 meeting with corrections. Gary Hafford seconded the motion. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectpersons.

**OLD BUSINESS:**

Chairman Cyr asked Vaughn to present any concerns to the board before going into the regular agenda. Vaughn reported a request for fill at the campground and questioned the purpose of it and where it was to be placed. Gary Hafford responded it was to bring the ground up to level with the outhouse to put in more sites at the campground. The manager stated that the Town is only licensed for a specific number of sites. The state granted a license for the campground as is. Don Macalister had said there could be no expansions. Rita stated she will contact him to see if that can be changed. Vaughn stated that if material is placed there it has to be mulched right away. Christy stated we should leave it the way it is. Vaughn reported a maintenance issue with the 2005 Int'l truck. The oil sample came back with 7% gas in the oil. He reported that we are in the middle of an ABS problem that Daigle is trying to resolve. If the Board so chooses, he can bring the truck to Driscoll for the oil problem. Chairman Cyr asked about Sullivan's. Dan Higgins reported that Sullivan's did not have the necessary equipment to do this work. Chairman Cyr stated Vaughn should take it to the one who would charge the least.

1. Seaplane Base Committee – The manager reported that Amy Collins had questions of the Board about the committee and asked Amy to state her concerns. Amy stated that she and others thought that they formed a committee at the Public Hearing to raise money to repair the seaplane base. The next day a fence went up and Don was served papers to evict. What is the Town's plan? Chairman Cyr stated that the plan was to go to the annual Town Meeting for a vote on what to do with the building. Interest for a historical society has been expressed. Amy stated that the building has insurance on it. Chairman Cyr read the insurance requirements for municipal property from the Maine Statutes. Sharon Everett stated she had tried to stay out of this but needs to ask why no one has ever come to Donnie to talk with him. Hasn't anyone considered this? Chairman Cyr stated he had but had asked Christy to talk with Don since she knows him. Christy stated that she had planned on talking with Donnie but didn't get there. Sharon also expressed her concern over the innuendo made at the Public Hearing that she was Town Manager at the time. She wanted it on record that she was not and that Ray Beaulier was. Town Manager, Rita Sinclair stated it was Ray Beaulier's signature on the lease. Wilza Robertson asked if the condition of the building was the reason for the insurance being cancelled. Chairman Cyr

responded that it was. Chairman Cyr said that it needed to go to Town Meeting to see what the people want. Questions arose on the legality of the executive session held at the last board meeting. Don asked if an attorney was present or on a conference call when this executive session was held. Chairman Cyr stated there was not. More discussion followed on why the building can't be fixed and if it can when can it be done. Jim Collins asked why wait 3 months for Town Meeting. Chairman Cyr said it would have to be voted on at Town Meeting. Don Everett stated that 11 years ago when he took over the building it was literally laying on the ground. It's 100% better now than it was then.

2. Gas Tank for Public Works – The manager will contact Scott Haley at Daigle Oil for a response on the gas tank.

3. Honor Roll Update – The manager said she was working on the list for the sign to give to John Beaulieu. Christy stated that she would do that if the manager would give her the information.

4. Energy Audit for Municipal Building –

5. Cemetery Progress - Chairman Cyr asked for a financial report on the cemetery for continued work. The manager reported that the cost of the roadway used up most of the funds. She will have the balance for the next meeting. The signs need to be put up. Mary Ann suggested that stones or markers need to be put up to prevent people from running over the graves.

6. Campground License – Previously done.

**OTHER:** Dan Higgins stated he had not attended the school board meeting for the vote. He recommended that the manager write a letter to other communities but not include Ashland, to see if a committee can be formed to start action to change the formula. The manager responded that she had already taken the steps as given to her by Jim Rier of the Department of Education. When these were presented to the School Board the Attorney for the school stated that since the district was trying to consolidate this could not be pursued.

#### **NEW BUSINESS:**

1. Appointments for Planning Board - Candidates: Lisa Soucy, Barbara Pitcairn, Darey Gagnon  
Darey Gagnon declined nomination for Planning Board. **A motion was made Christy Dicker to appoint Lisa Soucy as Planning Board member. Gary Hafford seconded the motion. Motion carries.**

2. Appointments for Appeals Board – Darey Gagnon declined nomination. **A motion was made by Christy Dicker to appoint Barbara Pitcairn to the Appeals Board. The motion was seconded by Ray Cyr. Motion carries.**

3. Quote for Updating Maps – The manager will have this for the next meeting,

4. Quote for Live Vault Backup for Main Computer – the manager presented a quote for backup of the Towns main computer (all programs) through Harris Computer to be stored off site. Should our computers crash their backup would be able to restore all programs and information to our computers. The cost for this is \$600 per year or \$50 per month. This is something the Towns insurance company carrier has requested the Town do. Charges will not start until August. This will be decided next week.

Chairman Cyr read the acceptance letter on the manager's position by Francis Grey, but due to a previously scheduled medical procedure, he will not be able to start until May 17<sup>th</sup>. Chairman Cyr stated this will still give him an opportunity to work with Rita as needed.

#### **SELECTPERSONS CONCERNS:**

Gary Hafford would like to see information from a Planning board meeting, or copies of the minutes come to the selectpersons. Bonnie Condon, Planning Board member, asked for the same from the Appeals Board to the Planning Board. The selectmen agree that this is something that should be done.

Chairman Cyr, Station Road needs to be graded before Memorial Day. The manager stated that Dan Higgins has offered to do this.

Right to Know Law – Christy Dicker needs to have this information.

Street sweeping - no complaints this year and it cost half of what it cost last year.

Ledge Pit – Can we get more ledge stockpiled? The manger will see what she can find out.

Vaughn needs to identify all safety equipment that is needed and get figures so it can be budgeted for.

Pavilion – Adult drinks. Ray read the article in the Maine Townsman stating that additional insurance needs to be purchased naming the Town as an additional insured. MMA Risk Management provides insurance through a Tenant User Liability Program for the Town. The manager will request this information.

Town Manager, Rita Sinclair, reported that Kathy Gagnon will be taking a vacation day on May 28<sup>th</sup> and June 1<sup>st</sup> in order to travel to CT for her mothers 80<sup>th</sup> birthday.

5. Executive Session per 1 M.S.R.A. 405 (6)(A) Employment – **A motion was made by Ray Cyr to go into Executive Session per 1 M.R.S.A. 405 (6)(A) Employment. Christy Dicker seconded the motion. Motion carries. Time 10:25 a.m. A motion was made by Ray Cyr to come out of executive Session per 1 M.R.S.A. 405 (6)(A) for Employment. Christy Dicker seconded the motion. Motion carries. Time 10:43 a.m. No action taken.**

**A motion was made by Gary Hafford at 10:45 a.m. to adjourn. Christy Dicker seconded the motion. Motion carries. (Time 2 hrs. 45 min.)**

APPROVED:

  
Ray Cyr, Chairman

  
Gary Hafford, Selectperson

  
Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTPERSONS MEETING AGENDA  
May 20, 2010  
9:00 A.M.**

Call to Order

Attendance

Approve Minutes of May 6, 2010

Approve Treasurer's Warrants

Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter

**OLD BUSINESS:**

1. Seaplane Base
2. Gas Tank for Public Works ~ Vaughn Devoe
3. Honor Roll Update ~ Christy Dicker
4. Energy Audit for Municipal Building
5. Cemetery Progress
6. Campground License
7. Proposals for Foreclosed Property

**OTHER:**

**NEW BUSINESS:**

1. Quote for Updating Maps
2. Assessors Signature for 801 Forms
3. Grills for Beach
4. Appointment of Community Representative for NMDC
5. Appointment of Town Manager, Tax Collector, Treasurer, General Assistance Administrator, Road Commissioner and Interim CEO
6. Appointment of Consultant
7. Request for Payment

**SELECTPERSONS CONCERNS:**



**TOWN OF PORTAGE LAKE**

**SELECTPERSONS MEETING**

**MAY 20, 2010**

**9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Chairman, Ray Cyr.

Present: Chairman, Ray Cyr; Selectpersons, Gary Hafford and Christy Dicker; Town Manager, Rita Sinclair; Incoming Town Manager, Francis Grey; Public Works Director, Vaughn Devoe; Residents, Clayton DeMerchant, Darey Gagnon.

One correction was noted on the minutes of the May 6<sup>th</sup> meeting: under Seaplane Base Committee, "He" should be changed to "Don." **A motion was made by Christy Dicker to accept the minutes of the May 6, 2010 meeting with corrections. Gary Hafford seconded the motion. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectpersons.

Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel Matter - **A motion was made by Ray Cyr to go into Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel. Christy Dicker seconded the motion. Motion carries.** Time 9:05 a.m. **A motion was made by Ray Cyr to come out of Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel. Christy Dicker seconded the motion. Motion carries.** Time 9:15 a.m.

**A motion was made by Ray Cyr to take no action on the matter discussed in Executive Session. Christy Dicker seconded the motion. Motion carries.**

**OLD BUSINESS:**

1. Seaplane Base - The Selectboard agreed that the Seaplane Base should be padlocked.
2. Gas Tank for Public Works - Vaughn Devoe gave an update about the Town adding a storage tank for unleaded gas. Currently the Town has two tanks storing diesel on site totaling 1,000 gallons: one 500 gallon diesel tank for Public Works, and one 500 gallon diesel tank for the snowmobile club. Vaughn Devoe said that Maine State DEP will allow up to 1,200 gallons of fuel stored on-site before permit requirements are tripped off requiring a SPCC Spill Prevention Control and Countermeasure plan. Various possibilities were discussed for adding an unleaded gas tank and staying under the 1,200 gallon limit. The Selectboard agreed they would like to consider this between now and the next meeting.
3. Honor Roll Update - Christy Dicker reported she is continuing research on the names of all of the veterans, what conflict they served during, or if they served during peacetime.

4. Energy Audit for Municipal Building - Town Manager Rita Sinclair reported that this has turned out to be more complicated than we first thought. She has been working with Vaughn Devoe on it, and it is an ongoing process.

5. Cemetery Progress - This item was postponed until the next meeting.

6. Campground License - Town Manager Rita Sinclair said she found out that the RV pump-out station is illegal because it does not have a septic system and it was never permitted. The campground is permitted by the State as a rustic campground only.

7. Proposals for Foreclosed Property - The Selectboard reviewed offers from abutting landowners on foreclosed property. **A motion was made by Christy Dicker to put the foreclosed property out to bid. Gary Hafford seconded the motion. Motion carries.**

**OTHER:**

1. Safety Supplies - Vaughn Devoe reported he has developed a list of needed safety equipment including hard hats and safety glasses totaling \$522.00. Also he has priced weight-rated lifting chains for lifting pallets with the backhoe at \$184.75 and \$179.37. A set of forklift forks that fit the backhoe would cost \$3,180.55.

**A motion was made by Christy Dicker to go ahead and order the safety items and the lifting chains as soon as possible. Gary Hafford seconded the motion. Motion carries.** The Selectboard agreed the forklift forks should be considered as a budget item for the coming budget.

2. Vaughn Devoe reported that the oil in the plow truck was tested and contains 7% gasoline. Daigle Oil Company estimates they could pressure test for the gas leak and repair it in about one or one and one-half days. Their hourly rate is \$74.00 per hour. **A motion was made by Christy Dicker to have the repair work done as necessary, to be paid out of the Unanticipated Expenses account. Gary Hafford seconded the motion. Motion carries.**

3. Live Vault Backup - Town Manager Rita Sinclair reported that it would cost \$50.00 per month, \$600.00 per year, for this automated off-site nightly computer backup of all the Town's computer files. This would greatly improve the security of the Town's financial and other records. **A motion was made by Christy Dicker to join the Live Vault Backup program. Gary Hafford seconded the motion. Motion carries.**

4. Pavilion Use Policy - The Selectboard noted the need for a policy that addresses alcohol use during certain functions such as weddings that may be held at the Pavilion facility.

5. Code Enforcement Officer position - Town Manager Rita Sinclair reported that she had received two telephone calls inquiring about the CEO position, but received no applications in response to advertisement. A few names were discussed to contact for information about potential applicants.

6. New Town Manager Press Release - The Selectboard reviewed a draft press release Francis Grey had prepared about himself coming to Portage Lake. The only change needed was that "Selectmen" be changed to a gender-neutral term.

7. Domain name for Town web site - Francis Grey told the Selectboard he started researching about the Town acquiring its own Domain name for the Town web site, such as "www.portagelake.com," or some variation thereof. The problem is, when someone already owns the domain you want, they can charge what they want for it. The Selectboard said to continue looking into it.

#### **NEW BUSINESS:**

1. Quote for Updating Maps - Town Manager Rita Sinclair reported that "Just Value Associates" quoted us for \$2,975.00 for updating the Town's tax maps, plus \$425.00 annually thereafter for regular maintenance updates. **A motion was made by Christy Dicker to accept the Just Value quote as presented and to continue with them for annual updates until further notice. Gary Hafford seconded the motion. Motion carries.**

2. Assessors Signature for 801 Forms - Raymond Cyr signed as Chair of the Board of Assessors.

3. Grills for Beach - Francis Grey presented quote and information for four pedestal grills from Jamestown Advanced Products to replace deteriorated grills at the public beach. Four "Standard Park Grills" at \$125.00 each plus \$137.00 shipping cost equals \$637.00 for four grills delivered. **A motion was made by Christy Dicker to table this until the next meeting so the Selectboard can look at the grills there currently. Gary Hafford seconded the motion. Motion carries.**

4. Appointment of Community Representative for NMDC - **A motion was made by Christy Dicker to appoint Ray Cyr and Francis Grey as Community Representatives for NMDC. Gary Hafford seconded the motion. Motion carries.**

5. Appointment of Town Manager, Tax Collector, Treasurer, General Assistance Administrator, Road Commissioner and Interim CEO - **A motion was made by Christy Dicker to appoint Francis Grey as Town Manager, Tax Collector, Treasurer, General Assistance Administrator, Road Commissioner, and Interim Code Enforcement Officer as of Monday, May 24. Gary Hafford seconded the motion. Motion carries.**

6. Appointment of Consultant - **A motion was made by Ray Cyr to appoint Rita Sinclair as the Town's Consultant during the transition period next week. Christy Dicker seconded the motion. Motion carries.**

7. Request for Payment - **A motion was made by Christy Dicker to pay Rita Sinclair at the Code Enforcement Officer rate of pay for the hours she has worked as Interim Code Enforcement Officer. Gary Hafford seconded the motion. Motion carries.**

**SELECTPERSONS CONCERNS:**


Flagpole Base - The flagpole at the town square needs to be re-set. Ray Cyr said he would like to volunteer to help Vaughn Devoe with this because he is good with concrete.

Trees at Campground - Town Manager Rita Sinclair said that the dead trees at the campground would be removed because of safety concerns to campers.

It was noted that the next Selectboard meetings will be on June 3<sup>rd</sup> and June 17<sup>th</sup>.

**A motion was made by Gary Hafford at 10:45 a.m. to adjourn. Christy Dicker seconded the motion. Motion carries. (Time 2 hrs. 45 min.)**

**APPROVED:**



Ray Cyr, Chairman



Gary Hafford, Selectperson



Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE**  
**SELECTPERSONS MEETING AGENDA**

**June 3, 2010**

**9:00 A.M.**

Call to Order

Attendance

Approve Minutes of May 20, 2010

Approve Treasurer's Warrants

**OLD BUSINESS:**

1. Seaplane Base
2. Grills for Beach
3. Annual Town Meeting Date
4. Town Web Site--Domain Name Update
5. Station Road Grading
6. Town Pit Ledge
7. Value Estimate for Gomaly Property Map 8 Lot 28C ~ Laura Audibert
8. Pavilion Alcohol Use

**OTHER:**

**NEW BUSINESS:**

1. Centennial Mini-Grant Awards ~ Donna St. Peter
2. ATV Club Request ~ Jeannie Jones
3. Coffin's Store Purchasing Arrangements
4. Scholarship Awards
5. Consultant Additional Days Proposal
6. Cemetery Parking Lot
7. Generator Deal

**SELECTPERSONS CONCERNS:**

**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**June 3, 2010**

**9:00 A.M.**

The meeting was called to order at 9:02 a.m. by Chairman, Ray Cyr.

Present: Chairman, Ray Cyr; Selectpersons, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Residents, Norman St. Peter, Donna St. Peter, Jeanne Jones, Bonnie Condon, Mary Ann Gagnon, Darey Gagnon, Ken Fones, Dan Higgins.

**A motion was made by Christy Dicker to accept the minutes of the May 20, 2010 meeting. Gary Hafford seconded the motion. Motion carries.**

The Treasurers Warrants were reviewed and signed by the selectboard.

**OLD BUSINESS:**

1. Seaplane Base - Francis Grey asked if the locks should be changed at the Seaplane Base. The Selectboard said that is not necessary at this time because padlocks have been added.
2. Grills for Beach - The Selectboard said they had looked at the current grills, and they definitely need replacement. **A motion was made by Christy Dicker to order five new standard park grills. Gary Hafford seconded the motion. Motion carries.**
3. Annual Town Meeting Date - Francis Grey proposed that he would like to come back at the next meeting with a date and a timeline for the steps leading up to the Town Meeting. The Selectboard said they would like the Town Meeting no later than mid-August.
4. Town Web Site Domain Name Update - Francis Grey said he has been looking into "portagelake.com" as a web site domain. Someone already has that domain registered, but they are not currently using it for a web site. Francis Grey said he is thinking about how he intends to approach the owner to see how much they want for it. It was suggested to also consider variations on that domain name.
5. Station Road Grading - Francis Grey said that Dan Higgins has volunteered to donate some screened gravel to fill potholes in the Station Road. **A motion was made by Christy Dicker to also hire Dan Higgins to grade the Station Road. Gary Hafford seconded the motion. Motion carries.**
6. Town Pit Ledge - Ray Cyr reported there is some ledge material already broken up for use, but more will be needed eventually. It was discussed to approach Irving at some point to have them do it, but

share the cost and the material.

7. Value Estimate for Gomaly Property Map 8 Lot 28C - It was agreed that the Board would like to wait for a value estimate from Laura Audibert before taking any further action.

8. Pavilion Alcohol Use - Francis Grey said that he would solicit policy material from the Town Manager's list serve.

**OTHER:** Christy Dicker reported that she has been working with Peter Ogden, the Director of Veteran's Services, on the honor roll project.

Francis Grey said he had received a request about a warrant article to change the Selectboard meeting times to evening hours. The Selectboard said that the A.M. meetings have resulted in better attendance from the public than previously, and work better for the Selectboard members.

Francis Grey said he had received a question about the Town withdrawing from NASWA. The Selectboard said that had been considered a few years back, but it was found to be prohibitively expensive.

Francis Grey talked about a company he had dealt with before that picks up Universal Waste at a low cost called "Uniwaste" out of Newport, Maine. He will look into what arrangements may be possible here with them.

Dan Higgins was present to request that the Town perform maintenance on a ditch abutting his property which drains into a Town-owned ditch on the Station Road. If the Town is doing work on someone's private property, that can create problems. The Town will look into options of what can be done.

#### **NEW BUSINESS:**

1. Centennial Mini-Grant Awards - Donna St. Peter announced the results of the Mini-Grant Awards process. They are awarding one grant to applicant Christy Dicker for \$500.00 for signs for the Pavilion that say "Portage Lake Centennial Pavilion." They are being provided by the Sign Shed in Ashland. Installation will be done by Raymond Cyr, Darey Gagnon, and Gary Hafford. The signs are green and very attractive.

2. ATV Club Request - Jeanne Jones was present to explain the ATV Club's request to use a trail for ATVs. **A motion was made by Christy Dicker to allow this, under the condition that it will not damage the trail for skiing purposes, and if the skiing is affected, the Board reserves the right to revoke this permission in the future. Gary Hafford seconded the motion. Motion carries.**

3. Coffin's Store Purchasing Arrangements - Ray Cyr discussed a plan for the Town to open a bank account with a Debit Card. Christy Dicker presented a quote she had obtained from MPG for a 300 gallon double-walled tank installed for approximately \$2,850.00. It was discussed that fuel prices from MPG might be very attractive as well.

4. Scholarship Awards - A motion was made by Christy Dicker to split the \$1,500.00 available between both students who applied. Gary Hafford seconded the motion. Motion carries.

5. Additional Days for Consultant - A motion was made by Raymond Cyr to approve the Proposal for five additional Consultant Days with Rita Sinclair, as presented, at her last hourly rate, and to be used exclusively for the listed items and training. Gary Hafford seconded the motion. Motion carries.

6. Cemetery Parking Lot - Christy Dicker examined the Selectboard minutes and found record of Danny Higgins' bid for \$12,170 for the parking lot.

7. Generator Deal - Francis Grey presented a large generator for sale that used to be the back-up power supply for the hospital in Caribou. The generator is much larger than what we need. Gary Hafford will pick up contact information for a gentleman in Ashland who deals in generators.

#### **SELECTPERSONS CONCERNS:**

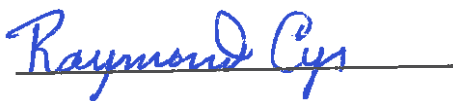
Special Selectboard Meeting - The Board will hold a special meeting Monday June 14 to examine a first draft budget. The meeting should be posted seven days before.

Pavilion Maintenance - Raymond Cyr said he would like to help with pressure washing to clean creosote bleed-through from the Pavilion's posts.

It was noted that the next Selectboard meetings will be on June 14th and June 17<sup>th</sup>.

A motion was made by Raymond Cyr at 11:47 a.m. to adjourn. Gary Hafford seconded the motion. Motion carries. (Time 2 hrs. 45 min.)

#### **APPROVED:**



Ray Cyr, Chairman



Gary Hafford, Selectperson



Christy Dicker, Selectperson



**TOWN OF PORTAGE LAKE  
SPECIAL SELECTBOARD MEETING  
ADDENDUM AGENDA  
Monday, June 14, 2010  
9:00 A.M.**

Call to Order

Attendance

**BUSINESS:**

1. Gasoline Purchasing
2. Code Enforcement Officer Hiring

**WORKSHOP:**

1. Draft Budget Review

**TOWN OF PORTAGE LAKE**  
**SPECIAL SELECTBOARD MEETING**

**June 14, 2010**

**9:00 A.M.**

The meeting was called to order at 9:08 a.m. by Chairman, Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey

**BUSINESS:**

1. Gasoline Purchasing – Several options for the Town's gasoline purchasing arrangements were discussed. **A motion was made by Ray Cyr to open a debit card bank account, as discussed, with associated debit cards for the Public Works and Fire Departments to use for gasoline purchasing. Christy Dicker seconded the motion. Motion carries.**
2. Code Enforcement Officer Hiring - The Selectboard discussed offering the Code Enforcement Officer position to Maggie Pierce. The Selectboard agreed they would like for her to obtain her Code Enforcement certifications as soon as possible, and for her to obtain her Local Plumbing Inspector certifications within one year, and when she obtains all of these required certifications, she will receive a \$1.00 per hour raise above the \$18.00 per hour starting wage. The Selectboard agreed they would like to offer the position to Maggie Pierce on these terms.

**A motion was made by Raymond Cyr at 9:35 a.m. to adjourn to Budget Workshop. Gary Hafford seconded the motion. Motion carries.**

**WORKSHOP:**

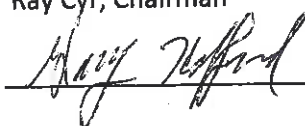
1. Draft Budget Review –

**A motion was made by Raymond Cyr at 12:58 p.m. to adjourn. Gary Hafford seconded the motion. Motion carries.**  
(Time 3 hrs. 50 min.)

**APPROVED:**

  
\_\_\_\_\_

Ray Cyr, Chairman

  
\_\_\_\_\_

Gary Hafford, Selectperson

  
\_\_\_\_\_

Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**June 17, 2010**

**9:00 A.M.**

Call to Order

Attendance

Approve Minutes of June 3, 2010

Approve Treasurer's Warrants

**OLD BUSINESS:**

1. Annual Town Meeting Date
2. Budget Questions
3. Town Web Site--Domain Name Update
4. Station Road Ditch Maintenance
5. Pavilion Alcohol Use

**OTHER:**

**NEW BUSINESS:**

1. Sign County Tax Assessment--\$74,840.85
2. Unanticipated Expenses Authorization Requests
3. Part-time Grass Mowing position

**EXECUTIVE SESSION** per 1 M.S.R.A. 405 (6)(A) Employment

**SELECTBOARD CONCERNS:**

## **TOWN OF PORTAGE LAKE**

### **SELECTBOARD MEETING**

**June 17, 2010**

**9:00 A.M.**

The meeting was called to order at 9:07 a.m. by Chairman, Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Consultant, Rita Sinclair; Residents, Wilza Robertson, Mary Ann Gagnon, Pat Goodblood, Darey Gagnon

Minutes of June 3, 2010— **A motion was made by Christy Dicker to accept the minutes of the June 3, 2010 meeting. Gary Hafford seconded the motion. Motion carries.**

#### **OLD BUSINESS:**

1. Annual Town Meeting Date – Francis Grey presented a Town Meeting timeline document with a proposed Town Meeting date of August 20. The Selectboard did not like the idea of closing the office July 1 for the fiscal year-end work. Other than that, the Selectboard agreed they like the timeline and the August 20 Town Meeting date.
2. Budget Questions - Rita Sinclair was present to go over a number of questions about the budget.
3. Town Web Site/Domain Name Update— Francis Grey told the Selectboard he had researched several variations of a .com or .org domain name for Portage Lake. Several of them are already registered and in active use for existing web sites. One that is currently available is "www.portagelakemaine.org." The Selectboard agreed we should go ahead and register that domain for the Town.
4. Station Road Ditch Maintenance— Francis Grey had been researching whether an easement would be needed for the Town to do maintenance on a drainage ditch close to a property line between Daniel Higgins and Richard "Cubby" Casey. By examining the properties involved shown on the Town's tax maps, the Selectboard determined that the ditch in question actually lies on part of a Town-owned lot on the Station Road. So, an easement does not appear to be required in this situation.
5. Pavilion Alcohol Use— Francis Grey showed the Selectboard some information he obtained about facility alcohol use policies. The Selectboard directed him keep looking into it, and to find out more about the "TULIP" insurance policy offered by Maine Municipal.

**OTHER:** A question was asked about the Universal Waste company Francis Grey talked about at the last regular meeting. Francis Grey said he had put a call in to Jim Nadeau of NASWA to find out what our arrangements are and who pays for Universal Waste removal.

The Selectboard discussed that the Committee Members' terms should be updated, should be in the Town Report, and should be updated yearly.

Raymond Cyr reported that he obtained the Special Town Meeting records from when the Grant Writer was approved and the warrant article states that the purpose will be to write "various grants." So the grant writer is authorized to write grants for the Housing Project.

Kathy Gagnon presented a proposal for a warrant article to raise \$1,000.00 for Preserving Vital Records and Book Restoration. The Selectmen agreed to include this on the town warrant.

Raymond Cyr has been working on drawings and measurements for Parking Improvements at the Pavilion. Good budget estimates will be needed to be included in the budget. Raymond and Christy plan to work on cleaning the posts at the Pavilion on Monday.

#### **NEW BUSINESS:**

1. Sign County Tax Assessment for \$74,840.85 – The County Tax Assessment was signed by the Selectboard.
2. Unanticipated Expense Authorization Requests— **A motion was made by Christy Dicker to approve the Unanticipated Expenses as presented, pending clarification on the road sweeping questions. Gary Hafford seconded the motion. Motion carries.**
3. Part-time Grass Mowing position— Francis Grey reported that he had received several applications.

**SELECTBOARD CONCERNS:** The Selectboard wants to make sure we get the word out about our new Code Enforcement Officer.

A question was asked about a Defibulator. Francis Grey said he would ask Rita about it.

The Selectboard wanted to know when Wayne Gagnon will be re-tiling the kitchen floor. Francis Grey said he would contact him.

The Selectboard wants notes to be sent out to the bidders on the Tax Acquired Gamale property. Francis Grey said he would send them out an update to keep them informed.

The Selectboard told Francis Grey to call the Superintendent's office about the Municipal Day before the School Auction. Jim Gardiner apparently already received his items for the Town of Ashland.

**EXECUTIVE SESSION** per 1 M.S.R.A. 405 (6)(A) Employment— **A motion was made by Ray Cyr to go into Executive Session per 1 M.S.R.A. 405 (6)(A) at 12:31 PM. Christy Dicker seconded the motion. Motion carries.**

**A motion was made by Ray Cyr to come out of Executive Session per 1 M.S.R.A. 405 (6)(A) at 1:02 PM. Christy Dicker seconded the motion. Motion carries.**

**A motion was made by Raymond Cyr at 1:02 PM to adjourn. Christy Dicker seconded the motion. Motion carries.**  
(Time 3 hrs. 55 min.)

APPROVED:

Raymond Cyr

Ray Cyr, Chairman

Gary Hafford

Gary Hafford, Selectperson

Christy A. Dicker

Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**July 8, 2010**

**9:00 A.M.**

Call to Order

Attendance

Approve Minutes of June 14, 2010 and June 17, 2010

Approve Treasurer's Warrants

**OLD BUSINESS:**

1. Pavilion Alcohol Use

**NEW BUSINESS:**

1. Public Works Project List
2. Winter Salt Update
3. Roadside Mowing
4. Pavilion Parking Bid Results
5. Settlement and Re-Commitment
6. PSAP Issue
7. Maine Municipal L.P. Committee Voting
8. Selectboard Pay Question

**OTHER:**

1. Material Swap Question
2. Road Sweeping Question
3. Defibrillator Question
4. Next Selectboard Meeting

**SELECTBOARD CONCERNS:**

**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**July 8, 2010**

**9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Christy Dicker.

Present: Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Public Works Foreman, Vaughn Devoe; Residents, Mary Ann Gagnon, Darey Gagnon, Bonnie Condon, Katherine St. Peter-Blair.

Minutes of June 14, 2010 and June 17, 2010— **A motion was made by Gary Hafford to accept the minutes of the June 14, 2010 and June 17, 2010 meetings. Christy Dicker seconded the motion. Motion carries.**

**OLD BUSINESS:**

1. Pavilion Alcohol Use – Francis Grey reported that TULIP, Tenant User Liability Insurance Program, is a program offered by MMA Risk Management that is free to the municipality. The applicant obtains a quote for coverage of their event by going on the TULIP web site, entering the Town's participant access code, and can purchase and bind coverage on-line, if they so choose, by entering their credit card number. Francis Grey said that the Facility Use form from the Town of St. Agatha is the best one to model our new form on. Gary Hafford said the Town should require applicants to submit a copy of their liquor license from Department of Public Safety for our files before we allow them to serve alcohol at an event. The Selectboard said we should sign up for TULIP and have our form updated as soon as possible.

**NEW BUSINESS:**

1. Public Works Project List – Vaughn Devoe presented a list of culvert replacements and other projects for the Selectboard's review. New catch basins are being discussed for the Fox Hill Road to address a drainage issue. An arrangement had been discussed with Clayton DeMerchant where both him and the Town would pay for their respective portions of a complete culvert replacement. **A motion was made by Christy Dicker that the Town will pay for 20 feet of the new culvert, and Mr. DeMerchant will pay for his 10 feet of the new culvert. Gary Hafford seconded the motion. Motion carries.** The Selectboard agreed that Vaughn Devoe should proceed with his projects list, and that he should do the worst ones first. Vaughn Devoe requested to purchase approximately \$5,000.00 worth of culverts to have in stock and to use as needed for the project list. **A motion was made by Gary Hafford to order the culverts. Christy Dicker seconded the motion. Motion carries.** Vaughn Devoe discussed options for repairs to the roofing of the picnic table canopies at the Town Beach. The Selectboard agreed that three-tab roofing should be used for the canopies. Installing patio blocks under the feet of the picnic tables was discussed to raise their height and discourage moisture. Obtaining an additional dumpster behind the Town Office was discussed because of the current high trash volume at the Town facilities.

2. Winter Salt Update— Francis Grey reported that he had submitted the paperwork for the Group Salt Bid to Northern Maine Development for 30 tons of salt. The Selectboard said that we need to solicit bids for Winter Sand as soon as possible.



3. Roadside Mowing — Gary Hafford suggested that Francis Grey contact Peter and Brad St. Peter to see how much they would charge to mow all of the town roads. Francis Grey said he would, and he will follow up with Gary Hafford and Ray Cyr before proceeding further.

4. Pavilion Parking Bid Results—Francis Grey reported the results of the sealed bid opening for the Pavilion Parking Improvements held at 4:00 PM on Wednesday, June 30. There were two bids:

Shamrock Leasing, LLC: \$2,400.00

Portage Construction: \$3,350.00

The Selectboard took no action on the bid results at this time.

5. Settlement and Re-Commitment—The Selectboard signed the Settlement and Re-Commitment papers as prepared by Rita Sinclair.

6. PSAP Issue—Francis Grey reported that the State has sent us copy of a report stating they intend to continue studying the further consolidation of E-911 dispatching services. There is a comment period which expires on July 12. The report is available if anyone would like to read it and submit comments on it.

7. Maine Municipal L.P. Committee Voting—The Selectboard cast a ballot for two candidates running for two open seats on the MMA Legislative Policy Committee.

8. Selectboard Pay Question—Francis Grey reported that there had been a question about the Selectboard stipends. At last year's Town Meeting September 11, 2009, Article 7 was approved fixing the Selectboard salaries at \$1,000 per person per year. The Selectboard was previously compensated on an hourly basis for their meetings.

#### **OTHER:**

1. Material Swap Question—The question had been asked at a meeting of the Ad Hoc Walking Trail Committee whether the Selectboard would allow the swapping of a load of topsoil for a load of fill if that kind of thing would help the Walking Trail get built. The Selectboard agreed they are not opposed to it.

2. Road Sweeping Question—During a prior discussion about approving a transfer of funds to cover Unanticipated Expenses, it was questioned why we paid for two years worth of road sweeping in the 2008-2009 fiscal year. It turns out that we paid McGillan, Inc. \$2,008.20 on July 30, 2008 which should have been billed and paid during the prior fiscal year that ended June 30, 2008. This was in addition to payment to a different contractor, Lane's, which came later in 2008-2009 fiscal year.

3. Defibrillator Question—Francis Grey reported that the Defibrillator was purchased. The Selectboard said it should be kept where it can be accessible if needed during an emergency. The Selectboard said we should arrange for additional training sessions so that people will know how to use it.

4. Next Selectboard Meeting—**A motion was made by Christy Dicker that the next Selectboard meeting would be held on Thursday, July 22. Gary Hafford seconded the motion. Motion carries.**

**SELECTBOARD CONCERNS:** Gary Hafford expressed a concern about the Charles Ferland property. Francis Grey said he would find out some information about the property.

Christy Dicker said she is on her third contact person about the Veterans' Honor Roll. She is still working on it.

The new signs for the Pavilion are finished.

A motion was made by Christy Dicker at 11:31 AM to adjourn. Gary Hafford seconded the motion. Motion carries.  
(Time 2 hrs. 31 min.)

**APPROVED:**

Raymond Cyr

Ray Cyr, Chairman

Gary Hafford

Gary Hafford, Selectperson

Christy A. Dicker

Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**July 22, 2010**

**9:00 A.M.**

Call to Order

Attendance

Approve Minutes of July 8, 2010

Approve Treasurer's Warrants

**OLD BUSINESS:**

1. Pavilion Alcohol Use
2. Winter Sand Bids
3. Roadside Mowing
4. Pavilion Parking Bid Results
5. Charles Ferland House Information

**NEW BUSINESS:**

1. Public Works Material Purchasing
2. Budget Committee Appointment
3. MMA V.P. & Executive Committee Voting
4. Complaint—Unregistered Vehicles
5. Possible Consultant Needs

**OTHER:**

1. Schedule Special Selectboard Meeting

**SELECTBOARD CONCERNS:**

**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**July 22, 2010**

**9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Public Works Foreman, Vaughn Devoe; Residents, Bonnie Condon, Frank Taylor, Ken Fones, Donna St. Peter.

Minutes of July 8, 2010— **A motion was made by Christy Dicker to accept the minutes of the July 8, 2010 meeting. Gary Hafford seconded the motion. Motion carries.**

**OLD BUSINESS:**

1. Pavilion Alcohol Use—Francis Grey reported this project is almost finished, he just needs to get some time to complete it. The Board said that signs should be installed at the Pavilion notifying people they need to make an application to reserve it if they are holding an organized event.

2. Winter Sand Bids—Francis Grey reported he had sent letters out to four different companies requesting prices, but received only one bid. The bid was opened and read aloud: \$4,200.00 to deliver 300 cubic yards of winter sand to the sand storage building behind the town office for the price of \$14.00 per yd, from Portage Construction Co. Inc. **A motion was made by Ray Cyr to accept the Winter Sand bid from Portage Construction. Gary Hafford seconded the motion. Motion passed (2-0-1) with Christy Dicker abstaining.**

3. Roadside Mowing—Francis Grey reported he had proceeded to approve Portage Construction to mow all of the town roads for \$1,470 after consulting with Gary Hafford and Ray Cyr. Mowing at the old dump site was discussed; Francis Grey will find out if and why the Town is required to mow at the old dump site.

4. Pavilion Parking Bid Results—**A motion was made by Ray Cyr to accept the low bid from Shamrock Leasing LLC for \$2,400. Gary Hafford seconded the motion. Motion passed (2-0-1) with Christy Dicker abstaining.**

5. Charles Ferland House Information—Francis Grey reported that the taxes for the Ferland home are paid up to date, and that the home is still listed under the name of Mr. Ferland.

A question was asked about the status of the defibrillator. Francis Grey reported he spoke with Pat Long, and that he recommended the Town purchase a wall-mounted display box for it and issue keys for it to the town office staff and committee chairs. **A motion was made by Christy Dicker to purchase a**

wall-mounted display case for the defibrillator. Ray Cyr seconded the motion. Motion carries.

#### **NEW BUSINESS:**

1. Public Works Material Purchasing—Francis Grey and Vaughn Devoe asked the Selectboard's preference in regards to purchasing procedures for gravel. The Selectboard agreed, with Christy Dicker abstaining, that Vaughn should order the needed gravel for the culvert replacement projects directly from Portage Construction.

Vaughn Devoe reported the repairs on the 05 International were completed and the truck returned from Daigle-Houghton. However, he feels that the problem with the wire harness for the ABS system should have been diagnosed and repaired before two years, seven visits, three sensor replacements, one \$1,100 ECU control unit, and \$2,700 total was spent. Francis Grey is to contact them to see if we can get a reduction in our current bill for all our trouble with the ABS system.

2. Budget Committee Appointment—A motion was made by Ray Cyr to appoint Lou Sandy Boutot to the Budget Committee to fill the seat left vacant by Christy Dicker. Gary Hafford seconded the motion. Motion carries.

3. MMA V.P. & Executive Committee Voting—A motion was made by Christy Dicker to cast a vote for Clinton Deschene for MMA Vice President and the proposed slate for Executive Committee. Gary Hafford seconded the motion. Motion carries.

4. Complaint—Unregistered Vehicles—Francis Grey reported that he passed this complaint along to the Code Enforcement Officer. It was noted that the availability of complaint forms needs to be publicized in the next quarterly newsletter.

5. Possible Consultant Needs—A motion was made by Ray Cyr to approve one additional day of work by Rita Sinclair to help answer current questions about the budget accounts. Christy Dicker seconded the motion. Motion carries.

#### **OTHER:**

Vaughn Devoe suggested he would like to get an estimate for a shim coat of paving for a section of the West Road near Elden Jandreau's house, and the two replaced cross culverts on the West Road to be repaved. The Selectboard agreed they would like to see a paving estimate for the work Vaughn described.

1. Schedule Special Selectboard Meeting—The Selectboard agreed they would hold a final budget review meeting on Thursday, July 29<sup>th</sup> at 9:00 a.m.

Ray Cyr reported he received a citizen's request that the Selectboard include a warrant article on the Town Meeting warrant that would require the Selectboard to change their meeting times from 9:00 a.m. to 7:00 p.m. meetings. The Selectboard has the sole authority to determine what is included in the Town Meeting warrant. Francis Grey will research the laws and statutes governing this further to make

sure we understand the facts that govern this matter.

**SELECTBOARD CONCERNS:**

Christy Dicker noted that the old artesian well is looking worn, and is in need of repair work. Also, the Public Beach is much in need of landscaping work to remove excess vegetation and return it to its original landscape design. An estimate needs to be obtained from a landscaping company to do that work, and to return each year to maintain it in the same condition.

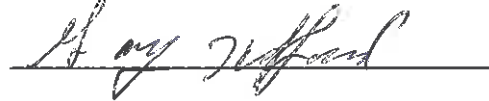
Christy Dicker reported that she completed her Freedom of Information Access training, and signed and dated the documentation showing she completed the training.

**A motion was made by Christy Dicker at 11:41 AM to adjourn. Ray Cyr seconded the motion. Motion carries. (Time 2 hrs. 41 min.)**

**APPROVED:**



Ray Cyr, Chairman



Gary Hafford, Selectperson



Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**August 5, 2010**

**9:00 A.M.**

Call to Order

Attendance

Approve Minutes of July 22, 2010

Approve Treasurer's Warrants

**OLD BUSINESS:**

1. Walking Trail Update w/ Corrine Routhier
2. NASWA Balances Due Claim
3. Code Enforcement Hours for Budget
4. Range Hood Project---Estimate for Skirt

**NEW BUSINESS:**

1. Liquor License---Deans' Motor Lodge
2. Road Salt Vendor Bid
3. Pine Tree Zones Question
4. Stumpage Permit Application
5. MMA Legislative Agenda
6. Selectboard Meeting Times Petition/ Competing Measure
7. Town Meeting Warrant Review

**OTHER:**

**SELECTBOARD CONCERNS:**

**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**August 5, 2010**

**9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Walking Trail Coordinator, Corrine Routhier.

Minutes of July 22, 2010— **A motion was made by Christy Dicker to accept the minutes of the July 22, 2010 meeting, with the amendment that "Cottage Road" be changed to "West Road" under "Other." Gary Hafford seconded the motion. Motion carries.**

**OLD BUSINESS:**

1. Walking Trail Update—The status of the Walking Trail project was discussed, including the timeline allowed for construction under the period of the grant agreement, and various elements of the project budget. **A motion was made by Christy Dicker to include an article on the warrant to expend up to \$15,388 from TIF funds for matching funds for the Walking Trail grant. Gary Hafford seconded the motion. Motion carries.**

2. NASWA Balances Due Claim—Past balances due to NASWA in the amount of \$4,675 for checks that never cleared were discussed. The Selectboard felt they had many unresolved questions about this. The Selectboard directed Francis Grey to take the Warrant Article about this off of the Town Meeting Warrant, and to invite Jim Nadeau of NASWA to our Selectboard meeting to answer questions about the history behind it, and why there are still unresolved balances going back as far as 2003.

3. Code Enforcement Hours for Budget—Ray Cyr said Maggie Pierce is doing a good job, and she is addressing a lot of things that need attention, but she does not have enough hours budgeted to be paid for all of her time doing the job. **A motion was made by Christy Dicker, that the budget for Code Enforcement wages be increased to twenty hours per week from May first through September thirtieth, with eight hours to remain the same in the winter months. Gary Hafford seconded the motion. Motion carries.**

It was previously discussed in a Budget Meeting to add \$1,600 to Officer's Salaries in order to allow for overtime for the Town Clerk during the preparations for the Town Meeting. **A motion was made by Christy Dicker to add \$1,600 to the Officer's Salaries budget for Town Clerk overtime. Gary Hafford seconded the motion. Motion carries.**

4. Range Hood Project—Estimate for Skirt—Francis Grey provided the written estimate he received from Maine Fire Prevention for \$375 additional to add a sheet metal skirt above the range hood. **A motion was made by Christy Dicker to finish the range hood project with the skirt for \$375.00. Gary Hafford seconded the motion. Motion carries.**



## **NEW BUSINESS:**

1. Liquor License—Deans' Motor Lodge— **A motion was made by Christy Dicker to approve the Liquor License. Gary Hafford seconded the motion. Motion carries.**

2. Road Salt Vendor Bid—**A motion was made by Christy Dicker to accept the bid for \$66.43 per ton from Harcros for Road Salt, and that we contact them to make arrangements for delivery as soon as possible. Gary Hafford seconded the motion. Motion carries.**

3. Pine Tree Zones Question—Ray Cyr said he had looked at the materials that were provided by Alain Ouellette about the Pine Tree Zones, and it is up to the Company to provide their information in the application to the State of Maine. So, the Town's involvement is minimal. But, the Town will provide signatures or support letters, or anything of that nature, if asked, to support Maine Woods' application for Pine Tree Zone designation.

4. Stumpage Permit Application—Francis Grey shared a Stumpage Permit Application he received from the Irving representatives at the Forest Advisory Committee meeting, but noted that it is not complete at this time. Two of the schedules, "Schedule A" and "Schedule C" are not included which provide important information such as what are the areas proposed to be cut. So he is not recommending it be signed until a complete application is provided.

Ray Cyr said that Laura Audibert has agreed to look at the value of the foreclosed Gamaly property. Ray Cyr said we would like to officially define the role of the Forest Advisory Committee.

5. MMA Legislative Agenda—Francis Grey shared this as an opportunity to advance ideas about what laws should be changed in the State of Maine. The Selectboard will think about it, and if we come up with any good ideas, we will send them on to Maine Municipal.

6. Selectboard Meeting Times Petition—Francis Grey discussed this with an attorney with MMA Legal Services, and she advised the Selectboard to accept the petition as a valid petition. Ray Cyr said he is preparing some remarks for when this is discussed at the Town Meeting. It was proposed to also hold a non-binding poll as a separate measure in addition to the petition warrant article.

7. Town Meeting Warrant Review—The Selectboard reviewed the draft Town Meeting Warrant, and several changes were made.

The Selectboard had a discussion with the Town Clerk and the Town Manager about the status of the Town Report and the timing of the Town Report before the Town Meeting. **A motion was made by Christy Dicker to change the date of the Town Meeting to Thursday, September 2, at 7:00 PM. Gary Hafford seconded the motion. Motion carries.**

**OTHER:** New business cards should be made for the new Code Enforcement Officer, Town Manager, and for Christy Dicker as Selectboard member.

Ray Cyr shared some information about MMA Safety Enhancement grants which are awarded in October.

The Selectboard agreed that the orange fencing can be taken down at the Seaplane Base building as long as "No Trespassing" signs are clearly visible on all sides.

**SELECTBOARD CONCERNS:** Christy Dicker said she would like for Lou Sandy Boutot and Taunja Jandrea to get together to answer some questions about the history in the Recreation accounts.

The Selectboard directed Francis Grey to put together a Public Works weekly work list with Vaughn for the Selectboard.

**A motion was made by Christy Dicker at 1:31 PM to adjourn. Gary Hafford seconded the motion. Motion carries.**  
(Time 4 hrs. 31 min.)

**APPROVED:**

Raymond Cyr

Ray Cyr, Chairman

Gary Hafford

Gary Hafford, Selectperson

Christy A. Dicker

Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**August 19, 2010**

**9:00 A.M.**

The meeting was called to order at 9:05 a.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Public Works Foreman, Vaughn Devoe; Residents, Judy Moreau, Barbara Pitcairn, Lynn Taylor, Gerard Charette, Clayton DeMerchant, Rudolph Boutot, Richard Casey, Angie Burton, Michael Montpetit.

Michael Montpetit delivered paperwork to the Selectboard members concerning a lawsuit from attorney Luke Rossignol's office on behalf of Mr. Donald Everett.

Minutes of August 5, 2010— **A motion was made by Christy Dicker to accept the minutes of the August 5, 2010 meeting. Gary Hafford seconded the motion. Motion carries.**

**PUBLIC HEARING:**

1. Public Hearing for Liquor License Renewal Application—The public hearing commenced at 9:07 a.m. The Selectboard said they had already approved the liquor license at the last meeting. The Town Clerk had advertised the public hearing, as required, and so it still must be held. The public hearing closed at 9:12 a.m. with no comments from the public.

**OLD BUSINESS:**

1. Artesian Well—Raymond Cyr said that the Selectboard planned to replace the deteriorated timbers at the Old Well, and this required the addition of \$400 to the budget. They plan to do the work themselves.
2. Old Dump Site Mowing—Discussion was held on this issue. No action was taken at this time.
3. Daigle-Houghton Bill for Truck Repairs—It was noted that, through the presentation by Public Works Foreman Vaughn Devoe and the Town Manager, Daigle-Houghton waived \$670.20 of the recent \$1,702.29 repair bill, in recognition of the history of the ABS repair work done over a period of two years, as a good will gesture.

Richard Casey and Rudolph Boutot noted that Danny Pelletier in Winterville is a good person to go to for truck repairs, he should be considered in the future.

4. Range Hood/Maine Fire Prevention Letter—The Town had received a letter from Maine Fire Prevention proposing to do the Town's Fire Extinguisher inspections as well as semi-annual inspection of the Range Hood Fire Suppression System. The Selectboard instructed the Town Manager to obtain quotes from three different businesses that do this type of work.

## **NEW BUSINESS:**

1. Lane Construction Paving Estimate—Vaughn Devoe provided figures for the paving work that had been proposed. \$130 per ton of pavement times 75 tons would be \$9,750. \$175 per ton for hand work times 13 tons would be \$2,275. **A motion was made by Christy Dicker to purchase cold patch for the areas needing repair instead, contingent on budget approval at the Town Meeting. Gary Hafford seconded the motion. Motion carries.**
2. Fox Hill Road Catch Basins—**A motion was made by Christy Dicker to approve the catch basin for Fox Hill Road to fix the problem once and for all. Gary Hafford seconded the motion. Motion carries.**
3. Discussion with Jim Nadeau of NASWA—The Selectboard had a discussion with Mr. Nadeau of NASWA. Mr. Nadeau said that Roger Desjardins of New Canada is the Chairperson of the NASWA board. He said he has not heard any further news about the Town of Wallagrass proposal to withdraw from the NASWA interlocal agreement. **A motion was made by Raymond Cyr that the Selectboard recommend “Yes” on the NASWA past balances due warrant article at the Town Meeting. Gary Hafford seconded the motion. Motion carries.**
4. Otis Nelson Cost Analysis Question—Raymond Cyr asked that the Town Manager produce some figures to answer Mr. Nelson’s questions about the cost of doing the recent ditching project on the West Road. The Town Manager is also to post a regular report about the Public Works department’s activities.

Raymond Cyr said it is very important for regular maintenance to be performed on the Town trucks, and that they should be greased thoroughly and regularly, and records kept of maintenance performed. Francis Grey shared some records of the maintenance done on the 89 International in February 2010 and in August 2010.
5. Business/Industrial Park—Raymond Cyr said he had had a conversation with Don Tardy of Maine Woods Company about the need for an industrial park. Francis Grey is arranging for Alain Oullette of NMDC to attend our Selectboard Meeting to talk about this.
6. Truck Traffic on Fish Lake Road—Francis Grey said he has listed this as an agenda item for discussion because of concerns raised by a few individuals who were not currently present at the meeting. Several residents stressed the importance of the trucking business to the local economy. Gerard Charette pointed out that local companies are very responsive and willing to work with people if there are any problems. No action was taken.

At this point, the meeting was interrupted by Public Works Foreman Vaughn Devoe about a dispute over the truck maintenance issue.
7. Grant Writer Question Re: Mary Walton—The Selectboard said they would like to have more information about David Potter’s proposal to use Mary Walton. The Selectboard said they are okay with it as long as it produces results, and it is not duplicating by paying two people to do the work instead of one. Francis Grey said he would get more information from David Potter about his proposal.
8. Cole Museum Request Re: Sirens—The Selectboard asked Francis Grey to give this to the Fire Department to see if any of the members would be willing to mark the occasion September 2 by blowing the sirens.

Raymond Cyr noted that the Fire Department did an excellent job responding quickly and putting out the fire near the Golf Course on Sunday, August 15. He wrote a letter to the Fire Department commending them on their heroic action. That letter should be added to Chief Bolstridge's personnel file.

**OTHER:**

**SELECTBOARD CONCERNS:** Raymond Cyr reminded Francis Grey to post the Public Works activity report.

Gary Hafford said he would like to look into a trailer for the backhoe to avoid putting extra miles on it going to and from jobs.

Arrangements need to be made for a backup plow truck driver for the winter with a "Class B" license.

Employee personnel files should be checked, organized, and maintained.

The Town needs to retain an attorney for representation in the lawsuit that has just been served.

**A motion was made by Christy Dicker to make two changes to the Town Meeting Warrant: Selectboard recommend "Yes" on the NASWA past balances due article, and the Animal Control carryover amount corrected to \$193. Gary Hafford seconded the motion. Motion carries.**

**A motion was made by Christy Dicker at 1:01 PM to adjourn. Gary Hafford seconded the motion. Motion carries.**  
(Time 3 hrs. 56 min.)

**APPROVED:**



Ray Cyr, Chairman



Gary Hafford, Selectperson



Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**September 9, 2010**

**9:00 A.M.**

Call to Order

Attendance

Approve Minutes of August 19, 2010

Approve Treasurer's Warrants

**OLD BUSINESS:**

1. Old Dump Site Discussion
2. Cold Patching Discussion
3. Veterans Honor Roll Update

**NEW BUSINESS:**

1. Warrant Articles Petition
2. Fire Extinguishers Inspections
3. NASWA Fee Schedule
4. Old Well Repairs
5. SAD # 32 Cost Sharing Formula
6. Maine Acadian Heritage Council

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(E) Pending Litigation

**OTHER:**

1. Planned Vehicle Repairs
2. Question about Trailer for Backhoe
3. Water Pipe at Artesian Well
4. Reminder—Grant Writer at Housing Meeting September 9th

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**SELECTBOARD CONCERNS:**

**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**September 9, 2010**

**9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Public Works Foreman, Vaughn Devoe; Residents, Barbara Pitcairn, Paul Nason

Minutes of August 19, 2010— **A motion was made by Christy Dicker to accept the minutes of the August 19, 2010 meeting. Gary Hafford seconded the motion. Motion carries.**

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):** Barbara Pitcairn asked to address the Selectboard. She has typed out some questions about some of the figures in the Town Report. The Selectboard directed Francis Grey to respond to Ms. Pitcairn's questions.

**OLD BUSINESS:**

1. Old Dump Site Discussion—Francis Grey reported that Lou Pizzuti of the Maine DEP had given him material that explains that the Town is required to mow the old landfill site once per year as part of post-closure maintenance for thirty years. Unfortunately, it is late in the season at this point to have it mowed, but we will resume our annual mowing in the spring.
2. Cold Patching Discussion—Vaughn Devoe said it is up to the Selectboard, but he feels that perhaps it is not cost-effective to spend money on cold patching on the area near Elden Jandreau's house. The Selectboard concurred, they prefer not to cold patch there at this time, but rather plan for a proper paving job there in the spring or future.

Vaughn Devoe said he would like to make it a standard practice of laying down foam insulation below culverts he is replacing because it greatly reduces frost heaving of the culverts. The Selectboard agreed, they would like to make this a standard practice from now on. The Selectboard said they would like to create a separate agenda category for Public Works issues, to have any agenda items grouped together to make efficient use of Vaughn's time during the portion of the meeting when we would like to have him present.

3. Veterans Honor Roll Update—Christy Dicker said she is still working on this, she is on her fourth contact person. When the project is all figured out, we can obtain prices from the Sign Shed.

**NEW BUSINESS:**

1. Warrant Articles Petition—It was noted that this is the first Selectboard meeting since this Petition was received about warrant articles to overturn the Selectboard's actions on the Seaplane Base. The petition was received on August 26, and the last Selectboard meeting was on August 19. Francis Grey reported that he had sought advice from Attorney

Richard Flewelling with Maine Municipal Association Legal Services. Mr. Flewelling advised that the Selectboard has the option of either placing the proposed warrant articles on the next regular scheduled town meeting warrant, or they may hold a special town meeting within 60 days to decide these articles. Mr. Flewelling advised that it would be in the best interests of the town for important decisions such as this to be decided when the broadest possible cross-section of voters are present to decide the issues. Attendance is usually better at the annual town meeting than it would be at a special town meeting. The Selectboard agreed that these articles should be taken up at the annual town meeting in March.

2. Fire Extinguishers Inspections—Francis Grey said he began collecting information on the vendors we will be soliciting prices from. He will be sending out letters asking for prices soon.

3. NASWA Fee Schedule—Vaughn Devoe said that to his knowledge, Jim Nadeau is not requiring the fee collection of the Transfer Station items because he is pursuing the universal waste collection option with the U.R.T. company out of Newport, Maine.

4. Old Well Repairs—The Selectboard said they would like to do this work on Friday, September 17.

5. SAD # 32 Cost Sharing Formula—The Selectboard said they would like to heavily promote attendance by Portage voters at the next school budget meeting which would be held approximately next May. That would be an opportunity to speak up about the expense of the School District to Portage.

6. Maine Acadian Heritage Council—Francis Grey said he had received a message that our membership application is going to be considered at the full board meeting in Van Buren on Friday, September 17. Portage wants to be included in the signage leading up to the World Acadian Congress event in 2014.

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(E) Pending Litigation—A motion was made by Ray Cyr to enter executive session per 1 M.R.S.A. 405 (6)(E) Pending Litigation at 10:53 a.m. Gary Hafford seconded the motion. Motion carries. A motion was made by Ray Cyr to come out of executive session at 11:27 a.m. Gary Hafford seconded the motion. Motion carries.

#### **OTHER:**

1. Planned Vehicle Repairs—Vaughn Devoe said he is making arrangements for broken pins to be replaced on the 05 International and also new gasket to be placed on the leaky “pumpkin.” Also for required inspection to be performed.

2. Question about Trailer for Backhoe—Vaughn Devoe had provided some information about the current weight limits on the 05 International that would prevent pulling a trailer with the backhoe on it. The 05 has a registered weight of 34,000 lbs. and cannot be boosted as it is a single axle truck. The empty truck weight is 21,750 lbs. and the weight of the backhoe is 15,500 lbs., so the two together are over the 34,000 lb. limit.

3. Water Pipe at Artesian Well—Francis Grey asked the Selectboard to help spread the word that people should not be adjusting the pipe at the well to stop the flow of water. Some people may think they are conserving water, but the well is meant to flow all of the time to prevent the buildup of bacteria.



Reminder—Grant Writer at Housing Meeting September 9th

**SELECTBOARD CONCERNS:**

Christy Dicker noted that she will be out of town on October 7, that is a regular Selectboard meeting day.

The Selectboard suggested we should contact Bill Labbe to see if he would be interested in returning as our backup winter plow truck driver.

**A motion was made by Christy Dicker at 11:41 AM to adjourn. Gary Hafford seconded the motion. Motion carries.**  
(Time 2 hrs. 41 min.)

**APPROVED:**



Ray Cyr, Chairman



Gary Hafford, Selectperson



Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**September 16, 2010**

**9:00 A.M.**

Call to Order

Attendance

Approve Minutes of September 9, 2010

Approve Treasurer's Warrants

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Culvert Extension on Cottage Road

**OLD BUSINESS:**

1. Discussion with Alain Ouellete—Business/Industrial Park
2. SAD # 32 Cost Sharing Formula
3. Pavilion Parking Contract Signing
4. Status of Debit Card
5. Status of Six Month Audit
6. Old Well Repairs

**NEW BUSINESS:**

1. Recycle Center unloading ramp
2. 4X4X8's Installation and Handicap Parking at Pavilion
3. Elderly Housing Update

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(E) Pending Litigation

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(A) Personnel

**OTHER:**

**SELECTBOARD CONCERNS:**

**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**September 16, 2010**

**9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Public Works Foreman, Vaughn Devoe; Residents, Darey Gagnon; Guest, Alain Ouellette

Minutes of September 9, 2010— **A motion was made by Gary Hafford to accept the minutes of the September 9, 2010 meeting. Christy Dicker seconded the motion. Motion carries.**

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Culvert Extension on Cottage Road—A certain cross culvert where the road curves at number 201 Cottage Road was discussed. This culvert is due for replacement because the bottom is gone, and should be extended when it is replaced. It is too wet this time of year in that area to do this job. It should be done in August when it is very dry. This will allow for an improved line of sight at the curve because it will enable brush to be removed when the extension is filled and seeded with grass.

A project was discussed for the Transfer Station where the ramp would be made higher to match the bins and extended to become a complete drive-through. This would help address a safety issue after a recent accident trying to lift a heavy couch up and over the side of the bin.

At 418 Cottage Road, an easement was discussed for a cross culvert to be located across from Alice Pinette's house.

Bill Labbe agreed to be our winter back-up plow truck driver. He will also be coming in to help with some machine parts repair work on the plow truck.

**OLD BUSINESS:**

1. Discussion with Alain Ouellette—Business/Industrial Park—Mr. Ouellette advised the Selectboard that we should examine our comprehensive plan and our land use ordinances first in order to see what areas the Town has designated as allowing for business park growth. NMDC can perform a concise compliance review to briefly summarize what constraints currently limit development. Mr. Ouellette also discussed the need for computerized mapping to help determine what areas have assets and limitations in terms of development. Good maps can help citizens make good decisions about what they have and where they want to go in terms of development. Mr. Ouellette said Portage Lake does have a need to create good jobs and to have spaces for businesses to locate. Proximity to power, proximity to water, protecting wellheads, and understanding prohibitions to growth in certain areas are important.

The Selectboard recessed to visit the Transfer Station site at 10:02 a.m.

The Selectboard re-convened at 10:38 a.m.

2. SAD # 32 Cost Sharing Formula—Francis Grey related Danny Higgin's request to send a letter to the SAD #32 towns to see if there was interest in a meeting with our legislators about the cost sharing formula issue. The Selectboard said we should send a letter to gauge their interest.

3. Pavilion Parking Contract Signing—The contract with Danny Higgins was signed.

4. Status of Debit Card—The Debit card application was submitted to the bank and they are processing it.

5. Status of Six Month Audit—Peter Davis is estimating that our audit will be finished within approximately two weeks.

6. Old Well Repairs—Ray Cyr reported that they have all of the materials in hand, and they plan to start tomorrow. Vaughn Devoe will assist with lifting the roof off with the backhoe.

#### **NEW BUSINESS:**

1. Recycle Center unloading ramp—This item was previously discussed. Selectboard agreed that since the Transfer Station will be closing for winter within a few weeks anyway, they will plan to raise funds for the project at March Town meeting and do the project in the spring. Vaughn Devoe will provide some cost estimates.

2. 4X4X8's Installation and Handicap Parking at Pavilion—Selectboard would like to set a schedule to work on this with Vaughn Devoe in order to finish the Pavilion Parking project.

3. Elderly Housing Update—The meeting with our Grant Writer was September 9<sup>th</sup>. Ray Cyr visited the offices of our Congressional delegation and received very positive comments about our project and about the team of David Potter and Mary Walton. The Housing Corporation Directors meetings have been set for the first Wednesday of every month. Ray Cyr asked the other Selectboard members to make time, if possible, to attend these.

#### **OTHER:**

Francis Grey reported that Bill Hersey is working on a design for a septic system for Susan Beaulieu at 549 Cottage Road. The design he is considering will require the Town to grant an easement for her to cross the road and locate her septic on Town owned land. This has been done before for at least one other participant in the Septic grant program.

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(E) Pending Litigation—A motion was made by Ray Cyr to enter executive session per 1 M.R.S.A. 405 (6)(E) Pending Litigation at 11:44 a.m. Christy Dicker seconded the motion. Motion carries. A motion was made by Ray Cyr to come out of executive session at 11:55 a.m. Christy Dicker seconded the motion. Motion carries. No action was taken.

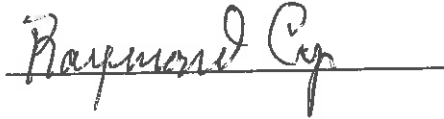
**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(A) Personnel—A motion was made by Ray Cyr to enter executive session per 1 M.R.S.A. 405 (6)(A) Personnel at 11:55 a.m. Christy Dicker seconded the motion. Motion carries. A motion was made by Ray Cyr to come out of executive session at 12:07 a.m. Christy Dicker seconded the motion. Motion carries.

carries. The Selectboard approved a form to be used for the Town Manager's performance evaluation with minor changes.

**SELECTBOARD CONCERNS:**

A motion was made by Christy Dicker at 12:09 AM to adjourn. Gary Hafford seconded the motion. Motion carries.  
(Time 3 hrs. 9 min.)

**APPROVED:**

A handwritten signature in cursive script, appearing to read "Raymond Cyr", written over a horizontal line.

Ray Cyr, Chairman

A handwritten signature in cursive script, appearing to read "Gary Hafford", written over a horizontal line.

Gary Hafford, Selectperson

A handwritten signature in cursive script, appearing to read "Christy A. Dicker", written over a horizontal line.

Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**October 7, 2010**

**9:00 A.M.**

Call to Order

Attendance

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(E) Legal Advice

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(A) Personnel

Approve Minutes of September 16, 2010

Approve Treasurer's Warrants

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Parking Policies during Snowstorms
2. "Trip-Wing" Purchase & Install
3. Bill Labbe Pay Issue

**NEW BUSINESS:**

1. Ray Gannon Assessing Proposal
2. Fireworks Dates
3. NAWSP Membership Sign-Up
4. Surplus Property Purchase Proposal
5. MMA Annual Meeting Delegate

**OLD BUSINESS:**

1. Stumpage Permit

**OTHER:**

**SELECTBOARD CONCERNS:**

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(A) Personnel

**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**October 7, 2010**

**9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Public Works Foreman, Vaughn Devoe; Residents, Darey Gagnon and Brian Cote

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(E) Legal Advice-- **A motion was made by Ray Cyr to enter executive session per 1 M.R.S.A. 405 (6)(E) Legal Advice at 9:00 a.m. Christy Dicker seconded the motion. Motion carries. A motion was made by Ray Cyr to come out of executive session at 9:12 a.m. Christy Dicker seconded the motion. Motion carries. Attempts to contact attorney Fred Costlow by telephone were unsuccessful.**

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(A) Personnel --**A motion was made by Ray Cyr to enter executive session per 1 M.R.S.A. 405 (6)(E) Personnel at 9:13 a.m. Christy Dicker seconded the motion. Motion carries. A motion was made by Ray Cyr to come out of executive session at 9:34 a.m. Christy Dicker seconded the motion. Motion carries. It was agreed that Town Clerk Kathy Gagnon would take two vacation days off on Tuesday and Wednesday following the Monday Holiday.**

**Minutes of September 16, 2010— A motion was made by Christy Dicker to accept the minutes of the September 9, 2010 meeting, with an amendment to read "201 Cottage Road" under the item about "Culvert Extension." Ray Cyr seconded the motion. Motion carries.**

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):** Brian Cote discussed an issue with the outdoor lighting behind the Town Hall building. An adjustment to the position of a photo eye that operates one of the lights would yield savings because it is currently being set off by the position of another light. Maine Public Service may be able to help with this issue.

**PUBLIC WORKS ITEMS (IF ANY):**

1. **Parking Policies during Snowstorms—**Vaughn Devoe discussed the need for a policy prohibiting parking on the roads during snowstorms and for twenty-four hours following to allow for plowing and snow removal. The Selectboard agreed we need such a policy, and it should be communicated through signage and the Town newsletter, and first-time violators should be given one warning with a card or reminder on their windshield wiper.
2. **"Trip-Wing" Purchase & Install—**Vaughn Devoe explained the addition of a Trip-Wing device could prevent significant annual costs associated with replacing damaged mirrors and the like. The Selectboard said that Vaughn should research the cost of a Trip-Wing purchase. Jacks to hoist plow rigging were also discussed. That would qualify as a routine purchase under "Public Works Tools."
3. **Bill Labbe Pay Issue— A motion was made by Ray Cyr to offer Mr. Labbe \$13.00 per hour for the Winter back-up snowplow driver position. Christy Dicker seconded the motion. Motion carries.**

The Summer Seasonal Public Works position should be winding down to a close soon. Closing up the boat landing, the beach, and the picnic tables are some of the final projects for that position to help with before coming to an end for the year.

Vaughn Devoe said traditionally there has been a problem every year with people plowing snow from their properties across roads, which is illegal under Maine Law. The Selectboard agreed that if staff witnesses someone violating this, and it is a safety and property damage issue, staff is authorized to make a complaint to Law Enforcement authorities, and the Town will stand behind and support the complaint.

#### **NEW BUSINESS:**

1. Ray Gannon Assessing Proposal— **A motion was made by Ray Cyr to accept and sign Mr. Gannon's proposal to provide updated values for the two major Personal Property accounts, as required by Maine Revenue Services for the current Tax Commitment, for \$1,200.00. Christy Dicker seconded the motion. Motion carries.** The Selectboard directed Francis Grey to look into options for Personal Property assessing, and to find out who does the Personal Property assessing for the Town of Ashland. The Selectboard would like to have a quote from Mike MacPherson to do our yearly Personal Property assessing.

2. Fireworks Dates—The Selectboard agreed that, if the Town holds fireworks in 2011, then Sunday July 3<sup>rd</sup> would be a good date, following the Boat Parade Event on Sunday July 3<sup>rd</sup> at 3:00 PM.

3. NAWSP Membership Sign-Up—The Selectboard approved and signed the membership in the Northern Aroostook Well and Septic Program for Septic Grants and such for a two-year period for \$150.00.

4. Surplus Property Purchase Proposal—Francis Grey said he received an offer for two small green surplus file cabinets from Donald Belanger for \$20.00 each, or \$40.00 total. **A motion was made by Christy Dicker to sell the two surplus file cabinets to Mr. Belanger for \$40.00. Gary Hafford seconded the motion. Motion carries.**

5. MMA Annual Meeting Delegate—Francis Grey said we can name a delegate to attend the annual meeting as our representative, but no one at this time from Portage Lake is currently planning to attend. The Selectboard said we should budget and plan for someone from Portage Lake to attend the MMA Convention every year.

#### **OLD BUSINESS:**

1. Stumpage Permit—The Selectboard approved and signed the Stumpage Permit.

#### **OTHER:**

**SELECTBOARD CONCERNS:** It was noted that the work on the old Artesian Well house looks excellent. All that is left that is needed is some topsoil spread to match the new concrete footings.

The Selectboard agreed that payment should be made to Shamrock Construction for the work on the Pavilion Parking Lot.

Chairman Ray Cyr noted that the town received an opinion of the lumber value of the Tax-Acquired Gamaly property from Laura Audibert. She estimates approximately \$596.00 per acre in timber value for 57 acres, which would be approximately \$33,900 in value. The Selectboard said the property should be put out to bid, with the Town reserving the right to accept or reject any and all bids. The bid should be advertised and all parties who have previously



expressed an interest in the property should be notified of the advertisement.

Chairman Ray Cyr discussed the Purchase and Sale agreement the Housing Corporation has with the Hartmans for the property proposed for the Senior Housing Project. He is working on having an extension to the agreement signed, and ne would like to propose that Town raise the money to purchase the property for the Housing project and other Town purposes at a Town Meeting.

Chairman Cyr reported that the Acadian Heritage Council had a meeting and they approved our membership and they agreed to move the sign for the World Acadian Congress to include Portage Lake.

Christy Dicker said there is a grant-writing workshop on October 29 at Northern Maine Community College, and that she would like to attend.

Francis Grey said the Town has a short-term cash flow problem because of the delay in mailing out tax bills. The Selectboard agreed that the Town should do a short-term Tax Anticipation Borrowing.

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(E) Legal Advice—A motion was made by Ray Cyr to enter executive session per 1 M.R.S.A. 405 (6)(E) Legal Advice at 11:36 a.m. Christy Dicker seconded the motion. Motion carries. A motion was made by Ray Cyr to come out of executive session at 12:14 p.m. Christy Dicker seconded the motion. Motion carries. The Selectboard directed Francis Grey to follow-up and contact attorney Fred Costlow.

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(A) Personnel-- A motion was made by Ray Cyr to enter executive session per 1 M.R.S.A. 405 (6)(A) Personnel at 12:15 p.m. Christy Dicker seconded the motion. Motion carries. A motion was made by Ray Cyr to come out of executive session at 12:54 p.m. Christy Dicker seconded the motion. Motion carries. The Selectboard agreed that Francis Grey should be hired as Town Manager permanently and no longer be considered to be on probationary status. The Selectboard said they would be willing to look at a contract for Mr. Grey's employment as soon as other tasks permit.

A motion was made by Christy Dicker at 12:54 PM to adjourn. Gary Hafford seconded the motion. Motion carries. (Time 3 hrs. 54 min.)

**APPROVED:**

\_\_\_\_\_  
Ray Cyr, Chairman

\_\_\_\_\_  
*Gary Hafford*

Gary Hafford, Selectperson

\_\_\_\_\_  
*Christy A. Dicker*

Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE**

**SPECIAL SELECTBOARD MEETING**

**October 12, 2010**

**6:30 P.M.**

The meeting was called to order at 6:30 p.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Member, Gary Hafford; Town Manager, Francis Grey; Residents, Judy Moreau, Dan Higgins, Ken Fones, Clayton DeMerchant, Wilza Robertson, Paul Nason, Terry DeMerchant

**1. Consideration of Borrowing in Anticipation of Taxes**

The Selectboard members considered the following resolution:

Resolution of October 12, 2010

Voted: That the Board of Selectmen of the Town of Portage Lake hereby authorizes a borrowing in anticipation of tax receipts for the 2010 fiscal year in the original principal amount not to exceed Three Hundred Thousand Dollars (\$300,000.00) from Katahdin Trust Company on behalf of the Town with interest thereon at a rate of 2.98% per annum, principal and interest to be paid at maturity on December 31, 2010.

Voted: That under and pursuant to the provisions of Title 30-A M.R.S. Section 5771, the Board of Selectmen and the Treasurer of the Town be and they are hereby authorized to borrow in anticipation of tax receipts from Katahdin Trust Company in the name of the Town of Portage Lake the sum of up to Three Hundred Thousand Dollars (\$300,000.00) at the interest rate of 2.98%; and that the Board of Selectmen and the Treasurer be and they are hereby authorized to issue general obligation securities of the Town of Portage Lake in an aggregate principal amount not to exceed Three Hundred Thousand Dollars (\$300,000.00) and to execute and deliver a note or notes under the seal of the Town attested by the Town Clerk, dated on or about October 14, 2010 in such form as the Board of Selectmen and Treasurer may approve; and that the appropriate officials of the Town be and hereby are authorized to execute and deliver on behalf of the Town such documents and certificates as may be required in connection with such borrowing; and that no part of the proceeds of said borrowing shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the notes to be "arbitrage bonds" or "private activity bonds" within the meaning of Sections 148 and 141, respectively, of the Internal Revenue Code of 1986, as amended (the "Code"); and that the notes be designated as qualified tax-exempt obligations within the meaning of Section 265(b)(3) of said Code; and that the Board of Selectmen and the Treasurer be and they are hereby authorized to covenant on behalf of the Town to file any information report and pay any rebate due to the United States in connection with the issuance of the notes, to take all other lawful actions necessary to ensure the

interest on the notes will be excluded from gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the notes to become includable in the gross income of the owners thereof.

A motion was made by Ray Cyr to approve the resolution as presented. Gary Hafford seconded the motion. Motion carries.

A motion was made by Ray Cyr at 7:07 PM to adjourn. Gary Hafford seconded the motion. Motion carries. (Time 37 min.)

APPROVED:

\_\_\_\_\_  
Ray Cyr, Chairman

\_\_\_\_\_  
Gary Hafford, Selectperson

\_\_\_\_\_  
Christy Dicker, Selectperson

(not at meeting)

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**October 21, 2010**

**9:00 A.M.**

Call to Order

Attendance

Approve Minutes of October 7, 2010 and October 12, 2010

Approve Treasurer's Warrants

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Walking Trail Discussion
2. Installation of 4x6 timbers at Pavilion Parking Lot
3. Status of Hydraulic Cylinder on '89 International

**NEW BUSINESS:**

1. Danny Vaillancourt Volunteer Work
2. BETR Reimbursement Signing
3. Sign Election Warrant
4. Veterans' Flags at Cemeteries
5. Code Enforcement Permit Fees/Fines—Maggie Pierce

**OLD BUSINESS:**

1. Status of setting Mil Rate/Commitment
2. Gamaly Property out for bid
3. Closure of Recycle Center
4. Status of Debit Card
5. Meeting with Attorney Costlow

**OTHER:**

**SELECTBOARD CONCERNS:**

**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**October 21, 2010**

**9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Public Works Foreman, Vaughn Devoe; Resident, Brian Cote

Minutes of October 7, 2010— A motion was made by Christy Dicker to accept the minutes of the October 7, 2010 meeting, with an amendment to change "Boat Race Event" to read "Boat Parade Event" under the item about "Fireworks Dates." Gary Hafford seconded the motion. Motion carries.

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Walking Trail Discussion—Francis Grey said that he has serious concerns about the Walking Trail project. He made telephone calls to Walking Trail committee members on Friday, October 8<sup>th</sup> expressing concerns about the suitability of the material being used as base for drainage purposes. A Walking Trail committee meeting was held on Tuesday, October 12, and the committee members' consensus was to continue using the material but it should be screened. Francis Grey said that at the end of the October 12 meeting, the Draft Specifications sheet for the project was located by Francis Grey, Vaughn Devoe, and Corrine Routhier. Ray Cyr said that volunteer work is good for small projects, but a larger project such as the Walking Trail needs to be undertaken in a methodical fashion. Ray Cyr said he will work on a plan for how the project should be continued. Once we tally up how much of the project budget we have spent, the Selectboard may decide to put the rest of the project out to bid.

2. Installation of 4x6 timbers at Pavilion Parking Lot—Vaughn Devoe said that we have a number of timbers already in inventory that should be suitable for marking the Pavilion parking spaces. Ray Cyr asked that we get a count of what we have so we know what we need to purchase to finish the project.

3. Status of Hydraulic Cylinder on '89 International—Vaughn Devoe said that he and William Labbe have been working to diagnose the problem with the hydraulic system that operates the plow wing. They replaced the pump, but that did not fix the problem. Vaughn is attempting to contact Dana Cameron of John Deere for advice on the hydraulic cylinder.

**NEW BUSINESS:**

1. Danny Vaillancourt Volunteer Work—Francis Grey said he had been contacted by Sheila Pelletier about Danny Vaillancourt doing volunteer work around the municipal building. He might help with picking up in the book room, sweeping and dusting, or setting up and taking down for the monthly Over 50's luncheon. The Selectboard said that they have no objection to this.

2. BETR Reimbursement Signing—Ray Cyr, as Chair of the Board of Assessors, signed the BETR state reimbursement 801 forms for Portage Construction and for Maine Woods Company.

3. Sign Election Warrant—The Selectboard members signed the election warrant to elect a representative to M.S.A.D. # 32 School Board.

4. Veterans' Flags at Cemeteries—Francis Grey said he had been asked by Bud Clark who will be taking down the flags from the Veterans' graves at the cemeteries at the close of the season. The Selectboard said Francis Grey should contact Betty & Richard Bragdon to see if they are available to continue as they have in the past.

5. Code Enforcement Permit Fees/Fines—Maggie Pierce—Maggie Pierce said she would like to investigate what other towns charge for their building permits and fines in comparison to us. Maggie Pierce suggested that the cost of a building permit should reflect the Town's cost in paying for staff time to administer the permit. The Selectboard said they do not have a problem with Maggie Pierce collecting that information and studying the issue.

#### **OLD BUSINESS:**

1. Status of setting Mil Rate/Commitment—Francis Grey said that, now that he has Ray Gannon's updated value figures, he is planning to come in over the weekend to work on finalizing the commitment figures. The Selectboard said that either Monday evening or Tuesday would be good days to sign the commitment. Francis Grey said it had been suggested by Town Clerk Kathy Gagnon that we should invite the Selectboard to help stuff envelopes when the tax bills are ready to be printed.

2. Gamaly Property out for bid—Francis Grey said he had not yet had time to put this out to bid. The Selectboard said it should be done as soon as possible.

3. Closure of Recycle Center—Francis Grey said he had discussed this with Transfer Station operator Darey Gagnon, and that they had agreed and posted that Saturday, October 30 would be the last day for the season.

4. Status of Debit Card—The Debit Card is active and operational. It seems to be working well.

5. Meeting with Attorney Costlow—Francis Grey said he has not heard any confirmation from Mr. Costlow about scheduling something for Friday. Francis Grey will contact Mr. Costlow and find out if he wants to schedule a meeting and when.

Also under Old Business, Gary Hafford asked what is the status of the Defibrillator? Francis Grey said we need to purchase a case for it to go in. The Selectboard said it needs to be available as soon as possible.

**OTHER:** Francis Grey said the Town received our 2011 State Valuation from Maine Revenue Services. Portage Lake's 2011 State Valuation is to be \$72,300,000. That is very close to our 2010 State Valuation of \$72,450,000. It jumped that year from our 2009 State Valuation of \$60,850,000. That explains why our Certified Ratio has dropped from 100% for 2009 to 82.5% for 2010 and 84.7% for 2010 Short Year.

**SELECTBOARD CONCERNS:** Gary Hafford said we recently blew a tire on one of the Public Works trucks. He said

anything of this nature should be logged in an incident report. Records should be maintained for incidents similar to this in case documentation is required later.

Ray Cyr said the Selectboard should receive a Treasurer's report at least once per month to monitor the Town's financial condition, in order to avoid cash flow problems such as we have been experiencing, among many other reasons.

Francis Grey is supposed to arrange for Jay Kamm from NMDC to make a presentation about mapping. Improved maps are one of the things that will be needed if the Town is to move forward with plans for a business park.

The Town also wants to obtain quotes for Personal Property assessing services.

Brian Cote reminded the Selectboard to have the photo eye adjusted for the outdoor lighting.

The Selectboard discussed that Town Clerk Kathy Gagnon had a bad accident falling down stairs while on vacation in Connecticut. The Selectboard agreed that this would qualify as an "emergency expense" for part-time office coverage while she is out due to medical reasons.

**A motion was made by Christy Dicker at 10:42 PM to adjourn. Gary Hafford seconded the motion. Motion carries.**  
(Time 1 hr. 42 min.)

**APPROVED:**

\_\_\_\_\_  
Ray Cyr, Chairman

*Gary Hafford*

Gary Hafford, Selectperson

*Christy A. Dicker*

Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE**  
**SPECIAL SELECTBOARD MEETING**

**October 26, 2010**

**5:00 P.M.**

The meeting was called to order at 5:05 p.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford, Christy Dicker; Town Manager, Francis Grey

**1. Signing of Tax Commitment**

Details of the 2010 Short Year tax commitment for the six month fiscal period budget were discussed. Once all of the calculations for the commitment were completed and checked, a 0.0095 mil rate was selected for the six month tax commitment. This is compared to a 0.0141 mil rate for the 2009-2010 full year fiscal year tax commitment. Some of the reasons for such a high mil rate for a six month commitment are the following:

The town lost approximately \$2,500,000 from its personal property valuation ("tax base") due to updated figures for the two major personal property accounts prepared by Ray Gannon.

The Town's share of the School Budget for M.S.A.D. # 32 increased by 22% on an annual basis over the prior year. (Portage Lake's share went from 469,631.02 to 571,657.29 on an annual basis.) This may be partly explained by reduced State Aid to education, costs associated with building the new school, penalties assessed for failure to comply with the school consolidation law, and the Town's increased State Valuation when considered as part of the M.S.A.D. # 32 cost sharing formula, which 70% is based upon Valuation and 30% is based on Population.

The Town's share of Aroostook County Taxes increased by 13% on an annual basis over the prior year, and are due and payable in one payment that must be made during this six months.

The Town's State Revenue Sharing was reduced 48% from the prior year.

The Town Manager and the Selectboard re-iterated that the municipal portion of the tax commitment, which is the only portion which the Town has control over, was not increased, but was kept at exactly 50% of the prior year's municipal budget for a six-month operating budget period.

**The Selectboard Members signed the Tax Commitment papers.**

**A motion was made by Ray Cyr at 5:20 PM to adjourn. Gary Hafford seconded the motion. Motion carries. (Time 15 min.)**



**APPROVED:**

\_\_\_\_\_  
Ray Cyr, Chairman

Ray Hafford  
Gary Hafford, Selectperson

Christy A. Dicker  
Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**November 4, 2010**

**9:00 A.M.**

Call to Order

Attendance

Approve of Minutes: October 21, 2010

Approve Treasurer's Warrants

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Suggestions for Additional Plowing Backup

**NEW BUSINESS:**

1. Barb Pitcairn Audit Comments

2. John Maples Application for Abatement

3. Request for Study—Staying in MSAD # 32 Vs. Paying Tuition per Student

**OLD BUSINESS:**

1. Gamaly Property out for bid

**OTHER:**

**SELECTBOARD CONCERNS:**

**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**November 4, 2010**

**9:00 A.M.**

The meeting was called to order at 9:03 a.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Residents, Brian Cote, Judy Moreau, Brad St. Peter, Peter St. Peter, Barbara Pitcairn, Clayton DeMerchant, Paul Nason, Barbara Beaulier, Beatrice Cormier, Richard "Cubby" Casey, Don McNaught.

Minutes of October 21, 2010— **A motion was made by Christy Dicker to accept the minutes of the October 21, 2010 meeting. Gary Hafford seconded the motion. Motion carries.**

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Suggestions for Additional Plowing Backup—This item was not considered due to taking "New Business" item number one out of order, and subsequent early adjournment.

**NEW BUSINESS:**

1. Barb Pitcairn Audit Comments—Francis Grey suggested this item be taken out of order after the approval of the minutes at Barbara Pitcairn's request due to her schedule. Seeing no objection, Chairman Ray Cyr yielded the floor to Barbara Pitcairn.

Barbara Pitcairn produced copies of some handwritten notes pertaining to extended Selectboard terms, which Francis Grey had provided earlier to a member of the public, considering it a public document. Barbara Pitcairn said she feels that the Selectboard is not legally seated due to the extending of terms associated with the change in fiscal years and change in annual town meeting date, and therefore she feels that it is not a legal meeting. The Selectboard asked that a legal opinion on the concept of "holdover until their successors are elected and qualified" be obtained from the Maine Municipal Association. Pending the legal opinion, the Selectboard chose to adjourn the meeting at this time; please see below.

2. John Maples Application for Abatement—This item was not considered due to early adjournment.

3. Request for Study—Staying in MSAD # 32 Vs. Paying Tuition per Student—This item was not considered due to early adjournment.

**OLD BUSINESS:**

1. Gamaly Property out for bid—This item was not considered due to early adjournment.

**OTHER:** No other items were considered due to early adjournment.

**SELECTBOARD CONCERNS:** No Selectboard concerns were expressed due to early adjournment.

**A motion was made by Christy Dicker at 9:12 AM to adjourn. Gary Hafford seconded the motion.**

**Motion carries. (Time 0 hr. 9 min.)**

**APPROVED:**

\_\_\_\_\_  
Ray Cyr, Chairman

*Gary Hafford*  
\_\_\_\_\_  
Gary Hafford, Selectperson

*Christy A. Dicker*  
\_\_\_\_\_  
Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE**  
**SPECIAL SELECTBOARD MEETING**

**November 10, 2010 .**

**9:00 A.M.**

The meeting was called to order at 9:05 a.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Public Works Foreman, Vaughn Devoe; Residents, David Bolstridge, Rudy Boutot, Richard "Cubby" Casey, Brian Cote, Clayton DeMerchant, Dan Higgins, Judy Moreau, Barbara Pitcairn.

Barbara Pitcairn asked if the Town had obtained a legal opinion about the question of "elected municipal officials holding over until their successors are elected and qualified." Chairman Ray Cyr said yes. The Town Manager provided Ms. Pitcairn a copy of the legal opinion the Town had obtained from Maine Municipal Association.

1. Cottage Road Turnaround Project—Public Works Foreman Vaughn Devoe described a project he and the Town Manager would like to have done very soon before snow flies at the Cottage Road Turnaround. In order to improve drainage and prevent ice forming at the turnaround, they are proposing hiring a bulldozer to create a flat slope that would drain to the north. Vaughn estimated one day's work with a bulldozer would cost less than \$1,000. Several residents present expressed that they felt that the job should be done with town equipment instead. The Selectboard agreed they would like to have Vaughn do the project in-house with town equipment.

The Selectboard said they would like to have next week's meeting on Wednesday instead of Thursday due to scheduling conflicts. The Town Manager will post the meeting for Wednesday, November 17.

2. Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel—**A motion was made by Ray Cyr to go into Executive Session per 1 M.R.S.A. 405 (6)(A) Personnel at 9:35 AM. Gary Hafford seconded the motion. Motion carries.**

**A motion was made by Ray Cyr to come out of Executive Session at 10:25 AM. Gary Hafford seconded the motion. Motion carries.**

**A motion was made by Christy Dicker to authorize Ray Cyr to develop preliminary findings of fact and conclusions of law regarding the possible disciplinary action just discussed in executive session. The document containing these preliminary findings and conclusions shall be submitted to the board at its next meeting for further discussion in executive session. Gary Hafford seconded the motion. Motion carries.**

**A motion was made by Christy Dicker at 10:32 AM to adjourn. Ray Cyr seconded the motion. Motion**

carries. (Time 1 hr. 27 min.)

APPROVED:

---

Ray Cyr, Chairman

*Gary Hafford*

---

Gary Hafford, Selectperson

*Christy A. Dicker*

---

Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**November 17, 2010**

**9:00 A.M.**

Call to Order

Attendance

Approval of Minutes

Approve Treasurer's Warrants

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Suggestions for Additional Plowing Backup
2. Truck Oil Pan Leak
3. Winter Parking Ban Discussion

**NEW BUSINESS:**

1. Request for Study—Staying in MSAD # 32 Vs. Paying Tuition per Student
2. John Maples Application for Abatement
3. Audit Findings for 2010
4. Auditing Request for Proposals
5. Monthly Financial Update

**OLD BUSINESS:**

1. Sale of Gamaly Property
2. Walking Trail

**OTHER:**

**SELECTBOARD CONCERNS:**

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(E) Legal Advice

**EXECUTIVE SESSION** per 1 M.R.S.A. 405 (6)(A) Personnel

**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**November 17, 2010**

**9:00 A.M.**

The meeting was called to order at 9:00 a.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Public Works Foreman, Vaughn Devoe; Code Enforcement Officer, Maggie Pierce; Residents, Richard "Cubby" Casey, Brian Cote, Clayton DeMerchant, Darey Gagnon, William Labbe, Judy Moreau, Brad St. Peter, Peter St. Peter, Barbara Pitcairn.

Minutes of October 12, 2010— **A motion was made by Gary Hafford to accept the minutes of the October 12, 2010 meeting. Ray Cyr seconded the motion. Motion carries (Christy Dicker abstained).**

Minutes of October 26, 2010— **A motion was made by Christy Dicker to accept the minutes of the October 26, 2010 meeting. Ray Cyr seconded the motion. Motion carries.**

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Suggestions for Additional Plowing Backup—Francis Grey said that he and Vaughn had discussed that it would be a good idea to have some additional people available for back-up plow truck drivers if something should happen to Vaughn or Bill Labbe, or one of them needs to go out of town and a snowstorm occurs. The Selectboard agreed we should contact some people to see if they would be willing to serve in that capacity if needed.

2. Truck Oil Pan Leak—**A motion was made by Gary Hafford to replace the Oil Pan on the '89 International with a new one. Christy Dicker seconded the motion. Motion carries.**

3. Winter Parking Ban Discussion—Francis Grey said that after some thought, he realized that the Parking Ban proposed would require an ordinance vote at a Town Meeting. The Selectboard said that we should prepare such an ordinance for a Town Meeting vote in March.

Vaughn Devoe discussed options for replacing a blown tire on the backhoe. The Selectboard agreed that two matching "winter style" tires should be purchased.

**NEW BUSINESS:**

1. Request for Study—Staying in MSAD # 32 Vs. Paying Tuition per Student—Francis Grey said that a local resident requested that such a study be performed to examine whether it makes sense to stay in



the S.A.D. or tuition Portage Lake's students. Discussion focused on holding a public hearing with State Department of Education officials to explain what are Portage Lake's options and answer questions about our Cost Sharing Formula. Francis Grey will contact some officials to see what can be arranged.

2. John Maples Application for Abatement—Francis Grey recommended approval of the abatement application because Randy Tarr's adjustment to the property's value based on a crawl space and not a full basement had not been entered in the computer. **A motion was made by Christy Dicker to approve the abatement. Gary Hafford seconded the motion. Motion carries.**

3. Audit Findings for 2010—Ray Cyr directed attention to the Auditor's "Schedule of Findings," a list of four recommendations to improve the Town's financial procedures. Francis Grey is to get further clarification from the Auditor about his recommendations.

4. Auditing Request for Proposals—Francis Grey showed the Selectboard a Request for Proposals, or RFP document, for hiring a financial auditor that was used by the Town of Milford. The Selectboard said they would like to advertise for Auditor Proposals as soon as possible.

5. Monthly Financial Update—The Selectboard said they would like for the Town Manager to present a monthly Treasurer report as soon as possible. Francis Grey said he is collaborating on this with Lou Sandy Boutot, and he will have something for the Selectboard very soon.

#### **OLD BUSINESS:**

1. Sale of Gamaly Property—Francis Grey showed the Selectboard the Bid notice document he had developed and the brief advertisement to go along with it. Ray Cyr said the Bid information packet should include a copy of the tax map that illustrates the property location. The Selectboard agreed that the bids would be due on Wednesday, January 5<sup>th</sup> and be opened at a Selectboard meeting on Thursday, January 6<sup>th</sup>. Bidders will be asked to include a certified check or money order for 5% of their bid amount with their bid, and they will be given 30 days to complete the purchase. Checks provided by unsuccessful bidders will be returned to them.

2. Walking Trail—The Selectboard examined the invoices incurred to date for work on the Walking Trail project. The current invoices total approximately \$6,100 spent out of an approximately \$50,000 project budget. The Selectboard said they would like to go out to bid to hire a contractor to finish the project including the paving. Francis Grey is to prepare some bid spec documents.

**OTHER:** Ray Cyr reported that he and Darey Gagnon had attended a meeting of the Acadian Heritage Council in Madawaska and planned to attend another meeting Friday the 19<sup>th</sup> in St. Agatha.

Francis Grey said there is a meeting of the NASWA board for Solid Waste upcoming in Eagle Lake, and he would like to invite Darey Gagnon as the Transfer Station Operator, and all of the Selectboard members if they are interested.

Francis Grey had provided copy of an e-mail about the mapping being discussed for the business park

with Northern Maine Development Commission. He will ask Alain Ouellette to help us clarify what our next steps should be.

Code Enforcement Officer Maggie Pierce was present and gave the Selectboard a report on an enforcement action she is pursuing about a party who has cleared too many trees in the Shoreland Zone.

**SELECTBOARD CONCERNS:**

**EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(E) Legal Advice—A motion was made by Ray Cyr to enter executive session per 1 M.R.S.A. 405 (6)(E) at 11:16 AM. Gary Hafford seconded the motion. Motion carries. A motion was made by Ray Cyr to exit executive session at 11:34 AM. Christy Dicker seconded the motion. Motion carries.**

**EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(A) Personnel—A motion was made by Ray Cyr to enter executive session per 1 M.R.S.A. 405 (6)(A) at 11:38 AM. Christy Dicker seconded the motion. Motion carries. A motion was made by Ray Cyr to exit executive session at 12:03 PM. Christy Dicker seconded the motion. Motion carries.**

**A motion was made by Ray Cyr at 12:03 PM to adjourn. Christy Dicker seconded the motion. Motion carries. (Time 3 hr. 3 min.)**

**APPROVED:**

\_\_\_\_\_  
Ray Cyr, Chairman

  
\_\_\_\_\_

Gary Hafford, Selectperson

  
\_\_\_\_\_

Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**December 2, 2010**

**9:00 A.M.**

Call to Order

Attendance

Approval of Minutes

Approve Treasurer's Warrants

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Walking Trail
2. Cottage Road Turnaround

**NEW BUSINESS:**

1. Monthly Financial Report
2. Promptness of Bill Payments
3. Hartman Property
4. Job Description Updates of P.W. and Town Clerk
5. Purchasing Policy—Bid or Quote Minimum
6. World Acadian Congress/St. John Valley
7. 2011 Budget Preparation
8. Approval of Deputy Fire Warden Appointment
9. Loversa MacLean Application for Abatement

**OLD BUSINESS:**

1. Business Park Maps
2. Audit Findings & Recommendations
3. Bid for New Auditor
4. Gamaly Advertisement

**OTHER:**

**SELECTBOARD CONCERNS:**

**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**December 2, 2010**

**9:00 A.M.**

The meeting was called to order at 9:06 a.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; NMDC Planning & Development Director, Alain Ouellette; Residents, Nelson Bolstridge, Darey Gagnon.

Minutes of November 4, 2010—The Selectboard agreed they would not approve the November 4 minutes at this time because of inaccuracies in the current draft. They will consider a corrected version at their next meeting.

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Walking Trail—Francis Grey said he had begun soliciting for contract documents for similar projects to base our bid contract for the Walking Trail project on. The Selectboard said they want this for their next meeting.

2. Cottage Road Turnaround—Ray Cyr said he had heard that the school buses reported icy conditions at all three turnarounds, Cottage, West, and Hathaway Roads. Francis Grey said he will pass it on to Vaughn that they need additional sand.

**NEW BUSINESS:**

1. Monthly Financial Report—Francis Grey shared a draft report showing the Town's most recent Checking account statement balance reconciled with the Town's own TRIO accounting balance for the Checking account. The most recent report available at this time was as of October 31<sup>st</sup>. The Selectboard said they would like to see it improved with the most up-to-date information possible, and to keep working on it.

2. Promptness of Bill Payments—Francis Grey said the office was behind in their work already, and then with Kathy Gagnon losing time because of her back injury, the situation only got worse. At present, Kathy Gagnon is the only person fully familiar with the A/P Accounts Payable process. Christy Dicker said also when a check goes missing, we should put a "stop payment" on it with the bank and issue a new check. The Selectboard said we would like to have Corrine Routhier also doing A/P Warrants when needed. The Town needs to get caught up on paying all of our back bills.

3. Hartman Property—Ray Cyr said he would like for the Town to go forward with a warrant article at the next Town Meeting to purchase the Hartman Property adjacent to the Town Office. If the property were in Town ownership, that would greatly support the grant applications currently being worked on for the Housing Corporation. The Town could then re-sell a portion of the property to the Housing Corporation over time for the Senior Housing project, if all parties were favorable to that idea. Francis Grey said the property could be used for many good public purposes, including a potential new Fire Station some day. Ray Cyr said the next Housing Corporation meeting is now set for January 5<sup>th</sup>.

4. Job Description Updates of P.W. and Town Clerk—Ray Cyr said we need to locate the job descriptions for these positions, review and update them, and sign and date when they were approved. Francis Grey said we should probably also do one for the Part-time office position.

5. Purchasing Policy—Bid or Quote Minimum—The Selectboard asked Francis Grey to inquire of other Towns what is their minimum purchase amount without being required to obtain quotes or a bidding process. Francis Grey will report at the next meeting.

6. World Acadian Congress/St. John Valley—Ray Cyr said that he and Darey Gagnon attended a Maine Acadian Heritage Council meeting on November 19<sup>th</sup>. They are participating in the planning of the 2014 World Acadian Congress being held across Quebec, Maine, and New Brunswick. 300,000 people are expected to attend, and 30 direct jobs and 160 indirect jobs are expected to be created because of this event. The committee members present all agreed Portage Lake should be considered part of the St. John Valley. Donat Cyr is currently our representative for the Maine Acadian Heritage Council. Now that our membership is approved, we are expected to pay \$100 per year as dues. Ray Cyr said his next effort will be to get the local businesses and the newspaper to agree to carry the St. John Valley Times in Portage Lake.

7. 2011 Budget Preparation—The Selectboard reminded Francis Grey that it is time to start thinking about the new budget.

8. Approval of Deputy Fire Warden Appointment—**A motion was made by Christy Dicker to approve Francis Grey's appointment as Deputy Fire Warden. Gary Hafford seconded the motion. Motion carries.**

9. Loversa MacLean Application for Abatement—Francis Grey recommended the abatement be approved on the basis that MacLean had a homestead exemption that was never entered into the computer. **A motion was made by Christy Dicker to approve the abatement. Gary Hafford seconded the motion. Motion carries.**

#### **OLD BUSINESS:**

1. Business Park Maps—Alain Ouellette from NMDC said there are a number of things to consider if a business park is to be planned. He said granting agencies today are not likely to look favorably on a grant application to build a park if there is not private money committed to the project first. If you have a company that needs improved public services in order to carry out an expansion, then you may have a

case. He said we are right to be talking about a comprehensive plan update. He said he can put together a "flow chart" outlining a series of steps that would need to be undertaken in chronological order, and that is included in the dues that we pay as a member of NMDC. Alain mentioned that NMDC had submitted a proposal previously to perform mapping updates for the Town, but the Town opted at that time to go with a private company, Just Value Associates, to provide updated tax maps instead. Alain invited the Selectboard members to visit the NMDC office in Caribou, and the NMDC staff members can demonstrate their GIS mapping capabilities and discuss it further. He said once the Towns can do their own mapping, it is like empowering them to "drive their own bus" where they want to go with it. Alain Ouellette had to leave. Ray Cyr suggested Tuesday morning, December 7<sup>th</sup>, to try to arrange to meet at NMDC in Caribou. The Selectboard said we should form a committee to work on the business park issue.

2. Audit Findings & Recommendations—Francis Grey had contacted Peter Davis by e-mail and shared his responses to our request for additional clarification on the "Findings and Recommendations." Some of these items appear over and over from year to year in our audit, and we would like to address them once and for all. Peter Davis provided his example of how Segregation of Duties Can be Accomplished with 2 People. The point about Financial Statement Preparation seems to simply be stating that we have our Audit prepared by an outside firm. The point about Journal Entries would require that the Town Manager Date and Initial when these internal transactions between the Town's accounts are done. Performing the reconciliation of outstanding taxes to the ledger may take a little work to understand. When we go out to bid and hire a new auditor, a lot of things may be addressed and better learned through that process.

3. Bid for New Auditor—The Selectboard said this needs to be advertised as soon as possible. We want the new auditor to start working soon after the books close in January.

4. Gamaly Advertisement—Francis Grey asked if the Selectboard wanted to run the ad for the Tax Bid Sale once more. It costs about \$56.00 to run the ad each time. The Selectboard said we would like to run it one more time before bids come due in January.

**OTHER:** Francis Grey said that our State Representative, Ken Theriault, had referred him to Patricia Sutherland as someone knowledgeable to talk to about the School Cost Sharing Formula issue. She was the State Representative for District 7 including Chapman, Presque Isle, Masardis, Oxbow, and many other towns. While a State Representative she was the chairperson of the Education Committee in the legislature. She is also a Selectperson for the Town of Chapman. She was going to provide a list of additional contact people who may be helpful in understanding this issue, and look into the question of whether it is still possible for a Town to secede from an S.A.D. She said she would be willing to attend one of our Selectboard meetings and discuss what she knows about the issue with us. The Selectboard said they would like to arrange for Patricia Sutherland come to our next meeting, if possible.

Francis Grey reported he had attended a NASWA meeting with Darey Gagnon. NASWA confirmed the recent issue with promptness of payments, but Francis Grey said he was glad that he arrived with a check in his hand. Wallagrass has postponed a decision on withdrawing from NASWA until their March

Town Meeting. Francis Grey said he was pleasantly surprised that NASWA decided to move forward with the "Universal Recycling Technologies" company he had recommended out of Newport, Maine and Dover, New Hampshire for their Televisions, Computers, and other Universal Waste. The company will collect a truckload of bubble-wrapped televisions and such for a \$150.00 transportation fee. A deal like that is hard to refuse.

The ATV club has an opportunity to acquire a small building for use as a clubhouse. Some of the members began inquiring if there was a place on the town property where such a clubhouse could be located.

Francis Grey said that Mr. Donald Everett came in to the town office to pay the lease on the Seaplane Base, but after contacting Attorney Fred Costlow's office, he advised Mr. Everett that since both parties are represented by Counsel in an active lawsuit, he should conduct his business about the Seaplane Base through his attorney Mr. Rossignol.

**SELECTBOARD CONCERNS:**

**A motion was made by Ray Cyr at 11:32 AM to adjourn. Christy Dicker seconded the motion. Motion carries. (Time 2 hr. 26 min.)**

**APPROVED:**

\_\_\_\_\_  
Ray Cyr, Chairman

  
\_\_\_\_\_

Gary Hafford, Selectperson

  
\_\_\_\_\_

Christy Dicker, Selectperson

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**December 16, 2010**

**9:00 A.M.**

Call to Order

Attendance

Approval of Minutes—November 4, November 10, November 17, and December 2.

Approve Treasurer's Warrants

Monthly Financial Report

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Backhoe Engine Valve Lash Check
2. P.W. Foreman Job Description Update

**NEW BUSINESS:**

1. Patricia Sutherland—School Cost Share Formula Discussion
2. Stumpage Contract Extension
3. Snowmobile Club Funding Request
4. Registrar of Voters Appointment
5. Personnel Policy Update
6. Town Clerk Job Description Update
7. Quarterly Newsletter Update

**OLD BUSINESS:**

1. Town Mapping Update
2. Purchasing Policy – Bid or Quote Minimum
3. Elderly Housing Update
- ~~4. Gamaly Advertisement~~

**OTHER:**

**SELECTBOARD CONCERNS:**



**TOWN OF PORTAGE LAKE**

**SELECTBOARD MEETING**

**December 16, 2010**

**9:00 A.M.**

The meeting was called to order at 9:06 a.m. by Ray Cyr.

Present: Chairman, Ray Cyr; Selectboard Members, Gary Hafford and Christy Dicker; Town Manager, Francis Grey; Public Works Foreman, Vaughn Devoe.

Minutes of November 4, 2010—**A motion was made by Christy Dicker to approve the minutes as presented. Ray Cyr seconded the motion. Motion carries.**

Minutes of November 10, 2010—**A motion was made by Christy Dicker to approve the minutes as presented. Gary Hafford seconded the motion. Motion carries.**

Minutes of November 17, 2010—**A motion was made by Christy Dicker to approve the minutes as presented. Gary Hafford seconded the motion. Motion carries.**

Minutes of December 2, 2010—**A motion was made by Christy Dicker to approve the minutes with an amendment to read "steps that would need to be taken in chronological order" on page 3 under Business Park Maps. Gary Hafford seconded the motion. Motion carries.**

Monthly Financial Report—The Selectboard reviewed the financial report. It presents the most recent checking account statement balanced amount, plus subsequent deposits and minus subsequent warrant totals, to give a good up-to-date figure on the Town's current checking account balance. The bottom figure is \$257,194.57. The Selectboard said they like this format for now, so we will continue with it.

**COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):**

**PUBLIC WORKS ITEMS (IF ANY):**

1. Backhoe Engine Valve Lash Check—Vaughn Devoe had presented this as an opportunity to save \$500 if we decide to forego this maintenance check as part of the 1,000 hour maintenance work list. The Selectboard said we should follow the manufacturer's recommendations and have the procedure done to prevent the risk of future problems and needed repairs. **A motion was made by Ray Cyr that the Check should be done after the first of the year. Gary Hafford seconded the motion. Motion carries.**

2. P.W. Foreman Job Description Update—Vaughn Devoe and Francis Grey said that the Public Works Foreman position includes several duty areas that are not shown on the current job description, such as cemetery work, parks and picnic table maintenance, and annual put-in and take-out of docks and swimming area rope buoys. The Selectboard said they would like to see a revised list of duties for their

review and approval.

Vaughn Devoe said that we had received a complaint from one of the School Bus drivers about the road conditions during the recent snowstorm. Francis Grey and Vaughn are to contact the Bus supervisor about the complaint.

#### **NEW BUSINESS:**

1. Patricia Sutherland—School Cost Share Formula Discussion—Pat Sutherland unfortunately had to cancel due to a schedule conflict, but copies of her informational e-mail were shared. The Selectboard would still like to arrange a visit with her if possible. In the meantime, they said we would like to share the material she provided with interested local residents.

2. Stumpage Contract Extension—The Selectboard signed a one-month extension of the Stumpage Contract with Irving to expire February 1, 2011.

3. Snowmobile Club Funding Request—Francis Grey said he had a request from Ken Fones on behalf of the Snowmobile Club to donate or purchase two culverts for approximately \$400 to address a drainage and flooding problem with beavers across the 85 North Trail approximately 1.5 miles northwest of Oak Point. The Selectboard said unfortunately, it is not a budgeted expense, so we must encourage the Snowmobile Club to pursue other avenues to address this issue.

4. Registrar of Voters Appointment—The Selectboard signed the appointment paper.

5. Personnel Policy Update—Ray Cyr read through several changes he is proposing to the Town's Personnel Policy to bring it in line with our present practices. A few of the proposed changes need a little research to address questions on the proposed changes. Francis Grey will get answers on these questions and come back with a revised draft.

6. Town Clerk Job Description Update—Francis Grey and Kathy Gagnon are to review and revise the job description and then present it to the Selectboard.

7. Quarterly Newsletter Update—The Selectboard members are to go over what Ray Cyr has already written and contribute whatever additional material they can come up with. This is to be put out between Christmas and New Year's.

#### **OLD BUSINESS:**

1. Town Mapping Update—Gary Hafford, Christy Dicker, and Francis Grey had attended a meeting with NMDC officials in Caribou on December 7 about the mapping proposal and business park project. Alain Ouellette had emphasized the importance of getting the Planning Board involved for the purposes of Comprehensive Plan and Land Use Ordinance updates if needed. Francis Grey is to remind Alain Ouellette to provide us with a "flow chart" to help guide us on what needs to get done first.

2. Purchasing Policy – Bid or Quote Minimum—Francis Grey had provided copies of purchasing policies of six different towns which are fairly brief and to the point. The Selectboard will look them over to see if there are ideas in them we would like to put to use here.

3. Elderly Housing Update—Ray Cyr said he is meeting on January 3<sup>rd</sup> with Grant Writer Mary Walton at the USDA Rural Development Offices. Francis Grey said David Potter had told him he recently had a surgical procedure done, and expected to be recovering well.

4. Gamaly Advertisement—The advertisement was run again, and several people have been requesting copies of the information.

**OTHER:** Francis Grey said he felt a little over his head trying to write a bid contract for the Walking Trail Project as a non-engineer. David Hopkins of CES met with him and Ray Cyr on Monday the 13<sup>th</sup>, and he plans to give a cost estimate to write a bid contract for the project. Ray Cyr said he also knows someone who may be willing to help with this. We expect to be hearing more about this soon.

Ray Cyr said he would like to see a first draft of a budget by January 11<sup>th</sup> or 12<sup>th</sup>.

**SELECTBOARD CONCERNS:**

A motion was made by Ray Cyr at 12:31 AM to adjourn. Christy Dicker seconded the motion. Motion carries. (Time 3 hr. 25 min.)

**APPROVED:**

\_\_\_\_\_  
Ray Cyr, Chairman

  
\_\_\_\_\_  
Gary Hafford, Selectperson

Gary Hafford, Selectperson

  
\_\_\_\_\_  
Christy A. Dicker

Christy Dicker, Selectperson