

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

January 6, 2011

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; Code Enforcement Officer, Maggie Pierce; Residents, Brian Cote, A. Harold Cyr, Darey Gagnon, Paul Nason, Otis Nelson.

Minutes of December 16, 2010—**A motion was made by Christy Dicker to approve the minutes with an amendment to read "The advertisement was run again" on page 3 under Old Business #4, Gamaly Advertisement. Gary Hafford seconded the motion. Motion carries.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Tax Sale Bid Opening (Gamaly Property)—The bids for the Town's Tax Sale of Map 8, Lot 28-C, the former Gamaly property, were opened. The bids were as follows:

Robert Gough	\$5,125
William Beach	\$5,300
Charles Pollick	\$9,000
Arthur Ryzak	\$12,345
Stuart Long	\$14,000
Arthur Harold Cyr	\$15,055

A motion was made by Christy Dicker to award the bid to Arthur Harold Cyr. Gary Hafford seconded the motion. Motion carries (two in favor, Ray Cyr abstained).

2. TIF "Wish List"—MDOT Investment Program—Ray Cyr said he would like for the Town to explore the possibility of re-dedicating the funds in the TIF Development Program, or "Wish List," set aside for a Southbound Truck Lane and Scenic Turnout on Route 11 for Economic Development and Housing purposes. The amount of funds set aside in that category under "MDOT Investment Program" was \$102,250. This would allow for some of that money to be used for the Town's purchase of the Hartman property for the development of the Elderly Housing project. This was also discussed at the Housing Corporation meeting on Wednesday, January 5th. Ray Cyr said he would like to have Grant Writer Mary Walton work on answering some of the questions about whether this is possible and whether the State would approve of an amendment to the Town's TIF Development Program of this type. After the

Housing Corporation meeting, Francis Grey copied the most important TIF documents for Jen Curran to scan into electronic form for Mary Walton to work with.

3. Walking Trail Engineer Proposal—The Town had received a proposal to write the bid contract for the Walking Trail project from David Hopkins of CES Engineers. CES proposed to prepare the Contract Documents for \$2,000 to \$2,200. Pricing was also provided for other optional tasks such as Site Survey, Site Plan and Profile, Contract Assistance, Construction Layout, and Construction Observation. No decision was made at this time on this proposal. The Selectboard said they would like to get additional prices to do the contract documents from David Potter and B.R.S.A. Engineers.

4. Schedule Special Selectboard Meeting—Auditor Bid Opening—The Selectboard agreed to schedule a special meeting for Wednesday, January 12 at 2:00 PM. That is the deadline for Auditor proposals. Francis Grey will post the special meeting.

5. Status of 2011 Budget—Francis Grey said there are two other projects he needs to finish before getting to work on the budget. This needs to get moving as soon as possible.

OLD BUSINESS:

1. SAD # 32 School Withdrawal Process/Cost Share Formula—Francis Grey said he had telephoned Jim Rier at the Department of Education, but had not got ahold of him yet. He said he thinks S.A.D. # 32 should pursue a renewed round of consolidation because this is something the State would support and the Cost Sharing Formula would be addressed going through this process. It was suggested Francis Grey attend the next School Board meeting. Francis Grey is also to mail some information to Dan Levesque.

2. Personnel Policy—Final Review—Francis Grey showed a new draft of the Personnel Policy to the Selectboard. A table of contents has been added. The changes previously discussed have been made, except Francis Grey wanted to postpone a decision on deleting the passage about Compensatory Time Off, or comp time. The Selectboard said if he wants the Board to consider this further, please get something in writing that addresses the Board's concerns about the legality of comp time.

3. Purchasing Policy—Bid or Quote Minimum—The Selectboard members had examined several purchasing policies for other towns to see what their limits are before requiring a bid process. A motion was made by Christy Dicker to authorize the Selectboard to make purchasing decisions with budgeted funds for amounts up to \$5,000 without requiring a formal bid process. Gary Hafford seconded the motion. Motion carries.

4. Industrial Park—Ray Cyr said he has been hearing from business leaders that this would be a good time to start developing an industrial park. The first step would be to form a committee of interested people to work on plans for business park development. Francis Grey will put an item about this in the Quarterly Newsletter.

5. Signing of Previously approved abatements—The Selectboard signed the abatement book for the previously approved abatements for John Maples and Neil and Loversa MacLean.

6. Quarterly Newsletter—Francis Grey said he is working on this, and he will have it out as soon as possible.

7. Job Description Update, Public Works, Town Clerk, Deputy Clerk—Francis Grey shared the new version of the Public Works Foreman job description which has combined the list of duties created by Vaughn Devoe with the current job description. The Selectboard said they feel it is too lengthy and it should be condensed. Francis Grey will edit it to make it shorter.

OTHER: Code Enforcement Officer, Maggie Pierce said she found out that the Town's Shoreland Zoning Ordinance has only a conditional approval from the State of Maine D.E.P. The Town's Ordinance is missing certain language that is required by the State minimum guidelines. She said she is working on a revised ordinance to be adopted at the Annual Town Meeting.

SELECTBOARD CONCERNS:

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 10:54 AM. Christy Dicker seconded the motion. Motion carries. A motion was made by Ray Cyr to exit executive session at 11:48 AM. Christy Dicker seconded the motion. Motion carries.

EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(E) Legal Update of Attorney Fred Costlow—A motion was made by Ray Cyr to enter executive session per 1 M.R.S.A. 405 (6)(E) at 11:49 AM. Christy Dicker seconded the motion. Motion carries. A motion was made by Ray Cyr to exit executive session at 12:11 PM. Christy Dicker seconded the motion. Motion carries.

Ray Cyr said he is stepping down as Selectboard Chair. A motion was made by Ray Cyr to elect Christy Dicker as Selectboard Chair. Gary Hafford seconded the motion. Motion carries. Ray Cyr congratulated Christy on becoming the new Chair.

The Board discussed a quote that had been provided by Otis Nelson for a new metal roof for the Sand/Salt shed. The Board said that we need at least one other quote before any decision is made.

A motion was made by Ray Cyr at 12:32 PM to adjourn. Gary Hafford seconded the motion. Motion carries. (Time 3 hr. 27 min.)

APPROVED:

Christy A. Dicker

Christy Dicker, Chairperson

Raymond Cyr

Ray Cyr, Selectboard Member

Gary Hafford

Gary Hafford, Selectboard Member

TOWN OF PORTAGE LAKE
SPECIAL SELECTBOARD MEETING

January 12, 2011

2:00 P.M.

The meeting was called to order at 2:06 p.m. by Christy Dicker.

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

1. Bid Opening of Auditor Proposals—The Town received two bid proposals to do the Town's audit. The bids were as follows:

Chester M. Kearney, CPAs		Chad Bartley, CPA	
2010 Short Year	\$4,200	2010 Short Year	\$3,000
2011	\$4,300	2011	\$3,600
2012	\$4,400	2012	\$3,700
2013	\$4,500	2013	\$3,800
Four (4) audit total:	\$17,400	Four (4) audit total:	\$14,100

2. Consider Auditor Proposals— **A motion was made by Ray Cyr to accept Chad Bartley's bid proposal. Gary Hafford seconded the motion. Motion carries.**

OTHER: Francis Grey said he had tentatively scheduled a special meeting of the Selectboard with their attorney, Fred Costlow, to be held in executive session on Wednesday, January 19th at 1:00 PM. The Selectboard members agreed to this time for a meeting.

Francis Grey had obtained two quotes to put a new metal roof on the Sand and Salt shed building. The quotes were as follows:

Soucy Exterior Solutions	\$8,500
Modern Roofing & Siding Co.	\$4,995

A motion was made by Ray Cyr to accept the bid from Modern Roofing & Siding for \$4,995. Gary Hafford seconded the motion. Motion carries. The Selectboard agreed to request a brown color to match the existing as close as possible.

Christy Dicker noted that she was glad to see the Town now flying the flag at half-staff as it should be out of respect for the shooting victims in Arizona. It was noted that the Post Office always knows when the flag is to be flown at half-staff.

Francis Grey noted that the Selectboard members had been provided copy in their mailboxes of the new draft of the Shoreland Zoning ordinance Maggie Pierce has been working on. This will address the issue

that our current ordinance has only a conditional approval from the Maine D.E.P. because it is missing some of the language that is required in the state minimum guidelines. This new version will also address some of the concerns about the prior ordinance not addressing mobile homes and R.V.'s (winnebagos).

Ray Cyr shared an e-mail from Mary Walton with questions about the TIF Development Program "Wish List." The Selectboard told Francis Grey to refer her to Greg Cyr, who was very familiar with the TIF negotiations back in 1998 as the top person for Maine Woods Company at the time.

A motion was made by Ray Cyr at 3:43 PM to adjourn. Gary Hafford seconded the motion. Motion carries. (Time 1 hr. 37 min.)

APPROVED:

Christy A. Dicker

Christy Dicker, Chairperson

Raymond Cyr

Ray Cyr, Selectboard Member

Gary Hafford

Gary Hafford, Selectboard Member

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

January 20, 2011

9:00 A.M.

Call to Order

Attendance

Approval of Minutes—January 6, 2011 and January 12, 2011

Approve Treasurer's Warrants

Monthly Financial Report

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

1. Walking Trail Project Discussion with David Potter, Grant Writer

NEW BUSINESS:

1. Public Hearing on New General Assistance Ordinance Maximums

2. Adoption of New General Assistance Ordinance Maximums (Appendicies A, B, and C)

3. Mary Walton Grant Writer Agreement

4. Approval of Fire Department Officers

OLD BUSINESS:

1. SAD # 32 School Cost Share Formula

2. Personnel Policy/Comp Time MMA Written Decision

3. Status of 2011 Budget

4. Update on New Auditor

5. Status of Newsletter

6. Review of Town Manager Project List

OTHER:

SELECTBOARD CONCERNS:

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

January 20, 2011

9:00 A.M.

The meeting was called to order at 9:03 a.m. by Christy Dicker.

Present: Chairperson, Christy Dicker; Selectboard Member, Gary Hafford; Town Manager, Francis Grey; Public Works Foreman, Vaughn Devoe; Grant Writer, David Potter.

Minutes of January 6, 2011 and January 12, 2011—**A motion was made by Gary Hafford to approve the minutes as presented. Christy Dicker seconded the motion. Motion carries.**

Monthly Financial Report—Francis Grey said the Town's balanced checking account, minus warrants written and plus deposits made since December 31, is \$118,279.10. He said that \$4,000 for the Pavilion and \$15,388 for the Walking Trail were deposited from the TIF account, as approved at Town meeting. Also, \$7,375.20 and \$10,902.38 were deposited from the Norstate Equipment Reserve account for the prior year's plow truck and backhoe loan payments, respectively. Also, \$14,302.25 was paid for the Tax acquired property (Gamale property) sale.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):
PUBLIC WORKS ITEMS (IF ANY):

1. Walking Trail Project Discussion with David Potter, Grant Writer—David Potter led a discussion about the Walking Trail project. David Potter went through and discussed the project budget that was created as part of the grant application for the "Recreational Trails Program" grant. When the project budget was designed, David Potter put it together with the assistance of Rita Sinclair, Vaughn Devoe, and Corrine Routhier, based on certain assumptions. One assumption was that the Public Works department would be providing a good deal of the work, using rented equipment when something was called for that the Town doesn't have. Another assumption was that the work would be completed in 2010, with estimated 2010 prices being used. Vaughn Devoe said he would like to rent a heavy roller to compact the portion of the base that has already been laid. Vaughn said he would like to move and stockpile ledge from the town pit in late April or May, which is typically a slow period preceding Memorial Day. Vaughn said he would like to modify and upgrade the screener in order to screen the material. David Potter said that some elements of the project such as the required sign should be worked on over the winter. The Selectboard decided that Vaughn should work on the trail project as time permits. The Selectboard members thanked David Potter for such an informative discussion, and said there were details about the project they were never aware of previously.

NEW BUSINESS:

1. Public Hearing on New General Assistance Ordinance Maximums—Christy Dicker opened the public hearing at 10:21 A.M. Francis Grey reviewed the Maximum Appendices and how they are adjusted for inflation every year to determine applicants either eligible or ineligible for General Assistance. Christy Dicker closed the public hearing at 10:30 A.M.

2. Adoption of New General Assistance Ordinance Maximums (Appendices A, B, and C)—The Selectboard members signed the adoption papers to adopt the new G.A. Maximum amounts.

3. Mary Walton Grant Writer Agreement—Francis Grey said that unfortunately, we received this late prior to the last Selectboard meeting and forgot to have it considered while the meeting was in session. This agreement is to allow Mary Walton to invoice us separately from David Potter. The agreement is the same as the one we have now with David Potter except Mary Walton's hourly rate is \$30 instead of \$26 per hour, and Mary Walton is requesting to be allowed to attend meetings via telephone if needed because of medical reasons. The Selectboard members signed and executed the agreement.

4. Approval of Fire Department Officers—Francis Grey shared the following list of officers as proposed by the Fire Department members: David Bolstridge, Chief; Brian Cote, Assistant Chief; Brad Boutot, Captain; Dan Perreault, Lieutenant; David Pierce, Secretary; Tom Raymond, Training Officer. **A motion was made by Gary Hafford to approve the Fire Department Officers. Christy Dicker seconded the motion. Motion carries.**

OLD BUSINESS:

1. SAD # 32 School Cost Share Formula—Francis Grey said he had telephone conversations with Superintendent Gehrig Johnson and with Jim Rier of the State Department of Education. Based on his research so far, he has identified three potential options that could be pursued to address Portage Lake's issues with the Cost Share Formula:

A. S.A.D. #32 to pursue consolidation with another district into an R.S.U. This would eliminate a \$63,000 S.A.D.-wide "non-consolidation" penalty, and it would allow for re-negotiating the cost sharing formula during the R.S.U. planning process. However, if the S.A.D. #32 School Board does not want to pursue this, it is their option. One particular Town cannot compel the School Board to do it.

B. Portage Lake to follow the process outlined in Statute to Amend the Cost-Share Formula. This would compel the S.A.D. Board to form a committee with representation from all Towns to study and propose an amendment if the committee feels the Formula can be improved. The amendment would have to be approved by the voters S.A.D.-wide. This option was pursued in 2007, but the committee formed at the time felt it was unlikely that the majority of voters would approve a plan that would increase their share, so the effort was not pursued any further at that time.

C. Portage Lake to follow the process outlined in Statute to petition to withdraw from S.A.D. #32. This would put it before the voters of Portage Lake to approve the spending for the studies required for withdrawal and form a "withdrawal committee" to prepare the Town's "withdrawal agreement." This agreement would spell out how all of the education needs of the Town's students would be met, including tuition and transportation. The Commissioner of Education must approve the agreement. Once approved by the commissioner, the agreement goes to the town's voters. A two-thirds (2/3)

majority is required for approval. The Town remains responsible for its share of the S.A.D.'s bonded indebtedness, including the costs of the new school which was previously approved by the voters.

The Selectboard directed Francis Grey to attend the School Board meetings and to continue to research what are the available options to address Portage Lake's concerns.

2. Personnel Policy/Comp Time MMA Written Decision—The Selectboard members had received copies of a decision that had been provided by MMA Legal Services via e-mail. The Selectboard members said that as long as this Comp Time arrangement is legal, they don't have a problem with the Town continuing it. The updated draft of the Personnel Policy will be considered for final approval at a future meeting.

3. Status of 2011 Budget—The Selectboard members and the Town Manager agreed that they will have a budget draft for February 3rd.

4. Update on New Auditor—Francis Grey said he has called Chad Bartley to ask when he will sign an agreement with us. Christy Dicker said she would like to be notified when he is coming so she can talk to him about her observations about the Town's finances. We hope to have an agreement signed and his list of items soon so the audit can be begun.

5. Status of Newsletter—The Newsletter is almost finished. It will be out any time.

6. Review of Town Manager Project List—The Selectboard and the Town Manager went through a list of projects that had been created by Ray Cyr in May. Many of the projects have been worked on or completed, some are still outstanding. Performance appraisals are to be done in February. "Swim at own risk" signs are to be erected at the Town Beach. Training is to be arranged for hunt/fish licenses and ATV/snowmobile/boat registrations to be done on the State "MOSES" computer program. The effort to better organize the filing system in the Town Office should continue.

OTHER:

SELECTBOARD CONCERNS:

A motion was made by Gary Hafford at 12:06 PM to adjourn. Christy Dicker seconded the motion. Motion carries. (Time 3 hr. 3 min.)

APPROVED:

Christy A. Dicker

Christy Dicker, Chairperson

Raymond Cyr

Ray Cyr, Selectboard Member

Gary Hafford

Gary Hafford, Selectboard Member

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

February 3, 2011

9:00 A.M.

Call to Order

Attendance

Approval of Minutes—January 20, 2011

Approve Treasurer's Warrants

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Consider Selectboard Resignation
2. Signing of Auditor Agreement
3. Stumpage Agreement Amendment
4. 2011 Budget
5. Lawn Mowing Proposal

OLD BUSINESS:

1. Personnel Policy

OTHER:

SELECTBOARD CONCERNS:

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

February 3, 2011

9:00 A.M.

The meeting was called to order at 9:03 a.m. by Christy Dicker.

Present: Chairperson, Christy Dicker; Selectboard Member, Gary Hafford; Selectboard Member, Ray Cyr by telephone speaker-phone; Town Manager, Francis Grey; Resident, Pat Raymond.

Minutes of January 20, 2011—A motion was made by Gary Hafford to approve the minutes with the following changes: under Monthly Financial Report change "Norstar" to "Norstate" and change last sentence to read, "\$14302.25 was paid for the Tax acquired property (Gamaly property) sale." Under Walking Trail Project Discussion, to add: "The Selectboard decided that Vaughn should work on the trail project as time permits." Christy Dicker seconded the motion. Motion carries.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Consider Selectboard Resignation—Ray Cyr and Christy Dicker both noted they are sorry to see Gary resign from the board due to medical reasons. A motion was made by Ray Cyr to accept Gary Hafford's resignation, effective as of 2011 Annual Town Meeting. Christy Dicker seconded the motion. Motion carries. Kathy Gagnon will be issuing nomination papers as Town Clerk for candidates to fill the vacancy on the Selectboard.

2. Signing of Auditor Agreement—Francis Grey provided copies of the amended auditor agreement Chad Bartley has agreed to. References to additional insurances not relevant to performing the audit have been eliminated, and the auditor's indemnification of the Town from claims arising from his performance of the agreement has been kept. Christy Dicker signed copies of the agreement as Chairperson.

3. Stumpage Agreement Amendment—The Town Forest Committee had discussed a reduction of \$3.00 per ton in stumpage rates for a particular area near Mosquito Brook that had been requested by Matt Stedman of Irving Woodlands LLC as they had looked closer into one of the areas to be cut. Francis Grey had provided background material from Town Forester Laura Audibert and said that the Committee is recommending the reduction because a thinning is being proposed that will improve the value in the longer term but which is not profitable in the short term as far as volume of product produced. Pat Raymond said as Chair of the Forest Committee he is recommending the reduction as good stewardship of the resource which the Town owns. The volume to be removed from the low

thinning section is estimated to be 300 to 350 tons. This would reduce the income to the Town from this cut by about \$900 to \$1,000. **A motion was made by Gary Hafford to approve the stumpage rate reduction request as presented. Christy Dicker seconded the motion. Motion carries.**

4. 2011 Budget—Francis Grey presented the board with his budget document, however it was not yet complete. S.A.D. # 32 Superintendent Gehrig Johnson had said that Portage Lake's share of the school budget was estimated to increase approximately \$109,000 from 2010-2011 fiscal year to 2011-2012 fiscal year. This is due to an approximately \$12,000,000 increase in the Town's State Valuation, from 60,850,000 in 2009 to 72,450,000 in 2010. The S.A.D. receives a corresponding drop in its education subsidy accompanying the Town's increase in State Valuation. Portage Lake's share had already increased by \$102,000 from 2009-2010 fiscal year to 2010-2011 fiscal year. We had thought that that increase was partly due to the increased State Valuation, but apparently the impact of that has not been felt yet. The Board agreed to schedule a Special meeting for Tuesday, February 8th at 9:00 AM to go over the 2011 Budget.

5. Lawn Mowing Proposal—Francis Grey shared a proposal from Brian Hews of Washburn to mow the Town's properties in the summer for \$5,700. Mr. Hews approached the Town about doing this along with a bid he is submitting to mow the Catholic cemetery for the Church. The Selectboard said that as far as we know, Ken Fones is planning to mow again for the Town in 2011. The Selectboard said we would like to continue with our in-house mowing operation with Ken Fones at this time.

OLD BUSINESS:

1. Personnel Policy—Francis Grey had provided copy to the Selectboard Members of the Personnel Policy draft based upon Ray Cyr's written comments. Changes and deletions are based on Ray's comments, except the part about "comp time" was kept. The Selectboard agreed they would wait to give final approval to the changes until Ray Cyr comes back to town.

OTHER:

The Selectboard noted with regret that Taunja Jandreau had resigned as volunteer Recreation Director.

The Selectboard will be holding a Special Meeting on Friday, February 11 at 9:00 AM for an executive session with their attorney Fred Costlow about the Seaplane Base lawsuit.

The Quarterly Newsletter was published recently, but no one has heard any comments about it yet.

Francis Grey told the Board he and his wife are expecting their third child soon.

SELECTBOARD CONCERNS:

A motion was made by Gary Hafford at 10:09 AM to adjourn. Christy Dicker seconded the motion. Motion carries. (Time 1 hr. 6 min.)

APPROVED:

Christy A. Dicker
Christy Dicker, Chairperson

Raymond Cyr
Ray Cyr, Selectboard Member

Gary Hafford
Gary Hafford, Selectboard Member

TOWN OF PORTAGE LAKE
SPECIAL SELECTBOARD MEETING

February 8, 2011

9:00 A.M.

The meeting was called to order at 9:08 p.m. by Christy Dicker.

Present: Chairperson, Christy Dicker; Selectboard Member, Gary Hafford; Selectboard Member, Ray Cyr by telephone speaker-phone; Town Manager, Francis Grey; Residents, Clayton DeMerchant, Ken Fones, Danny Higgins, Judy Moreau, Otis Nelson.

1. Review of 2011 Budget—Francis Grey went over his draft budget document. Several items were noted that should be further clarified.

10-01-124 LABOR under Administration—past year expenditures should be explained.

10-01-146 TRIO Agreement—This year's amount needs to be verified.

10-01-999 MISC—past year expenditures should be explained.

10-03-100 ASSESSING—Francis Grey is expecting proposals from two companies to do our Personal Property assessing. Also, \$20,000 was planned as part of the Maine Woods TIF Development program to go towards Revaluation expenses. Francis Grey is to check with Alain Ouellette about the strings attached to using these funds for revaluation expenses. One estimate of the total cost of a Town-wide revaluation was ~\$35,000.

10-04-122 SEPTIC PUMPED OUT under Town Hall—We need to know when this was done last and when it will be needed again.

10-04-124 LABOR under Town Hall—past year expenditures should be explained; how is this different from the regular PAYROLL account under Town Hall?

10-04-133 FURNACE LABOR & PARTS—We have been having a lot of service calls lately. Is it possible that problems were not diagnosed and fixed on the first call? Should we have an efficiency test done on our boilers?

10-05-100 PLANNING & APPEALS BOARDS—They have not been spending much, but they may have costs upcoming associated with updating the Town's Comprehensive Plan.

10-06-100 C.E.O.—This was to be considered preliminary until Maggie Pierce gets to look at it.

10-11-209 INCOME PROTECTION PLAN—It was considered to discontinue this to help offset potential employee raises.

10-14-100 TOWN HALL IMPROVEMENTS—What the Town Hall needs is to have its water supply improved so it is potable water. The water should be tested to see what is wrong with it.

10-17-125 TAX INCREMENT FINANCING PLAN—The Town plans to provide updated and expanded information in this year's Town Report about the balances in the TIF Development Program accounts.

25-21-999 MISC—The Town should try to collect back what it is owed by the owner of an injured dog who was put to sleep at the Town's expense.

At 10:55, the Selectboard recessed for a short break. Re-convened at 11:00.

45-30-121 WOOD CHIPPING—How come we pay to have this done, shouldn't the person be paying us for what they keep in wood chips? **This was later answered, we are low volume, so the chips don't pay for the mobilization cost.**

50-50-999 MISC—past year expenditures should be explained.

55-25-100 BEAUTIFICATION—The Board moved to increase the request from \$350.00 to \$700.00.

60-61-115 WELL WATER TEST under Parks—This was a one-time, not a recurring expense, so can be eliminated. Christy and Gary will be examining our Campground License paperwork to see what our limitations are for a pump out facility for campers and R.V.'s.

60-61-116 ARTESIAN WELL & BEACH WELL under Parks—past year expenditures should be explained.

60-61-121 REPAIRS under Parks—past year expenditures should be explained.

60-61-123 TOILET RENTAL under Parks—Is there an opportunity to save money here by going with a different company?

60-61-124 LABOR under Parks—past year expenditures should be explained; how is this different from the regular PAYROLL account under Parks?

61-61-100 FIREWORKS—The Selectboard agreed they would include this on the warrant if the Townspeople wish to support it, however they give no Recommendation for it.

64-64-911 PORTAGE LAKE ASSOCIATION—Those present expressed a desire to see the Lake Association's financial report showing what they do with their annual \$500 appropriation.

65-62-911 PORTAGE LAKERS SNOWMOBILE CLUB—The Selectboard agreed that like last year, they will give no Recommendation for this warrant article.

70-70-351 et al. SOCIAL SERVICES—The Selectboard agreed they would like to fund the same groups they have traditionally done in past years.

80-76-911 SCHOLARSHIPS—The Selectboard determined that we need to raise \$1,500 for Scholarships again this year.

85-61-131 STREETLIGHTS—There is a sub-account under Streetlights for Beach/Campground/Parks lights. The way this is presented is confusing, perhaps our Auditor can offer advice on improving this when he reviews our Chart of Accounts?

OTHER:

A motion was made by Ray Cyr at 1:04 PM to adjourn. Gary Hafford seconded the motion. Motion carries. (Time 3 hrs. 56 min.)

APPROVED:

Christy A. Dicker
Christy Dicker, Chairperson

Raymond Cyr
Ray Cyr, Selectboard Member

Gary Hafford
Gary Hafford, Selectboard Member

TOWN OF PORTAGE LAKE

SPECIAL SELECTBOARD MEETING

February 11, 2011

9:00 A.M.

The meeting was called to order at 9:05 a.m. by Christy Dicker.

Present: Chairperson, Christy Dicker; Selectboard Member, Gary Hafford; Selectboard Member, Ray Cyr by telephone speaker-phone; Town Manager, Francis Grey; Town Clerk, Katherine Gagnon; Attorney, Fred Costlow; MMA Risk Management Claims Representative, Peter Tanous.

1. Nomination Papers for Selectboard Vacancy—Town Clerk Kathy Gagnon explained that the Shortened Nomination process provided in Statute for the filling of an unanticipated Selectboard vacancy requires the Board to designate at least ten days for nomination papers to be available for circulating and collecting signatures and for the filing deadline to be at least fourteen days before election day. Kathy Gagnon provided suggested dates that nomination papers be available on Monday February 14, 2011 and that the filing deadline be set for Monday, February 28, 2011. **A motion was made by Ray Cyr to designate nomination papers be available for the remainder of the term expiring March 2012 on February 14, 2011, and that the filing deadline be set for February 28, 2011. Gary Hafford seconded the motion. Motion carries.**

OTHER: Christy Dicker said she had looked into a question about the cost of having wood chipped at the Transfer Station, and found that the Town is charged because the small quantity of wood the Town chips is not enough to pay for the mobilization and set-up costs of chipping the wood. Christy Dicker said she would like to see the Town's D.E.P. License for the Transfer Station.

2. EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(E) Legal Advice from Attorney—**A motion was made by Christy Dicker to enter executive session per 1 M.R.S.A. 405 (6)(E) at 9:52 AM. Ray Cyr seconded the motion. Motion carries. A motion was made by Christy Dicker to exit executive session at 11:20 AM. Ray Cyr seconded the motion. Motion carries.**

A motion was made by Ray Cyr at 11:20 AM to adjourn. Gary Hafford seconded the motion. Motion carries. (Time 2 hrs. 15 min.)

APPROVED:

Christy A. Dicker

Christy Dicker, Chairperson

Raymond Cyr

Ray Cyr, Selectboard Member

Gary Hafford

Gary Hafford, Selectboard Member

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

February 17, 2011

9:00 A.M.

Call to Order

Attendance

Approval of Minutes—February 3, 2011, February 8, 2011, and February 11, 2011

Approve Treasurer's Warrants

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Ashland Community Center Proposal
2. Road Project Reserve CD Account
3. Bill to Create a St. John Valley Regional Planning Commission
4. Proposed Hall Rental Rules
5. Approval of BETR Reimbursement Application

OLD BUSINESS:

1. Status of 2011 Budget/Schedule Budget Committee Meeting

OTHER:

SELECTBOARD CONCERNS:

EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(E) Legal Update of Attorney

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

February 17, 2011

9:00 A.M.

The meeting was called to order at 9:05 a.m. by Christy Dicker.

Present: Chairperson, Christy Dicker; Selectboard Member, Gary Hafford; Selectboard Member, Ray Cyr by telephone speaker-phone (joined in progress later in the meeting); Town Manager, Francis Grey.

Minutes of February 3, 2011, February 8, 2011, and February 11, 2011—**A motion was made by Gary Hafford to approve the minutes from all three meetings as presented. Christy Dicker seconded the motion. Motion carries.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Ashland Community Center Proposal—Francis Grey shared a letter from the Town of Ashland seeking our input on acquiring the old elementary school building for a community center. The Selectboard said we should respond that we do not feel that a new community center building is a high priority for us at this time.

2. Road Project Reserve CD Account—The Selectboard agreed we will combine the \$27,000 Katahdin Road Project Reserve account and the \$51,000 Norstate Road Project Reserve account into a one-year CD at Norstate with a 1.30 % interest rate.

3. Bill to Create a St. John Valley Regional Planning Commission—Francis Grey received a phone call from the Town Manager of Van Buren, Thomas Cannon, requesting our support on a bill introduced in the legislature by Bernard Ayotte, the District 3 Representative from Caswell, to create a new St. John Valley Regional Planning Commission that would take over the functions of Northern Maine Development Commission in the St. John Valley. The Selectboard said we should request a copy of their bill, and then we can know what we are being asked to take a position on.

4. Proposed Hall Rental Rules—Town Clerk Kathy Gagnon had created a checklist of clean-up items that should be addressed by users of our Town Hall facility before turning it back over to us. **A motion was made by Gary Hafford to accept the Hall Rental Rules as proposed. Christy Dicker seconded the motion. Motion carries.**

5. Approval of BETR Reimbursement Application—Christy Dicker signed the BETR Application for Portage Wood Products as Chair of the Board of Assessors.

OLD BUSINESS:

1. Status of 2011 Budget/Schedule Budget Committee Meeting—The Selectboard agreed we would like to post the first Budget Committee meeting for Thursday, February 24. Francis will contact the Budget Committee Chairperson, Judy Moreau, to see if she agrees, and post the meeting.

Also for the budget, Francis Grey will contact a local contractor to obtain a simple budget figure for a storage building addition to be added to the rear of the Sand/Salt building.

OTHER: Francis Grey shared a letter from Raymond Chasse resigning as our representative to the Northwestern Aroostook County Septage Board (NACSB). Sharon Everett has also resigned as the Site Administrator for the NACSB. The Selectboard said we should Post that we are seeking someone to replace Raymond Chasse as our NACSB representative.

Francis Grey said he has a new Stumpage Agreement from Irving that he would like for the Forest Committee to provide a recommendation on before a final decision by the Selectboard. The Forest Committee meets on Tuesday, February 22, and the Selectboard would have to consider it at their next meeting to follow. Francis Grey called Peter Tabor of Irving to ask if this timeline would work for them, and he said it would.

SELECTBOARD CONCERNS: Gary Hafford said he would like to see more use of the '89 International Truck.

Several individuals were discussed as potential Moderators for our upcoming Town Meeting.

The meeting was joined in progress at this point by Ray Cyr over telephone speaker-phone.

EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(E) Legal Update of Attorney—A motion was made by Christy Dicker to enter executive session per 1 M.R.S.A. 405 (6)(E) at 10:36 AM. Ray Cyr seconded the motion. Motion carries. A motion was made by Christy Dicker to exit executive session at 10:56 AM. Ray Cyr seconded the motion. Motion carries.

A motion was made by Gary Hafford at 11:00 AM to adjourn. Christy Dicker seconded the motion. Motion carries. (Time 1 hr. 55 min.)

APPROVED:

Christy A. Dicker
Christy Dicker, Chairperson

Raymond Cyr
Ray Cyr, Selectboard Member

Gary Hafford
Gary Hafford, Selectboard Member

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

March 3, 2011

9:00 A.M.

Call to Order

Attendance

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Consider Personal Property Assessing Quotes
2. Consider Resignation from Budget Committee
3. Consider Appointing John Gagnon to Budget Committee, Three year term ending 2013
4. Consider Appointing Pat Raymond to Budget Committee, Three year term ending 2013

OLD BUSINESS:

OTHER:

SELECTBOARD CONCERNS:

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

March 3, 2011

9:00 A.M.

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

Present: Chairperson, Christy Dicker; Selectboard Member, Gary Hafford; Town Manager, Francis Grey.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Consider Personal Property Assessing Quotes—The town received the following two quotes for Personal Property Assessing Services:

Raymond Gannon:	4,000 for all accounts the first year
Saco, Maine	3,000 for all accounts, subsequent years

Michael MacPherson:	"not to exceed" 4,500 for all accounts the first year
Presque Isle, Maine	"not to exceed" 2,500 to 3,000 for all accounts, subsequent years

A motion was made by Gary Hafford to accept Michael MacPherson's bid for personal property assessing services. Christy Dicker seconded the motion. Motion carries.

2. Consider Resignation from Budget Committee—The Selectboard had received a written resignation from Judy Moreau as Chair of the Budget Committee. **A motion was made by Gary Hafford to accept Judy Moreau's resignation. Christy Dicker seconded the motion. Motion carries.**

3. Consider Appointing John Gagnon to Budget Committee, Three year term ending 2013—**A motion was made by Gary Hafford to appoint John Gagnon to a three year term on the Budget Committee ending in 2013. Christy Dicker seconded the motion. Motion carries.**

4. Consider Appointing Pat Raymond to Budget Committee, Three year term ending 2013—**A motion was made by Gary Hafford to appoint Pat Raymond to a three year term on the Budget Committee ending in 2013. Christy Dicker seconded the motion. Motion carries.**

OLD BUSINESS: Several potential candidates to Moderate the upcoming Town Meeting were discussed.

OTHER:

SELECTBOARD CONCERNS:

A motion was made by Gary Hafford at 9:42 AM to adjourn. Christy Dicker seconded the motion.
Motion carries. (Time 42 min.)

APPROVED:

Christy A. Dicker
Christy Dicker, Chairperson

Raymond Cyr
Ray Cyr, Selectboard Member

Gary Hafford
Gary Hafford, Selectboard Member

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

March 10, 2011

9:00 A.M.

Call to Order

Attendance

Approval of Minutes—February 17, 2011 and March 3, 2011

Approve Treasurer's Warrants

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Anita Theriault—Troy Jackson State Land Purchase Proposal
2. David Farnum—Deer Yard Issue
3. Irving Woodlands 2011 Stumpage Agreement
4. Grace Nason—Pancake Breakfast and Whoopie Pie Festival
5. Consider Contract for Personal Property Assessing for Just Value Associates
6. Status of Town Meeting Warrant

OLD BUSINESS:

OTHER:

SELECTBOARD CONCERNS:

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

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

March 10, 2011

9:00 A.M.

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

Present: Chairperson, Christy Dicker; Selectboard Members, Ray Cyr and Gary Hafford; Town Manager, Francis Grey; Town Forester, Laura Audibert; Code Enforcement Officer, Maggie Pierce; Residents, Brian Condon, Clayton DeMerchant, Cathie Farnum, David Farnum, Darey Gagnon, John Hanling, Mary Ellen Hanling, Steve Jandreau, Bob Kirkpatrick, Judy Moreau, Grace Nason, Paul Nason, Otis Nelson, Barbara Pitcairn, Chuck Pollick, Pat Raymond, Anita Theriault, Laurel Theriault, Guest, Ked Coffin.

Minutes of February 17, 2011 and March 3, 2011—**A motion was made by Ray Cyr to approve the minutes from both meetings as presented. Gary Hafford seconded the motion. Motion carries.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS): Christy Dicker asked if there were any public comments not pertaining to items already listed on the agenda. There were none.

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Anita Theriault—Troy Jackson State Land Purchase Proposal—Anita Theriault had requested an agenda item because herself and other townspeople are concerned about the impact the proposed cut in the Town forest land may have on the deer population. State Senator Troy Jackson had stopped in to visit the Town Manager, Francis Grey, and told him about \$5 million in state funds set aside for land purchase in Aroostook County as a result of the Katahdin Lake/Baxter State Park land deal. Anita Theriault asked if the Town was interested in selling their land to the State. Ray Cyr said he had contacted the Bureau of Parks and Lands who would be managing the land if it was sold to the State. Ray Cyr said the Bureau of Parks and Lands would be managing the land in much the same way we do. Laura Audibert said that the Forest Committee and herself try to manage the land in a way that promotes new growth and is beneficial to the deer. Francis Grey said, doesn't the committee's awareness of the deer yard regulations and their efforts to follow them show that the system is working? Pat Raymond said, if we did nothing, then the forest would fall on top of itself, eventually leading to blowdowns and potential fires. He said the purposes of this are to maintain and promote overstory cover for the deer in the longer term, and to provide shoots and cuttings that provide food for the deer in the short term. Barb Pitcairn said cutting 45 cord on six acres is not a significant cut. David Farnum said, the state previously was managing deer yards according to the same regulations, and that's why those areas aren't supporting deer and the deer have come to Portage. Judy Moreau said, how do you know for sure the Town of Portage owns the land, what methods will be used to the cut, and what will be cut? Laura Audibert said a cable skidder and a chainsaw will be used, and she will

ribbon the areas or mark each individual tree to be cut. She said in one 3-acre area spruce and fir, some popple, some hardwood (red maple, yellow birch, and sugar maple) will be cut. In the other area primarily popple will be cut. Grace Nason said, if the deer are there now, "if it ain't broke, don't fix it." Ked Coffin said, this cut as proposed on this particular six acres is not motivated by profit. It is inefficient to carry out such a small cut. The motivations of the committee are because it is the right thing to do for the forest and for the deer. He said the land is a great asset, he believes in private property rights, and the Town shouldn't give it up. Brian Condon said the Forest Committee is a group of people who volunteer their time because they care about the forest. He said, if you're not going to follow the work and the recommendations of the committee, then you might just as well get rid of the committee. Laura Audibert said she has some detailed photographs of the area proposed to be cut on her computer. The meeting took a short break while people gathered around Laura's computer to look at the photographs. Christy Dicker called the meeting back to order at 10:08 a.m. She said she is closing the public comment portion at this time. **A motion was made by Ray Cyr that the Town not pursue a land sale to the State of Maine at this time. Gary Hafford seconded the motion. Motion carries.**

2. David Farnum—Deer Yard Issue—David Farnum said that he had specifically requested an agenda item for the Selectboard to make a decision on whether to cancel the cut because he feels it increases problems with too many coyote preying on the deer. Pat Raymond said the Town's forest land is not one person's playground. **A motion was made by Ray Cyr to continue in the current direction developed by Town Forester Laura Audibert and the Forest Advisory Committee. Gary Hafford seconded the motion. Motion carries.**

3. Irving Woodlands 2011 Stumpage Agreement—Francis Grey said the Stumpage Agreement was given an approval recommendation by the Forest Committee at their February 22 meeting. The Stumpage Agreement does not give detail of the areas to be cut, just lists commodity prices of the various wood products. Compared to last year, softwood is down, and popple is up. Laura Audibert said that "Schedule A" of the agreement lists the properties to be cut as large tracts, but the details of what is to be cut are subject to change, so are kept in a separate Harvest Plan. She said the Stumpage Agreement specifies 380 tons of softwood and 500 tons of hardwood on the "G1306" tract, and 500 tons of softwood and 200 tons of hardwood on the Portage 100% owned parcel. **A motion was made by Ray Cyr to accept the Stumpage Agreement as written. Gary Hafford seconded the motion. Motion carries.**

4. Grace Nason—Pancake Breakfast and Whoopie Pie Festival—Grace Nason said the Selectboard and the Town Office staff are invited to cook and serve at the Pancake Breakfast on Saturday, March 19. Grace said August 20 has been selected as the date for the "Whoopie Pies and More" festival. Each local club and organization is being invited to participate with a booth and to enter their best Whoopie Pie recipes for judging and recognition. The date is being planned in anticipation of gearing up every year in August until the World Acadian Congress in August 2014. The Selectboard said everyone can agree on that.

5. Consider Contract for Personal Property Assessing for Just Value Associates—Francis Grey pointed out

that in Mr. MacPherson's proposed contract outlining his services, his timeline culminates in a July commitment of 2011 municipal taxes. The Selectboard had previously expressed a desire to see tax bills sent out much earlier than July. The Selectboard said for Francis Grey to find out if either this schedule could be compressed or if Personal Property could be done separate from Real Estate taxes.

6. Status of Town Meeting Warrant—Francis Grey asked if the Selectboard could attend a Special Meeting to approve a Town Meeting Warrant on Monday, March 14 at 9:00 a.m. The Selectboard said that would work for them.

OLD BUSINESS: Francis Grey shared an updated financial report since certain questions about the Town's checkbook balance were resolved. The Town ran End Of Year process twice for 2010, once on June 30 and once after December 31, and that created some confusion in the TRIO computer system. This led to a discussion about our new auditor, Chad Bartley, and his prior discussion with Christy Dicker about a re-vamp of our Chart of Accounts. Our goal this year is to fix our problems with TRIO.

Darey Gagnon asked what is the status of the Industrial Park concept. The next step would be to form a committee. Interested members were solicited in the last quarterly newsletter. It was suggested that Darey Gagnon, Ray Cyr, Pat Raymond, and Brian Condon would be good people to have on the Industrial Park committee.

The Town still needs to post for a volunteer to serve as our representative to the Northwestern Aroostook County Septage Board to replace Ray Chasse.

OTHER: Code Enforcement Officer Maggie Pierce requested a copy of the Five-Year Land Management agreement for the Town Forest with Irving Woodlands to help resolve an ownership issue for the Planning Board meeting. Ray Cyr gave her his copy. Maggie Pierce also updated the Selectboard on an ongoing Land Use violation involving excessive tree cutting. She is making one more attempt to get voluntary compliance from the individual before seeking court action.

SELECTBOARD CONCERNS: The Selectboard asked about the Transfer Station reports to the D.E.P. Francis Grey said that Maggie Pierce is getting tonnage and volume information from Jim Nadeau at N.A.S.W.A. for our old reports. Lou Pizzuti of D.E.P. has agreed to approve a new reporting form that will be designed specifically for Portage Lake Transfer Station to simplify the data collection and reporting process.

Employee evaluations need to be done as soon as possible.

A figure is still needed for updating the Veterans' Honor Roll for the budget. Christy Dicker will try to get a good estimated figure.

Ray Cyr said the Housing Corporation will be making a presentation at the Over 50's Lunch on March 29th. WAGM TV is planning to do a story about the Elderly Housing project. This will be very good publicity for the Elderly Housing project.

EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(A) Personnel—This item listed on the agenda was not taken up at this time at the preference of the Selectboard.

A motion was made by Gary Hafford at 11:53 AM to adjourn. Christy Dicker seconded the motion. Motion carries. (Time 2 hr. 53 min.)

APPROVED:

Christy A. Dicker
Christy Dicker, Chairperson

Raymond Cyr
Ray Cyr, Selectboard Member

Gary Hafford
Gary Hafford, Selectboard Member

TOWN OF PORTAGE LAKE
SPECIAL SELECTBOARD MEETING

March 14, 2011

9:00 A.M.

The meeting was called to order at 9:01 a.m. by Christy Dicker.

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

1. Review Town Meeting Warrant—The Selectboard and the Town Manager read through the draft Town Meeting Warrant. The Selectboard adjusted several of their recommendations in the Warrant in consideration of the recommendations put forward by the Town Budget Committee.

The Board recessed for a short break at 10:06 a.m. Called back to order at 10:13 a.m.

The Selectboard approved the addition of a warrant article for \$3,500 for updates to the Veterans Honor Roll. This is the only item brought forward after the deliberations of the Town Budget Committee, and so appears with no recommendation either yes or no from the Budget Committee.

The Board discussed having two warrant articles to determine the Town's wishes regarding the Seaplane Base structure. One article would ask if the townspeople are in favor of repairing or replacing the structure. Another article would ask if the townspeople are in favor of having the structure removed.

OTHER: The Selectboard heard a proposal from Public Works Foreman Vaughn Devoe to hire Portage Construction to provide a grader and operator to open up ditches that are plugged with snow. This would be for approximately a half-day of work, from four to five hours, to cost approximately \$500. The Selectboard felt that a grader is the right piece of equipment for the job in front of us, as opposed to the Backhoe. **A motion was made by Ray Cyr to hire Portage Construction's grader and operator for approximately one-half day. Gary Hafford seconded the motion. Motion carries with two in favor (Christy Dicker abstained).**

2. 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 12:25 PM. Gary Hafford seconded the motion. Motion carries. A motion was made by Ray Cyr to exit executive session at 1:04 PM. Gary Hafford seconded the motion. Motion carries.**

A motion was made by Ray Cyr at 1:04 PM to adjourn. Gary Hafford seconded the motion. Motion carries. (Time 4 hrs. 3 min.)

APPROVED:

Christy A. Dicker
Christy Dicker, Chairperson

Raymond Cyr
Ray Cyr, Selectboard Member

Gary Hafford
Gary Hafford, Selectboard Member

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

March 17, 2011

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):

NEW BUSINESS:

1. Signing of Town Meeting Warrant Approved with Changes 3/14/2011

OLD BUSINESS:

OTHER:

SELECTBOARD CONCERNS:

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

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

March 17, 2011

9:00 A.M.

The meeting was called to order at 9:02 a.m. by Christy Dicker.

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

Minutes of March 10, 2011—A motion was made by Ray Cyr to approve the minutes as presented, except to correct spelling of “popple” under item # 1 of New Business, if needed. Gary Hafford seconded the motion. Motion carries.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Signing of Town Meeting Warrant Approved with Changes 3/14/2011—The Selectboard went through and checked all of the changes they had made to the Draft Town Meeting Warrant on Monday, 3/14. The Warrant before the Board is the official copy that will be posted. Unsigned copy went to the printers in Caribou with the rest of the Town Report pages the day before, March 16.

It was discussed that the Cemetery Committee should develop and recommend a policy regarding perpetual care and the use of cemetery lot sale funds.

The Selectboard discussed a spreadsheet about the TIF Development Program accounts that Francis Grey had made for the Town Report book. Ray Cyr said we should roll over the funds that are set aside for a southbound truck lane on Route 11 into the amount set aside for Industrial Park development. Francis Grey said that will probably require amendment approval from the State Economic Development Department.

The Selectboard signed the official copy of the Town Meeting Warrant with their changes.

OLD BUSINESS: Ray Cyr said he would like to approve the new Personnel Policy that the Board had worked on. Francis Grey retrieved the new Personnel Policy. Christy Dicker noted that the Board Chairperson shown on the signature page is now incorrect because of the change in Chairpersons. Francis Grey asked if the Board would object to holding a Special Meeting on Thursday, March 24, to address loose ends such as this before the election and change in board membership. The Selectboard agreed to have a Special Meeting on Thursday, March 24.

The Selectboard said we should go ahead and sign Michael MacPherson's agreement to perform the Personal Property assessing. The Selectboard signed the Agreement for Services as presented.

OTHER: Ray Cyr said the Housing Corporation has recently discovered additional expenses to the Senior Housing project that hadn't previously been considered. As a result, the project may experience additional delays.

SELECTBOARD CONCERNS: The Selectboard said the Town Manager must schedule employee evaluations as soon as possible.

EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(A) Personnel—A motion was made by Christy Dicker to enter executive session per 1 M.R.S.A. 405 (6)(A) at 10:15 AM. Ray Cyr seconded the motion. Motion carries. A motion was made by Ray Cyr to exit executive session at 10:46 AM. Gary Hafford seconded the motion. Motion carries.

A motion was made by Ray Cyr at 10:46 AM to adjourn. Gary Hafford seconded the motion. Motion carries. (Time 1 hr. 44 min.)

APPROVED:

Christy A. Dicker
Christy Dicker, Chairperson

Raymond Cyr
Ray Cyr, Selectboard Member

Gary Hafford
Gary Hafford, Selectboard Member

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

March 24, 2011

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. Street Sweeping Broom Idea

NEW BUSINESS:

1. TIF Funds RE: Fire Department Radio Equipment

OLD BUSINESS:

1. Personnel Policy Approval
2. TIF Appropriations Resolution
3. Gamaly Property Quitclaim Deed

OTHER:

SELECTBOARD CONCERNS:

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

March 24, 2011

9:00 A.M.

The meeting was called to order at 9:04 a.m. by Christy Dicker.

Present: Chairperson, Christy Dicker; Selectboard Members, Ray Cyr and Gary Hafford; Town Manager, Francis Grey; Fire Chief, David Bolstridge; Assistant Chief, Brian Cote; Public Works Foreman, Vaughn Devoe; Residents, Darey Gagnon, Barbara Pitcairn.

Minutes of March 14, 2011 and March 17, 2011—**A motion was made by Ray Cyr to approve the minutes as presented. Gary Hafford seconded the motion. Motion carries.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

1. Street Sweeping Broom Idea—Vaughn Devoe said since we are now looking at the annual cost of hiring a company to clean up our roads each spring, it occurred to him to look into the cost of a broom attachment for the backhoe that would allow us to do it in-house. The Selectboard agreed they would like him to find out prices for sweeping equipment, and if it is cost effective, we will pursue it further.

NEW BUSINESS:

1. TIF Funds RE: Fire Department Radio Equipment—David Bolstridge and Brian Cote said a new FCC license and a new radio repeater will be needed before a mandatory frequency conversion in 2013. Also the Fire Department's pagers will have to be re-programmed to work with the new frequencies. The cost of doing all of this may be over \$8,000. The question was, can the funds in the TIF Development Program set aside for Fire Department be used for these radio equipment needs? The Selectboard said Francis Grey should inquire with Alain Ouellette of NMDC and State Economic Development about whether this is doable, and what procedures are needed to carry out the financial aspect of it. Specifically, is Town Meeting approval as an appropriation needed for the use of TIF funds. **A motion was made by Ray Cyr to approve the use of the TIF funds for the Fire Department Radio Equipment Needs, pending other required approvals if needed. Gary Hafford seconded the motion. Motion carries.**

OLD BUSINESS:

1. Personnel Policy Approval—The updated Personnel Policy was signed as presented.
2. TIF Appropriations Resolution—Francis Grey presented a resolution he had prepared primarily for documentation purposes to go into our files to outline what had already been approved and carried out

regarding the use of TIF funds for the Pavilion Parking Project and the Walking Trail. **A motion was made by Ray Cyr to approve the TIF Resolution, pending further advice from Alain Ouellette. Gary Hafford seconded the motion. Motion carries.**

3. Gamaly Property Quitclaim Deed—The Quitclaim deed was signed as presented.

OTHER: The Selectboard discussed a spreadsheet Francis Grey had put together comparing the costs of continuing with MMA Unemployment Insurance versus going as a “taxable employer” with the State of Maine unemployment pool through the Quarterly 941 payroll filing for State tax withholding and unemployment insurance. **A motion was made by Ray Cyr to switch from being a “direct reimbursement employer” to being a “taxable employer” effective January 1, 2012. Gary Hafford seconded the motion. Motion carries.**

Francis Grey presented a response from MMA Legal Services about an error on Town Meeting Warrant article # 22 about membership dues. They had advised that the way the article is written and posted, it is a capped article, and the amount cannot legally be increased, even though it is in error. Therefore, this will have to be addressed and corrected later.

The Selectboard discussed a financial update about the status of the Town’s checking account balance.

Ray Cyr said the Forestry Committee is putting off the rest of their planned cut until January because the conditions are currently too wet.

Ray Cyr said the Housing Corporation is now not planning to file a Rural Development Section 515 Loan Application this year because of new wrinkles that have been discovered in the needs of financing the whole project.

The Selectboard discussed the procedure to be used tomorrow at the Town Meeting in regards to the duties of presiding over the Election and presiding over the Warrant Articles being split between Lou Sandy Boutot and David Dunlavey as Moderator and Deputy Moderator, respectively.

SELECTBOARD CONCERNS:

A motion was made by Ray Cyr at 10:53 AM to adjourn. Gary Hafford seconded the motion. Motion carries. (Time 1 hr. 49 min.)

APPROVED:

Christy Q. Dicker
Christy Dicker, Chairperson

Ray Cyr, Selectboard Member

Gary Hafford, Selectboard Member

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 7, 2011

9:00 A.M.

Call to Order—Note Change in Membership:

1. David Pierce has been elected & sworn to Ray Cyr's seat;
2. Otis Nelson was Certified the winner of remainder of Gary Hafford's term after Recount Hearing of March 28, however Superior Court Judge Kevin Cuddy has granted injunction prohibiting him taking office, therefore there are currently only two Selectboard Members.

Attendance

Approval of Minutes

Approve Treasurer's Warrants

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Selection of Chairperson
2. Determine Regular Meeting Times of the New Board
3. Revising Lists of Estates Taxable, as Noticed on Page One of Town Report
4. Ray Cyr Update on 2014 World Acadian Congress Celebrations

OLD BUSINESS:

OTHER:

SELECTBOARD CONCERNS:

EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(E) Legal Advice Conference Call (If Needed)

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

April 7, 2011

9:00 A.M.

The meeting was called to order at 9:04 a.m. by Christy Dicker. The following was noted:

1. David Pierce had been elected & sworn to Ray Cyr's seat;
2. Otis Nelson was certified the winner of the remainder of Gary Hafford's term after the Recount Hearing of March 28, however Superior Court Judge Kevin Cuddy granted an injunction prohibiting him taking office, therefore there are currently only two Selectboard Members.

Present: Chairperson, Christy Dicker; Selectboard Member, David Pierce; Town Manager, Francis Grey; Fire Chief, David Bolstridge; Assistant Chief, Brian Cote; Residents, Nelson Bolstridge, Bonnie Condon, Ray Cyr, Clayton DeMerchant, Judy Moreau, Frank Taylor.

Minutes of March 24, 2011—**A motion was made by Christy Dicker to approve the minutes as presented. Ray Cyr also examined the minutes as an ex-officio member and gave his approval. David Pierce seconded the motion. Motion carries.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Selection of Chairperson—**A motion was made by David Pierce that Christy Dicker should continue as Chairperson. Christy Dicker seconded the motion. Motion carries.**
2. Determine Regular Meeting Times of the New Board—**A motion was made by David Pierce that the Selectboard hold regular meetings on the first and third Wednesday evenings of each month at 6:30 PM. Christy Dicker seconded the motion. Motion carries.**
3. Revising Lists of Estates Taxable, as Noticed on Page One of Town Report—Francis Grey said this was the taxpayers' opportunity to bring forth any corrections to the lists of property the Town taxes them on. Seeing none present, the Selectboard moved on to their next item.
4. Ray Cyr Update on 2014 World Acadian Congress Celebrations—Ray Cyr said that this event is sure to have a major economic impact on local businesses and the Town of Portage Lake. Planning for the event, to be held jointly in Maine, Quebec, and New Brunswick, is well under way. The next World Acadian Congress meeting will be held on May 17 in Madawaska. Ray Cyr and Darey Gagnon are both looking for someone to replace them as Portage Lake's representatives to the planning meetings. The W.A.C. planning committee is asking each Town involved for a contribution of \$1 per capita. In Portage

Lake's case, that would be \$390. Portage Lake has also committed to \$100 for our membership in the Maine Acadian Heritage Council. It was noted the \$390 could be raised at a special town meeting at the same time we appropriate the correct amount for our NMDC and Maine Municipal dues. The sign in Winterville Plantation is to be moved to include Portage Lake as soon as the frost melt allows.

OLD BUSINESS:

OTHER: It was noted that with the two existing vacancies on the Planning Board, plus Brian Condon completing his term and not wishing to be re-appointed, and Thomas Mastro informing Maggie Pierce he will not be returning after his leave of absence, that there are now four vacancies on the Planning Board, counting the Alternate position. Bonnie Condon and Jeanne Long are the only two members remaining seated. The Selectboard said that we need to post for Planning Board members immediately because they will not be able to have a quorum. One application for Planning Board member had been received from Terriann DeMerchant. **A motion was made by David Pierce to table the application from Terriann DeMerchant until the next meeting pending more information about the candidate, and that the open positions be advertised immediately. Christy Dicker seconded the motion. Motion carries.**

It was noted that Brian Cote's term is up on the Board of Appeals and there is also a vacancy there. **A motion was made by Christy Dicker to appoint Brian Cote to a one-year term on the Board of Appeals expiring in 2012. David Pierce seconded the motion. Motion carries.** The Selectboard asked Francis Grey to inquire whether Danny Higgins was also willing to continue on the Board of Appeals.

EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(E) Legal Advice Conference Call—A motion was made by David Pierce to enter Executive Session per 1 M.R.S.A. 405 (6)(E) for the Legal Conference Call with attorney Brent York at 9:53 AM. Christy Dicker seconded the motion. Motion carries.

A motion was made by Christy Dicker to exit Executive Session at 10:17 AM. David Pierce seconded the motion. Motion carries.

A motion was made by David Pierce to agree to an Order of the Court for a run-off election to be held between Otis Nelson and Barbara Pitcairn for the one-year Selectboard term. Christy Dicker seconded the motion. Motion carries.

SELECTBOARD CONCERNS:

A motion was made by Christy Dicker that Corrine Routhier should attend the Elections training for New Clerks being held in Waterville on May 10. David Pierce seconded the motion. Motion carries.

Christy Dicker said she would like to attend a training about public relations in Augusta on June 21.

Christy Dicker said she has a candidate in mind to serve on the NACSB Septage Board for Portage Lake. She will approach the individual and discuss it with them.

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 20, 2011

6:30 P.M.

Call to Order

Attendance

Approval of Minutes April 7, 2011

Approve Treasurer's Warrants

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Planning Board Appointment(s)
2. Maine Acadian Heritage Council Representative Appointment
3. Banking Issues
4. Public Safety Dispatching Contract

OLD BUSINESS:

1. St. John Valley Regional Planning Commission

OTHER:

SELECTBOARD CONCERNS:

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

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

April 20, 2011

6:30 P.M.

The meeting was called to order at 6:31 p.m. by Christy Dicker.

Present: Chairperson, Christy Dicker; Selectboard Member, David Pierce; Town Manager, Francis Grey; Town Clerk, Katherine Gagnon; Residents, Brian Cote, Ray Cyr, Clayton DeMerchant, Jim Dumond, Darey Gagnon, Ken Fones, Dan Higgins, Barbara Pitcairn, Anita Theriault, Laurel "Bo" Theriault.

Minutes of April 7, 2011—**A motion was made by David Pierce to approve the minutes as presented. Christy Dicker seconded the motion. Motion carries.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS): Dan Higgins said he had three points. One, Superintendent Gehrig Johnson has an open phone line and says he is willing to help us with any information we need. Two, our state valuation is our biggest problem. We have the highest valued lake. Three, there are some tires down at the Pavilion he would like to see removed.

A discussion ensued about the School Cost Sharing formula. The Selectboard asked Francis Grey to prepare a form letter about the issue suitable for residents to model a letter to their State Representatives, if they so wish. It was noted that the MSAD # 32 District Budget meeting is scheduled for Tuesday, May 3rd at 7:00 PM at the Ashland school building. We are encouraging Portage Lake residents to attend.

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Planning Board Appointment(s)—The Selectboard had received several applications to fill four vacancies on the Planning Board. **A motion was made by Christy Dicker to appoint Jim Dumond to a three-year term ending in 2014, to appoint Darey Gagnon to a three-year term ending in 2014, to appoint Ken Fones to a two-year term ending in 2013, to appoint Terriann DeMerchant to a one-year term ending in 2012, and to move Jeanne Long to the alternate position for one year ending in 2012. David Pierce seconded the motion. Motion carries.**

2. Maine Acadian Heritage Council Representative Appointment—Ray Cyr said that he had discussed with Jim Dumond about becoming our representative to the M.A.H.C., and that he agreed to take the position. **A motion was made by David Pierce to appoint Mr. James A. Dumond as Portage Lake's representative to the Maine Acadian Heritage Council. The motion was seconded by Christy Dicker. Motion carries.** It was noted that the group has an executive meeting one week from Thursday. The Selectboard asked Francis Grey to expedite a letter to Donat Cyr notifying him of the appointment.

3. Banking Issues—The Selectboard said they would like for us to look into expanding the list of individuals authorized to drop off and pick up deposit bags at the bank. If someone on the list was going into town already, this could reduce the need for paid mileage reimbursement. Also, the Town pickup truck could be used instead of paying an employee for mileage with their vehicle.

4. Public Safety Dispatching Contract—Francis Grey shared four copies of a Contract for Maine State Department of Public Safety to provide E-911 dispatching services to Portage Lake for \$1,276.00 per year. The Selectboard said the contracts could be executed by the Town Manager on their behalf.

OLD BUSINESS:

1. St. John Valley Regional Planning Commission—Francis Grey shared the bill text from L.D. # 771 proposing to establish the St. John Valley Regional Planning Commission. It is a very short bill, only one paragraph, that gives a list of twenty townships plus unorganized territory to be represented on an executive board of the Commission so established. The Selectboard asked Francis Grey to contact Mr. Cannon in Van Buren to find out more about it.

OTHER: Francis Grey shared a letter from Northern Maine Development Commission requesting us to appoint our choices for membership representatives to NMDC. Currently our representatives are Raymond Cyr and Francis Grey Jr. At least one representative must be a municipal officer. They are requesting our appointments by May 16. The Selectboard took no action on the NMDC appointments at this time.

Francis Grey said Bill Nemer of the Portage Hills Golf Course has requested an agenda item. The Selectboard said to schedule him for the next regular meeting, if his schedule permits.

SELECTBOARD CONCERNS: David Pierce said he had requested copy of our agreement with NASWA, but it does not describe what commitments exist between NASWA and Portage Lake regarding what services are provided at the Portage Lake transfer station and who pays for what. We will research it further to find out answers to Dave's questions.

It was noted that Portage Lake still needs to find a replacement for Ray Chasse on the NACSB Septage Board. Brenda Clark of Ashland has filled the Administrator position formerly held by Sharon Everett.

Christy Dicker said that Corrine Routhier will get a discounted rate to attend the elections training planned on May 10 if she is officially appointed an Assistant Town Clerk or Deputy Town Clerk. **A motion was made by David Pierce to appoint Corrine Routhier Assistant Town Clerk. Christy Dicker seconded the motion. Motion carries.**

EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(A) Personnel —A motion was made by Christy Dicker to enter Executive Session per 1 M.R.S.A. 405 (6)(A), Personnel, at 8:35 PM. David Pierce seconded the motion. **Motion carries.**

A motion was made by David Pierce to exit Executive Session at 9:42 PM. Christy Dicker seconded

the motion. Motion carries. The Selectboard agreed they would like to see the Town Manager smooth out the operation of town business after all of the election recount and lawsuit business that has occurred since the town meeting.

A motion was made by Christy Dicker at 9:53 PM to adjourn. David Pierce seconded the motion. Motion carries. (Time 3 hr. 22 min.)

APPROVED:

Christy A. Dicker
Christy Dicker, Chairperson

David M. Pierce
David Pierce, Selectboard Member

Vacant, Selectboard Member

TOWN OF PORTAGE LAKE

SPECIAL SELECTBOARD MEETING

April 29, 2011, 8:00 A.M.

The meeting was called to order at 8:02 a.m. by Christy Dicker.

Present: Chairperson, Christy Dicker; Selectboard Member, David Pierce; Town Manager, Francis Grey.

1. Sign School Budget Meeting Warrant(s)—The Selectboard signed three copies of the S.A.D. # 32 District Budget Validation Referendum Election Warrant, scheduled to be held on Tuesday, May 10.

OTHER: The Selectboard questioned an invoice for \$175.00 for Legal Services from David Dunlavey. Mr. Dunlavey provided telephone consultation to the Town Clerk on Monday, March 28, the day of the election ballot inspection and recount.

A motion was made by Christy Dicker to enter executive session per 1 M.R.S.A. 405 (6)(E), Legal, at 8:35 AM. David Pierce seconded the motion. Motion carries. A motion was made by Christy Dicker to exit executive session at 8:35 AM. David Pierce seconded the motion. Motion carries. An attempt to contact attorney Brent York by telephone was unsuccessful at this time.

Planning Board Appointments—It was noted that Bonnie Condon and Jeanne Long had both notified the Town of their resignations in writing. **A motion was made by David Pierce to appoint Ray Cyr to a two-year term on the Planning Board ending in 2013, and to appoint Gary Hafford to a one-year position as alternate ending in 2012. Christy Dicker seconded the motion. Motion carries.**

It was noted that the Town has hired a new employee to fill the Seasonal Truck Driver/Laborer position. The gentleman's name is Gerald Tardie. Today is his first day.

David Pierce gave an update from the Town Forest meeting he attended the night before. Questions arose at the meeting about the current balances of the Stumpage and the Silviculture accounts. Francis Grey is to be putting together a spreadsheet about this that will resolve some of these questions.

A motion was made by Christy Dicker to enter executive session per 1 M.R.S.A. 405 (6)(E), Legal, at 9:07 AM. David Pierce seconded the motion. Motion carries. A motion was made by Christy Dicker to exit executive session at 9:24 AM. David Pierce seconded the motion. Motion carries. The Selectboard agreed that David Pierce will contact Barbara Pitcairn to ask if she will agree to a re-vote, or run-off, election. If not, then it appears we are going to court.

A motion was made by David Pierce at 9:34 AM to adjourn. Christy Dicker seconded the motion. Motion carries. (Time 1 hr. 32 min.)

APPROVED:

Christy A. Dicker
Christy Dicker, Chairperson

David M. Pierce
David Pierce, Selectboard Member

Vacant, Selectboard Member

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

May 4, 2011

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for April 20, 2011 and April 29, 2011

Approve Treasurer's Warrants

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Portage Hills Country Club Liquor License
2. Bill Nemer Golf Course Discussion
3. Sarah Brooks – Veterans Honor Roll

OLD BUSINESS:

1. Authorized Individuals for Bank Deposits
2. School Cost Sharing Form Letter
3. NMDC Representative Appointments
4. St. John Valley Regional Planning Commission Information

OTHER:

SELECTBOARD CONCERNS:

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

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

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

May 4, 2011

6:30 P.M.

The meeting was called to order at 6:34 p.m. by Christy Dicker.

Present: Chairperson, Christy Dicker; Selectboard Member, David Pierce; Town Manager, Francis Grey; Residents, Rudy Boutot, Sarah Brooks, Angie Burton, Richard "Cubby" Casey, Brian Cote, Mike Cote, Ray Cyr, Clayton DeMerchant, Terriann DeMerchant, Jim Dumond, David Farnum, Ken Fones, Ron Grover, Joel Hall, Dan Higgins, Dan Levesque, Judy Moreau, Grace Nason, Otis Nelson, Bill Nemer, Barbara Pitcairn, Robert Reece, Wilza Robertson, Lynn Taylor, Holly Umphrey, Alan Weissman.

Minutes of April 20, 2011—**A motion was made by David Pierce to not accept the April 20 minutes until corrections are made. Christy Dicker seconded the motion. Motion carries.**

Minutes of April 29, 2011—**A motion was made by Christy Dicker to accept the April 29 minutes as written. David Pierce seconded the motion. Motion carries.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS): A discussion ensued about whether the Town Manager had a telephone conversation with Superintendent Gehrig Johnson prior to the School District budget meeting on May 3rd. Dan Higgins said he would like to see rock check dams installed in the ditch on the Station Road to prevent silt and vegetation growing. Jim Dumond said perhaps it should be reviewed whether the Road Commissioner should be combined with the Town Manager position.

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Portage Hills Country Club Liquor License—**A motion was made by David Pierce to accept the Liquor License renewal. Christy Dicker seconded the motion. Motion carries.**
2. Bill Nemer Golf Course Discussion—Mr. Nemer gave an overview of the golf course organization and said the golf course has been losing money over the past three years due to the poor economy. Dan Levesque said it would be good for the town to pull together on this issue and do something positive. Jim Dumond said the golf course would be a good asset to have in place for the World Acadian Congress coming in 2014. Barbara Pitcairn said these options should be explored. Judy Moreau said the Town voted \$2,000 every year for the golf course when she was little, then it became self-sufficient. Mike Cote said as treasurer of the golf course, he can share their financial information for those who would like to know more about it. Bill Nemer said if it was a municipal golf course, they would be eligible for grants. Holly Umphrey said she has done work in Washburn with similar grants. After more discussion, Christy Dicker called the meeting back to order at 7:38 PM.

3. Sarah Brooks – Veterans Honor Roll—Sarah Brooks gave an overview of her work with the Historical Society on the Veterans Honor Roll update project. She has done extensive research to finalize the list of Portage Lake Civil War veterans. They would like to order the additions for the Civil War Veterans in time for the fall. Research work on the veterans from other wars is still continuing, so they would like to add the veterans for the other wars in the spring.

OLD BUSINESS:

1. Authorized Individuals for Bank Deposits—Francis Grey shared the “Faithful Performance of Duty” form he had received from MMA Risk Management about adding individuals to the list of those authorized to handle the Town’s funds. No action was taken on this item at this time.

2. School Cost Sharing Form Letter—David Pierce expressed unhappiness that Mr. Grey had released the draft of a form letter at the District budget meeting on May 3rd without the Selectboard’s approval. Sarah Brooks had suggested the need for obtaining copy of the M.S.A.D. #32 by-laws to document when the cost-sharing formula was changed to its present configuration.

3. NMDC Representative Appointments—This item was tabled until the next regular meeting.

4. St. John Valley Regional Planning Commission Information—Thomas Cannon of Van Buren had replied to Francis Grey’s questions about the plans for this new organization. Much is undefined about it now until the members make those decisions once the new organization is created.

OTHER: The Selectboard was invited to the Maine Acadian Heritage Council annual dinner on May 21st.

It was suggested to apply for a centennial mini-grant to fund a fireworks display for July 4.

SELECTBOARD CONCERNS: David Pierce said he is still waiting to find out answers to his questions about NASWA.

EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(A) Personnel --A motion was made by Christy Dicker to enter Executive Session per 1 M.R.S.A. 405 (6)(A), Personnel, at 9:01 PM. David Pierce seconded the motion. Motion carries.

A motion was made by David Pierce to exit Executive Session at 9:07 PM. Christy Dicker seconded the motion. Motion carries. The Selectboard determined that they would table consideration of their personnel discussion until Friday, May 6th at a Special Selectboard meeting.

EXECUTIVE SESSION per 1 M.R.S.A. 405 (6)(E) Legal --A motion was made by Christy Dicker to enter Executive Session per 1 M.R.S.A. 405 (6)(E), Legal, at 9:11 PM. David Pierce seconded the motion. Motion carries.

A motion was made by David Pierce to exit Executive Session at 9:18 PM. Christy Dicker seconded

A motion was made by Christy Dicker to direct the Town Manager to contact attorney Brent York and advise him of the discussion just held in executive session. David Pierce seconded the motion. Motion carries.

APPROVED:

David M. Pierce
David Pierce, Selectboard Member

Page 3 of 3

TOWN OF PORTAGE LAKE

SPECIAL SELECTBOARD MEETING

May 6, 2011, 9:00 A.M.

The meeting was called to order at 9:21 a.m. by Christy Dicker.

Present: Chairperson, Christy Dicker; Selectboard Member, David Pierce; Town Manager, Francis Grey .

1. EXECUTIVE SESSION per M.R.S.A. Title 1, Section 405 (6)(A), Personnel--

A motion was made by Christy Dicker to enter executive session per 1 M.R.S.A. 405 (6)(A), Personnel, at 9:23 AM. David Pierce seconded the motion. Motion carries.

The Selectboard recessed briefly for a restroom break at 11:29 AM. The Selectboard re-convened their executive session at 11:35 AM.

A motion was made by Christy Dicker to exit executive session at 12:22 PM. David Pierce seconded the motion. Motion carries.

A motion was made by David Pierce at 12:22 PM to adjourn. Christy Dicker seconded the motion. Motion carries. (Time 3 hrs. 1 min.)

APPROVED:

Christy A. Dicker
Christy Dicker, Chairperson

David M. Pierce
David Pierce, Selectboard Member

Vacant, Selectboard Member

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

May 18, 2011

6:30 P.M.

Call to Order

Attendance

Approval of Minutes

Approve Treasurer's Warrants

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Ray Cyr—World Acadian Congress update
2. Special Town Meeting
3. Hazard Mitigation Plan Approval
4. Lawn Mowing Part-time position
5. Town Square Flag Base
6. Scholarship Information
7. Ash Urn suggested for Town Hall entrance

OLD BUSINESS:

1. School Cost Sharing Issue
2. Pavilion Parking Area
3. NMDC Representative Appointments

OTHER:

SELECTBOARD CONCERNS:

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

May 18, 2011

6:30 P.M.

The meeting was called to order at 6:35 p.m. by Christy Dicker.

Present: Chairperson, Christy Dicker; Selectboard Member, David Pierce; Town Manager, Francis Grey; Residents, Nelson Bolstridge, Rudy Boutot, Richard "Cubby" Casey, Jean Clark, Brian Cote, Ray Cyr, Clayton DeMerchant, Jim Dumond, David Farnum, Ken Fones, John Gagnon, Gary Hafford, Dan Higgins, Lee Hutchison, Lucy Hutchison, Don McNaught, Diana Michaud, Grace Nason, Barbara Pitcairn, Robert Reece, Wilza Robertson, Lynn Taylor.

Approval of Minutes—**A motion was made by David Pierce to accept the May 4 and May 6 minutes as written. Christy Dicker seconded the motion. Motion carries.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS): Dan Higgins said he would like to see Vaughn Devoe do some ditching work on Hayward Street, and he would also like to see rock check dams installed on the Station road, and also he would like to volunteer his services for the Veterans' honor roll. Lynn Taylor commented about the voting seven weeks ago. Don McNaught asked about a dumpster for trash at the transfer station.

PUBLIC WORKS ITEMS (IF ANY):

NEW BUSINESS:

1. Ray Cyr—World Acadian Congress update—Ray Cyr said he had attended a W.A.C. meeting the night before. The Maine Regional Coordinating Committee is looking for a regional coordinator. Maine has committed \$1 million to the W.A.C. and Quebec and New Brunswick have committed \$2 million. Jim Dumond said he has suggested several local names for family reunions to be held here in Portage, including Boutots, Belangers, Gagnons and Cyrs. There will be great demand for hotels and cottages around this time. Many subcommittees need volunteers. The W.A.C. will provide \$500 as seed money to start one of these family reunions. The Maine Regional Coordinating Committee has been meeting so far in Madawaska. It will soon be alternating to various towns. The next one is at 6:00 pm on June 21 in Van Buren.

2. Special Town Meeting —A special Town Meeting was discussed for Thursday, June 2 to address several issues. (This was later postponed indefinitely at a subsequent Selectmen's work session .)

3. Hazard Mitigation Plan Approval—Francis Grey presented paperwork from Aroostook County Emergency Management regarding the next phase of approval in the Hazard Mitigation grant process. The Selectboard tabled signing the approval pending further information from Vaughn Devoe.

4. Lawn Mowing Part-time position—The Selectboard said that we will need to hire someone part-time to mow the town properties. The Selectboard said we should post the position locally.

5. Town Square Flag Base—The flagpole base at the Town Square is in poor repair. Francis Grey was asked to contact a local masonry contractor, such as Normand Plourde, to get an estimate for its repair. Also a new flag needs to be installed.

6. Scholarship Information—**A motion was made by David Pierce to split the available scholarship funds between the two applicants. Christy Dicker seconded the motion. Motion carries.**

7. Ash Urn suggested for Town Hall entrance—Francis Grey shared an Ash Urn model from a catalogue that had been suggested by Katherine Gagnon. The Selectboard said they would like to select something appropriate for this at an upcoming work session.

OLD BUSINESS:

1. School Cost Sharing Issue—Francis Grey read the results of the School Budget Validation referendum vote as provided to him by Gehrig Johnson. The results were as follows: Ashland, 119 Yes, 59 No; Portage Lake, 12 Yes, 71 No; Masardis, 31 Yes, 13 No; Oxbow, 8 Yes, 1 No; Garfield, 13 Yes, 3 No; and Total, 183 Yes, 147 No. Last year 281 total voted for all towns; this year 330 total voted for all towns.

David Pierce shared the minutes from the 1980 District Town meeting when the current cost-sharing formula was adopted.

2. Pavilion Parking Area—Vaughn Devoe and Ray Cyr are to schedule a site walk visit to finalize the remaining work to be done on the Pavilion parking lot.

3. NMDC Representative Appointments—No decision was made on the appointments at this time. It was noted that the LEAD/APP annual meeting will be held on Friday, June 10. The Rail service in Aroostook County and the Mobilize Northern Maine efforts will be among the topics discussed. Also, the NMDC annual meeting will be held on June 23.

OTHER: Francis Grey shared an unemployment claims report with the Selectboard. The Selectboard asked him to ask for more information about the claims.

Francis Grey said he had met with Larry Girvan of the DHHS Drinking Water program. Mr. Girvan had suggested the town should have their water at the Town Hall tested to determine what are the contaminants. Brian Cote said that the water softener in the cellar probably needs maintenance. Ray Cyr said that the old water softener had been removed because it was an antique and it wasn't working. The Selectboard agreed that the water should be tested.

SELECTBOARD CONCERNS:

A motion was made by David Pierce at 8:30 PM to adjourn. Christy Dicker seconded the motion.

Motion carries. (Time 1 hr. 55 min.)

APPROVED:

Christy A. Dicker

Christy Dicker, Chairperson

David M. Paine

David Pierce, Selectboard Member

Vacant, Selectboard Member

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

June 1, 2011

6:30 P.M.

Call to Order

Attendance

Approval of Minutes—April 20, 2011 and May 18, 2011

Approve Treasurer's Warrants

PUBLIC WORKS ITEMS (IF ANY):

1. Status of Walking Trail Project

NEW BUSINESS:

1. Ginger Nelson—ATV Club
2. Gary Hafford—Campground
3. David Farnum—Stumpage and Silviculture accounts discussion
4. Applications for Abatement

OLD BUSINESS:

1. School Cost Sharing Issue
2. Town Square Flag Base
3. Ash Urn suggested for Town Hall entrance

OTHER:

SELECTBOARD CONCERNS:

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

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

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

TOWN OF PORTAGE LAKE

SELECTBOARD MEETING

June 1, 2011

6:30 P.M.

The meeting was called to order at 6:39 p.m. by Christy Dicker.

Present: Chairperson, Christy Dicker; Selectboard Member, David Pierce; Town Manager, Francis Grey; Town Clerk, Katherine Gagnon; Residents, Rudy Boutot, Richard "Cubby" Casey, Brian Cote, Ray Cyr, David Farnum, Ken Fones, Darey Gagnon, Gary Hafford, Dan Higgins, Don McNaught, Grace Nason, Paul Nason, Ginger Nelson, Otis Nelson, Barbara Pitcairn, Wilza Robertson, Lynn Taylor, Anita Theriault, Marcel Theriault.

PUBLIC WORKS ITEMS (IF ANY):

1. Status of Walking Trail Project—Francis Grey said that he and Vaughn Devoe had called up Christy Dicker for a quick conference call earlier in the day on this subject. Francis Grey shared copies of handwritten notes from Vaughn Devoe about the current status of the project with the Selectboard members. Francis Grey said that it is Vaughn's plan to develop further what he needs to go out for quotes on for the Board's approval on June 15. Basically, this involves the Town acquiring the services of a bulldozer and a roller for compaction.

NEW BUSINESS:

1. Ginger Nelson—ATV Club—Ginger Nelson said the ATV Club is pursuing a new trail route that would connect Portage Lake with the trails in Eagle Lake and north. A significant portion of this new route would run along Route 11. This requires approval from the State Department of Transportation. MDOT will approve it, but only if the Selectboard signs a letter of support approving the proposed route and the ATV Club's grant application to the Bureau of Parks and Lands to pay for it. **A motion was made by David Pierce to accept the Trail grant and the trail route. Christy Dicker seconded the motion. Motion carries.** The Selectboard and the Town Manager signed the letter of support for the ATV Club.

2. Gary Hafford—Campground—Gary Hafford said he would like to see the money for the Campground's expenses and revenues separated from the money for the maintenance and upkeep of the rest of the "Parks" properties. He said whatever money the campground raises should stay there. He said if the campground raises any money, it should be put aside for a dump station. He said a dump station is badly needed at the campground; people decide not to stay there because there isn't one. Francis Grey said the campground raised \$1,335 in 08-09 fiscal year, \$2,020 in 09-10 fiscal year, and only \$870 in the 2010 Short Year. Gary Hafford said this is because the dump station that was temporarily in operation had to be removed because of permitting issues. The Selectboard said the Code Enforcement Officer

could look into what permits would have to be acquired in order to re-establish a legal dumping station.

3. David Farnum—Stumpage and Silviculture accounts discussion—Mr. Farnum said he had requested an agenda item on this because he is still confused by some of the information presented on the spreadsheet that was developed by Corrine Routhier. Francis Grey related for those present that he had spent some time with Mr. Farnum earlier in the day looking at the accounting printouts from the TRIO archive years with Mr. Farnum and had shared copies of that information with Mr. Farnum and the Selectboard. David Pierce said that is an issue that is still being worked on.

4. Applications for Abatement—**A motion was made by David Pierce to grant an abatement for one of the applications and not the other as recommended by Assessing Agent Randy Tarr. Christy Dicker seconded the motion. Motion carries.**

OLD BUSINESS:

1. School Cost Sharing Issue—David Pierce said that Barbara Pitcairn and himself planned to do some more research at the Superintendent's office on Friday about the history behind the 1980 change in the cost sharing formula from 55% valuation, 45% population to 70% valuation, 30% population. Barbara Pitcairn is working on a spreadsheet to show all of these numbers.

2. Town Square Flag Base—Francis Grey showed the Selectboard an estimate from Normand Plourde to replace the concrete flag base with a new one for \$600. The Selectboard said the base just needs to be repaired with some caulking, not replaced.

3. Ash Urn suggested for Town Hall entrance—Francis Grey showed the Selectboard some options that had been suggested by Town Clerk Kathy Gagnon for urns that could be purchased for smokers to deposit their cigarette butts before entering the building. The Selectboard said the same thing could be accomplished inexpensively by punching holes in a small metal trash can and filling it with sand.

OTHER: Christy Dicker said, what is the status of the lawsuit with Barbara Pitcairn? Francis Grey said, Brent York filed our answer to the complaint on May 20. Barbara Pitcairn has twenty-one days to respond Brent York's answer. That would bring it to June 10. Right now, as we understand it, the matter is supposed to go to a hearing.

SELECTBOARD CONCERNS: David Pierce said the Forest Committee had a discussion at their recent meeting about putting some of the Town's land into an easement that would prohibit development as a way of getting extra income. Only land the Town would never develop anyway would be considered for this. The Town would retain the right to manage the land for forestry and stumpage income as it is now doing. Some of the land is high-value habitat and should be maintained for that purpose anyway. More news on this will be announced as it develops.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS): Dan Higgins said, he has been hearing a lot of rumors. He asked, is it true that the Town Manager is leaving? David Pierce said, at this point it is public knowledge that Francis Grey is leaving the position. Christy Dicker ended the public comment

portion of the meeting and called it back to order at 8:11 PM.

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

A motion was made by Christy Dicker to enter executive session per 1 M.R.S.A. 405 (6)(A), Personnel, at 8:11 PM. David Pierce seconded the motion. Motion carries.

A motion was made by Christy Dicker to exit executive session at 8:52 PM. David Pierce seconded the motion. Motion carries.

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

A motion was made by Christy Dicker to enter executive session per 1 M.R.S.A. 405 (6)(A), Personnel, at 8:52 PM. David Pierce seconded the motion. Motion carries.

A motion was made by Christy Dicker to exit executive session at 9:50 PM. David Pierce seconded the motion. Motion carries.

The Selectboard agreed they would like to meet again on Tuesday, June 7th at 5:00 PM to continue discussion about the issue just considered in executive session.

Approval of Minutes—A motion was made by David Pierce to accept the April 20 and May 18 minutes as written. Christy Dicker seconded the motion. Motion carries.

A motion was made by David Pierce at 9:55 PM to adjourn. Christy Dicker seconded the motion. Motion carries. (Time 3 hr. 16 min.)

APPROVED:

Christy Dicker, Chairperson

David Pierce, Selectboard Member

Vacant, Selectboard Member

TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA

June 15, 2011

6:30 P.M.

Call to Order

Attendance

Approval of minutes

Approval of Treasure's Warrants (If Any)

Public Works (If Any):

Old Business:

1. Update on research from MSAD #32 paperwork
2. Update on ATV trail
2. Flag pole base
3. Fireworks update

Other Old Business:

New Business:

1. Mini Grant awards
2. Snowmobile club Town Hall use

Selectboard concerns(If any):

Public comments (As Time Allows):

David Farnum	Rudy Boutot	Brian Cote
Daniel Higgins	Brian Condon	Ginger Nelson
Alice Byrnes-Reese	Ab Khambaty	
Jeanette Triana	Lynne	
John Gagnon	Jean Jones	
Rob Reece	Dorey Gagnon	
Stevens	Diana Michaud	
Barb Pitcarin	Gary Hafford	
Bonnie Condon	Rachel Stevens	
Jean Clark	Judy Moreau	
Carl M...	Clayton Dellechiani	

Portage Lake Board of Selectmen

Regular Meeting

Wednesday, June 15

6:30 p.m.

Members Present: Christy Dicker, Chairman; David Pierce

Meeting called to order at 6:35 p.m.

Minutes

Previous meeting minutes are reviewed. Dave makes a motion to accept the minutes of June 1 as written, Christy seconds. All in favor, motion carried.

Public Works:

Vaughn is hauling ledge working on the walking path. Dan Higgins expresses concern about Vaughn taking the backhoe back and forth to the town pit, concerned about loss of time and cost of fuel. Discussion about leaving the backhoe at the town pit instead of driving it back and forth, Christy is concerned about vandalism. Vaughn is potentially going to be done in the pit by the end of next week. General discussion about the walking path construction, points of concern are the amount of ledge needed to finish the path's base, how the town is paying for that.

Danny Higgins says the current person mowing the lawn is doing a good job.

Town Manager:

Christy Dicker makes a motion to hire John Edgecomb as interim town manager. He is a retired town manager of Mapleton, Castle Hill, and Chapman. He has agreed to work as an on-call interim consultant town manager; the Town will only pay him when we use him. He will not be full time. Dave Pierce seconds the motion. Discussion about candidates for the Town Manager position. John's first task will be to get the taxes out.

Christy Dicker makes a motion to appoint John Edgecomb interim Treasurer of Portage Lake, interim Tax Collector of Portage Lake, interim Road Commissioner, interim Welfare director, and interim Agent for Overseer of the Poor. Dave Pierce seconds the motion. All in favor, motion carried.

Old Business:

MSAD 32 Update:

Dave Pierce said they had trouble coming up with records [regarding Portage's formula percentage amount paid to MSAD 32], but found the actual vote of all of the towns. An overwhelming majority against it was seen in all the other towns except Ashland, which passed it. Two years of records of the formula before it changed were missing, after the change it was back in the records. General discussion about getting the information about Portage's part in MSAD 32; discussion about the voting capacity of Ashland compared with the other district towns. Dave is taking the case to Augusta to get more information and help. General discussion about whether Portage should leave the MSAD and tuition our students. There is an informational meeting to be held on June 27, 2011. Discussion about needing to find original records about why Portage changed the formula for the school. Barb Pitcairn suggests the reason the formula was changed was due to the elementary school in Portage; she elaborates on the information. General discussion about why the elementary school in Portage closed. General discussion on what point the Town will hire an attorney to help in this situation; general consensus is that we may need to hire one. Brian Condon feels that Portage is being taxed without representation. Dave Pierce concurs; explains that is why we need to get on this situation directly after the school meeting. Dave says at the June 27 meeting, we need to be civil and not act as a mob that is there to go after Gehrig Johnson. Judy Moreau asks if anyone investigated the TIF for the school, explains that the TIF agreement is supposed to have a TIF district tax free for education tax shift, page 20 in the TIF application. Dave would like to take that information to go to Augusta. Judy suggests going to the Maine Assessment Review Board to contest the Town's valuation. Discussion about the TIF; discussion about the Town's valuation. Discussion about the Town's payment schedule for the school; more discussion about how much the Town would have to pay if it tuitions its students instead of being part of the MSAD. Discussion turns to Nashville Plantation's tuitioning of students, what their tuition includes.

ATV Trail:

Dave talked to Huber Resource Corp. about the three mile section of their road that is needed to connect Irving and Pennington. The only ATV use they allow on their property is if someone needs to retrieve a large game animal. They had trouble in the past with recreation ATV use; their policy is no ATV trails on their property. The other option is to have a trail toward Soucy Hill or toward Ashland. Discussion on where the ATV trails need to run to still be connected to ATV Maine.

Flag Pole Base:

Otis hasn't had a chance to do anything with the flag pole base yet.

Fireworks:

July 3 will be the town's fireworks show, rain date will be either July 8th or 9th to coincide with the pig roast and parade on that Saturday. So far \$2700 has been raised for fireworks. If we get rained out totally, we will only be out \$250 for licensing with the state.

Third Selectman Seat Election Update:

Christy wrote to Brent York, the town's lawyer, to let him know that Francis Grey was no longer the town manager and to forward any communication through her or Dave Pierce. She also asked him to have a statement to inform the town why this case is taking so long. Mr. York's reply was that the court issued a standard rescheduling order in this matter; he filed a request for an expedited hearing but hasn't heard from the court. He said the court also hasn't decided on his request to dismiss the several other individuals listed in the lawsuit. He is waiting for a trial schedule from the court. He has spoken directly with Barb Pitcairn, since her attorney withdrew from representing her. He said he tried but couldn't successfully get her to understand the logic of settling this matter with a run-off election. That is all the information he gave. Danny Higgins asks if Barb can be seated until the matter is resolved, since she was sworn in. Christy says originally the judge said that until it was settled, neither person was to be on the Board. Barb Pitcairn says Brent hasn't spoken to her at all; she would like to discuss the matter after the meeting in a public forum. Christy says she has written permission from Kathy Gagnon to let the public know that she is on a six month probation for the errors that were made on Friday night after the Town Meeting. Dave said it wasn't deemed criminal by the Attorney General of Maine, the Board didn't have grounds for anything stronger than that. Discussion about the errors made by Kathy Gagnon on that night. Judy suggests that nothing more should be said about this situation if it is going to go to court.

New Business:

Mini-Grant Awards:

*The Portage Lake Historical Society has received a \$1000 mini-grant from the "History & Hearsay" book. Ella Stevens accepts the check, says the Society will use the money for various items including lawyer fees, getting a corporate seal, among other things. She thanks the committee for awarding the grant.

*The Portage Lakers ATV Club has received a \$1000 mini-grant from the "History & Hearsay" book. A representative from the ATV Club explains the money will be going connect two of their dead-end trails which will make a 15 mile loop.

These grants are awarded from the proceeds from the sale of the "History & Hearsay" book.

Pig Roast:

The Snowmobile Club would like to know if they can use the fire station, Town Hall and kitchen

for the pig roast on July 9. Dave makes a motion to accept the request for use of the town hall, Christy seconds. All in favor, motion carried.

Selectboard Concerns:

*Outhouses: Kathy says outhouses for the Beach and Pavilion came in today, two are at the Pavilion and one at the beach right now to accommodate the ATV Club chicken BBQ, then one will be moved to the beach. There will be one at the Pavilion throughout the summer, two at the beach.

*Danny Higgins voices concerns about construction work complaints around the lake; says he and Brad [St. Peter] talked with Maggie Pierce about having these complaints in writing in order to be legitimate.

*Danny Higgins again brings up the Walking Path and the use of the backhoe back and forth on the road. Discussion on the schedule for completing the Walking Path.

*Discussion on where the new flag came from.

*Judy Moreau asks who the acting road commission is. Christy says John Edgecomb.

*Danny Higgins asks about purchasing a flag, Christy says to see Kathy about it. Discussion about taking the flags down after July 4 until Labor Day.

Public Forum:

Barb Pitcairn discusses the situation with the Selectman election with the Board and Otis Nelson. Barb says she never spoke with Brent York until this morning. She would like to go to the expedited hearing because the Town is one Selectman short. She said if Otis wants the Selectperson position, he can have it. The Board suggests having a run-off to save from having more problems, only between the two of them. Kathy explains the procedure for having a run-off includes waiting at least 30 days to allow for absentee balloting. Dave said it is good for Barb to offer, but said we would be better off to wait the 30 days and have a run-off so people can't complain about it more. He said it won't end if it isn't solved with a fresh, run-off election. Dave said the negativity needs to stop on this issue, we need to move forward. Discussion about having a special election.

Meeting adjourned at 7:50 p.m.

Christy G. Dicker

Christy Dicker, Chairman

David M. Pierce

David M. Pierce

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

July 6, 2011

6:30 P.M.

Call to Order

Attendance

Presentation to Taunja Jandreau

Approval of Minutes for June 15, 2011

Approve Treasurer's Warrants

Financial Report

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

OLD BUSINESS:

1. Ray Cyr – Presentation on World Acadian Congress

NEW BUSINESS:

1. Consider Walking Trail Bids

2. Consider Sand/Gravel Bids (Walking Trail)

3. Assessor Approve and Sign County Tax Warrant

4. Report on Seaplane Base Building

OTHER:

SELECTBOARD CONCERNS:

**Town of Portage Lake
Selectboard Meeting
July 6, 2011
6:30 p.m.**

Meeting called to order at 6:37 p.m.

Members Present: Christy Dicker, chairperson; David Pierce

Welcome:

Christy welcomes John Edgecomb as the interim town manager of Portage Lake, thanks him.

Presentation to Taunja Jandreau

Taunja Jandreau is presented with a plaque of appreciation for her time and effort she put in to doing things for the kids in the town, including Halloween parties and construction of the playground.

Previous Minutes:

Dave motions to accept the minutes from June 15th as read, Christy seconds. Motion approved.

Treasurer's Warrants

Warrants will be reviewed and signed at the end of the meeting.

Financial Report

Interim Town Manager John Edgecomb has put together a financial report for the town. He feels the town has adequate money in the checking, and some CDs and money market accounts available to the town now. He wants to know if the Board wants to choose those accounts to use, or if they would like John to choose the best ones. He describes the CDs and money markets, including CDARS, where they are located and how much they are worth. He feels there won't be a shortfall of money while we wait for taxes to come in.

Christy motions to let John chose the accounts to use to keep the cash flow going, Dave seconds. Motion carried.

Discussion:

Others present, the Board, and interim Town Manager discuss reserve accounts and the TIF account; discussion about pros and cons of hiring a financial advisor for the town. John talks about researching to the beginning of these reserve/TIF/CDARS accounts, finding out exactly how much is in those. He has discussed with NMDC using TIF to lower the tax base. Discussion about stumpage and silvaculture

accounts; discussion about amending the contract with Irving to allow the Town to use the money from these accounts.

Comments from the Public:

*Dan Higgins would like some lock check dams in the stone ditch along Station Road, silt is being built up and the base of the ditch is being eroded.

*Dan Higgins is concerned about Irving taking ledge out of the joint owned pit with the Town. Selectman Dave Pierce said he will talk with the town Forester Laura Audibert about it.

*Dan Higgins asks about what is happening with the judge in the Selectman election.

*Lynn Taylor asks about the applications [for a new Town Manager] and about the Selectman vote. Christy says they are looking at the applications and reviewing them. She and John say that after the judge signs the paperwork, there has to be 45 days before the election is done. Questions are asked on the cost of legal fees for this situation.

*Judy Moreau talks about the Irving/Town pit lease, she says the gravel in the pit isn't supposed to leave the Town of Portage lines. Discussion about what is left in the pit, Judy says the pit needs to be reclaimed by Irving if there is nothing left in it.

*Hollie Umphrey asks why Oak Point doesn't have the E-911 house numbers yet. Her brother Mike can't get business service from Fairpoint there because there isn't a designated 911 number on his camp. Mention of whether Laura Audibert could GPS it and number it for the town. Dan Higgins mentions updating Condon Lane and Shamrock Lane off of Hathaway Rd. on the map for 911.

Old Business:

World Acadian Congress Update: Ray Cyr

Ray Cyr and Darey Gagnon attended a monthly World Acadian Congress meeting in Madawaska, where a regional coordinator (Rita Pelletier) was named for the Congress. There are three regions, Quebec, Maine and New Brunswick. A major event for the Congress festival will be family reunions, applications are currently being accepted for these. They are available at NorState Credit Unions. Discussion about the family reunions. Ray also attended the World Acadian Congress meeting in Edmonton, NB, on June 30, 2011. This was a press conference for the Congress. The speakers stressed the three regions need to work together to make the festivities successful, and the family reunions are going to have a great impact. A subcommittee for the Congress will hold an informational meeting in Portage sometime in the fall to answer questions and address concerns.

Senior Housing:

Danny Higgins asks about the Senior Housing sign being put in the town square. Ray will get it up before the weekend. It is a thermometer that shows the progress for donations for the housing project. They need \$30,000 to buy the land and about \$5,000 for the closing and surveying.

New Business:

Walking Trail Bids

Bids were received on the gravel needed for the walking trail as well as the construction of the trail. Two bids were received on each: Portage Construction and Shamrock Leasing on the gravel, and Portage Construction and Fones LLC on the construction. Portage Construction came in lower on the gravel and the construction. Interim Town Manager John Edgecomb did some research and determined that there is enough money. In 2009-2010 there was an article to appropriate money for this project, there is money left in the Walking Path account, and then there is the grant from the state. John says there is a situation in handing out the bid contracts; one member of the board needs to recuse herself due to conflict of interest. John needs to contact the state and find out how to handle it, if he can make the decision or if the Board needs to make the decision. He suggests tabling the decision to Monday so the state can get back to let him know how to deal with it.

Dave motions to table the decision until Monday July 11th at 4 p.m., Christy seconds. All in favor. Motion carried.

County Tax Warrant

This is a formality that the Selectboard signs the contract for the County Tax, which is \$73,529 with a due date to be paid by the first of September, after which interest will be added. This can be paid after our taxes start coming in. This is a non-negotiable bill.

Christy motions to accept the \$73,529.10 bill for county tax, Dave seconds. All in favor.

Motion carried.

Discussion on what the tax payers get for this amount of money, which include the jail, sheriffs, courthouses, Registry of Deeds, etc.

Seaplane Base Building

This building is condemned, which complicates the process of repairing it. Certain ordinances that exist also complicate things. John would like to take time to complete a budget to figure out what needs to be done to the building. Discussion about what to do with the building. Dave Pierce says the building is within 100 feet of the lake and it is in a flood zone, which creates a sticky situation when it comes to ordinances and the Planning Board. Mention of State Historic Preservation Office in Augusta and asking their advice on this situation. Ray Cyr says the Historical Society suggests getting grant money from the Maine Acadian Heritage Council to help fix the building. Discussion about the building having a holding tank; about requirements from the ordinances. Christy said the town voted at the Town Meeting to keep it licensed as a seaplane base. Discussion about fixing only what needs to be done to get it insured. Wilza Robertson says if the Historical Society gets the building, they will retain it as a Seaplane Base Historic building.

Fire Department Update:

Dave Pierce updates on the Fire Dept. and their communications. They need a new repeater by 2013; the current provider continues to raise their prices. The Fire Dept. will be receiving a bid from North Star Communications from Fort Fairfield, which should be less than the current company. Also, the Fire Dept.

boat is costing more money to keep up than it is worth. It was given to the Dept., but it doesn't get used enough.

Dave makes a motion to sell the Fire boat, Christy seconds. All in favor. Motion carried.

School Update:

Barb Pitcairn updates on the situation with the school. Dave and Barb are trying to speak with Jim Ryer at the Dept. Of Education in Augusta. (She is also going to go see the tax assessor while she is down there.) She got an email from State Senator Troy Jackson, and he would like to accompany them when they meet with Mr. Ryer. Judy Moreau shows a newspaper article on a new law to make the state education funding formula more equitable; she reads a bit from the article. Discussion on the meeting with the Superintendent in Ashland; discussion on changing our formula for the SAD. Portage is looking at tuitioning their students and other options. Discussion on the TIF contract clause about freezing the value of the mill and how it helps the school payment situation; discussion on the state assessment of Portage Lake.

Dave motions to adjourn, Christy seconds. Motion carried.

Meeting adjourned at 8 p.m.

Approved: _____

Date

Christy A. Dicker

Christy Dicker, Chairperson

David M. Pierce

David M. Pierce

Board of Selectpersons
Regular Meeting Minutes
Wednesday July 20, 2011
6:30 p.m.

Present: Christy Dicker, chairman; David M. Pierce

Meeting called to order by Chmn. Christy Dicker at 6:30 p.m.

Approve Minutes

Minutes from July 6, 2011 are reviewed. Christy mentions the last sentence in the minutes about the Seaplane Base is incomplete, they are amended to say "If the Historical Society were to be able to take over the building, they would turn it into a Seaplane Base museum."

Christy Dicker motions to accept the amended minutes, David Pierce seconds. All in favor. Motion carried.

Treasurer's Warrants

Warrants will be taken care of at the end of the meeting.

Financial Report

Interim Town Manager John Edgecomb says both C-DARS accounts have come due. He commends Katahdin Trust for having good programs for towns to invest their money. Municipalities are allowed a slightly higher interest rate and has a lot of flexibility in the ICS (insured cash sweep) accounts attached to the regular municipal account. He put \$200,000 in the ICS and \$100,000 in our checking account, and it is flexible enough so the money can be moved if needed. The \$100,000, if not needed, can be put back into the ICS account. This will allow us to pay the school bill until the taxes go out.

Auditors Letter

The letter from last year's audit needs to be addressed. It is an acknowledgement of the audit. The Selectboard reads and signs the letter and the audit.

David Pierce makes a motion to accept the signed report of CPA Chad Bartley, Christy Dicker seconds. All in favor. Motion carried.

Old Business:

Dave Pierce says the Fire Dept. received an estimate from a new company for the repeater and radio that was significantly lower than the current provider. The Fire Dept. decided to allow the original provider to submit another bid, as a courtesy.

New Business:

Maine Municipal Association Voting Ballot:

Each year MMA have elections of Pres., Vice Pres and Board Members. This year Beurmond Banville from St. Agatha is running for a 3 year Board term as Director of the

Maine Municipal Assn., John Edgecomb recommends voting for him.

Christy Dicker makes a motion to vote for the entire slate of the MMA, David Pierce seconds the motion. All in favor. Motion carried.

Shore-land Zoning Consent

Background: Alan Levesque had a [Shore-land Zoning] violation in October and he has been working with the Portage Lake CEO for some time on this. The consent agreement acknowledges the violations and talks about how to deal with them, including replanting trees and paying a fine. Maggie Pierce, the CEO, talked with DEP and found that DEP will be standing with the town on the issues, and they may take a more active role. This consent form is not ready to be signed today, but Mr. Levesque has not given a written reply and a plan of action as of today.

Walking Trail

At the last meeting the low bidders were announced, but there was confusion as to whether the Town Manager could award the bids or if the Selectmen had to approve them. Mick Rogers with the State of Maine authorized the Town Manager to award the bids. The project was awarded to Portage Construction, much of the work is done as of today. There are some drainage issues taken care of, it is acting like a dam at parts of the path. John Edgecomb will be contacting Mick Rogers to see if the agreement could be amended to get a little bit more money to get needed things like hand rails, that sort of thing. Christy Dicker mentions Corrine Routhier started a fund raiser for additional monies selling Pink Tulips through the Maine Cancer Foundation. The tulips benefit both the Cancer Foundation and the Walking Path. A garden will be planted somewhere along the path. Public discussion with the Board and Interim Town Manager about the bidding process and how the bids are dealt with after they come in. John Edgecomb explains the bid process and opening of bids. Public discussion with the Board and Interim Town Manager about hand rails & snowmobile trail crossing over the path; discussion of liability issues.

URIP Agreement

Urban Rural Initiative Program is the State of Maine's payment to the town for plowing roads, which includes part of the West road. The state will pay \$10,932 as part of this program.

Christy Dicker motions to accept the URIP agreement, David Pierce seconds. All in favor. Motion carried.

Discussion on URIP:

Danny Higgins mentions the state is supposed to maintain that road in the summer, right now it needs to be fixed near the mill road. Christy Dicker mentions that the hot top on the sidewalk needs to be fixed also on Main Street, the winter plow took it up.

Other

*Dave Pierce talks about the Forest Committee meeting last night, there will be a Forest Tour, on September 3 on Labor Day weekend from 9 am to 1 pm, bring a bag lunch. Discussion on the property that was supposed to be cut [along West Rd.]. Discussion

about the stumpage and Silva culture accounts; Interim Town Manager John Edgecomb will be working on finding the amounts that should be in those accounts. Dave Pierce says the tours are to look at the different types of harvesting.

*David Pierce asked Pat Raymond and a few others about an agreement the Town was supposed to have with Irving, no one knew anything about an agreement. Discussion about the agreement about the ledge pit that the Town shares with Irving.

*Concerning the third Selectman seat, the Town is waiting on the judge to sign a letter sent to him on July 8. As soon as it is signed, it will take 45 days before the new election.

* Concerning the School, on July 29, a group will be going to Augusta to meet with Jim Ryer.

*Concerning 911 on Oak Point, nothing has been done as of yet to get 911 numbers for Oak Point. Discussion about phone service to Oak Point from FairPoint Communications. Discussion on who has the authority to assign 911 numbers.

*Dan Higgins asks the Selectmen to give Barb Pitcairn due consideration for the position of Town Manager.

*Missy Boutot says there is an erosion issue in front of her house. John Edgecomb suggests coming to talk to Vaughn about it. The culvert near the road isn't working properly.

*Resident says parts of Beaver Brook Road will be tarred, she is delighted.

Christy Dicker makes a motion to adjourn, Dave Pierce seconds.

Meeting adjourned at 7:33 p.m.

Date Approved 8-3-11

Christy A. Dicker
Christy Dicker, Chairperson

David M. Pierce
David M. Pierce

Town of Portage Lake
Selectpersons Minutes
Wednesday August 3, 2011
6:30 p.m.

Board Members Present: Christy Dicker, chairperson; David Pierce

17 members of the public and the Interim Town Manager also attending

Meeting called to order by Christy Dicker at 6:30 p.m.

Approve Minutes

Minutes of the previous meeting of July 20, 2011 are reviewed. **David Pierce motions to accept the minutes of July 20, 2011, Christy seconds. All in favor. Motion carried.**

Treasurer Warrants

There are no treasurer's warrants to review tonight.

Financial Report~John Edgecomb, Interim Town Manager

John Edgecomb hands out paperwork about the TIF Program with Maine Woods Co. LLC. He explains the original package put together, which included the State of Maine CDBG and Maine Woods was to invest in machinery & equipment. At the time the total project was going to be a little over \$13 million. The CDBG was a jobs-oriented project and required the town to do the TIF, which originally was to freeze the value of the building and land at the March 1998 value at \$1,087,000. Also in there was the TIF schedule of taxes. The Town was to set up a reserve to deal with the ten projects initially approved. John recommends that there be a \$309 thousand reserve set up specifically in the name "The Maine Woods Company TIF Program". He explains that the Town needs to figure out which projects they would like to do and get them done with this TIF money. He says there is nothing in the agreement that states the Town needs to go to a special town meeting to approve the financing of the smaller projects, but a large project such as \$100 million industrial park project should go back to the people to be approved. BETE and BETR programs are State programs to encourage industrial development and give an advantage to the people who use the program and get returned taxes from their machinery and equipment. Maine Woods uses the BETE and BETR program and it is alright with the Maine Revenue Service and Dept. of Economic & Community Development. There is no conflict between BETE/BETR and the TIF Program. Dan Higgins asks about billing Maine Woods for administrative fees for handling the TIF program; John will look into it. Judy Moreau asks if the \$309 thousand is before or after the walking path money was taken out. Discussion on funding the walking path account; discussion on the balance of the TIF account (\$309 thousand) and the CDARS accounts; discussion about the TIF program allocations and the contract with Maine Woods. Discussion turns to the discount given to Maine Woods Co. on their taxes.

Maine Dept. of Education Meeting

David Pierce, Christy Dicker, and Barbara Pitcairn met with Jim Ryer from the Maine Dept. of Education. Dave said it cleared up a few things. Most of the fee we pay to the school is actually due to our valuation, not due to the 70%/30% formula. It is based on what the state charges the town based on our valuation/mil rate. Dave says changing the 70/30 formula would save only about \$20 thousand. The new legislative bill that went through will save the school district up to \$50 thousand, and the fine will be done away with next year (roughly \$70 thousand), and there is another piece of legislation what will benefit rural areas. The school district stands to save \$170 thousand next year, Portage will save more money when they recalculate because we have five less students. Portage is still waiting to discuss leaving the school district and tuitioning our students. Barb Pitcairn says once a town becomes a separate entity the State will take care of a large portion of the debt service. Our budget for the school would be less every year. David says our percentage for Portage will be less every year incrementally. Barb says the new bill LD-1074 will give us state funds toward education under EP-279 as a separate entity. Dave says our biggest problem is paying for special needs students for the first year until the state kicks in; we could pay \$100 thousand per year for one special needs student. Barb says Jim Ryer will look into Portage's plan. General discussion on the proposal to leave the school district and setting up a committee to look into it. Discussion on the valuation of Portage; discussion of the current school budget.

Christy Dicker makes a motion to table setting up a committee in order to have time to talk to people to be on the committee, Dave seconds. All in favor. Motion carries.

Consider Dean's Liquor License

David Pierce makes a motion to accept the application for the liquor license for Dean's Motor Lodge, Christy seconds. All in favor. Motion carried.

Consider Photocopier Purchase

John Edgecomb says since he has been here the large photocopier quit and whoever did the maintenance on it said it would be expensive to fix. The smaller photocopier was moved into the office, and this one is expensive to run due to cartridge costs. He says it doesn't deal with putting out a lot of photocopies or collating or anything else. Kathy Gagnon, town clerk, asked for some estimates from local businesses. Kathy gives estimate prices for various copier versions. She discusses the photocopier Ashland has that we are looking at, it scans, copies, prints and faxes; mentions our copier is 10 years old. Discussion about using TIF money to buy the copier. John says the town takes in about \$2,000 a year in copy and fax fees.

Christy makes a motion to buy for \$4895 the copier that copies, prints and scans and has full color to include the fax option and to use the money from the TIF account.

Discussion on the motion about whether we have to go to town meeting to get the funds for this purchase; discussion on leasing the equipment instead of directly buying it.

Christy reiterates her motion to spend \$4895 plus \$600 for the fax option with the money coming out of TIF. David Pierce doesn't second. Motion dies.

David Pierce makes a motion to buy a photocopier as described by Christy if it's cheaper than leasing one. Christy seconds the motion. Motion carried.

Consider Paving Contract for Walking Path

Today at 2 p.m. the Town received bids to pave the Fitness Path, 3 bids were received from Trombley, Steelstone and Lane. Steelstone was \$22,675; Trombley was \$23,945 and Lane was \$27,150. John Edgecomb recommends giving the award to Steelstone at \$22,675. Discussion on area pavers; discussion on the budget of the Path project.

David Pierce makes a motion to go with John Edgecomb's recommendation of Steelstone, Christy seconds. All in favor. Motion carried.

Public Forum

Discussion on when the tax bills will be out and what the mil rate will be.

Discussion on the speed of trucks going through town and what we can do about it. John will make a phone call and see what can be done.

911 Update

John contacted someone at the 911 at the state level to discuss Oak Point. John said the state said to begin at the old Army Camp/Boys Camp and go in two different directions, and name each differently. A committee needs to be named to come up with names, Oak Point is likely one. Kathy Gagnon said there needs to be 4 names, either side, one for the right of way and one for the back side.

DOT Update

Interim Town Manager John Edgecomb met with Brent Bubar of the Maine DOT and looked at where the state tore up the sidewalk near the store (which Bubar said would be re-curbed), discussed the drainage next to Cub Casey's and comes across Station Rd. (Bubar will send someone up from the engineering dept. because it is a DOT storm drain), and they looked at the entrance to the Fish Lake Road and the pot holes there (Bubar said the DOT maintenance will patch it and talk to Irving about maintaining their problem of rocks getting into the road). Discussion on the Fish Lake Road conditions.

Public Form Con't.

Discussion on the town's valuation and meeting with assessors Randy Tarr and Steve Lemay.

Christy Dicker moves to adjourn the meeting, David Pierce seconds. All in favor, motion carried.

Meeting adjourned at 8:01 p.m.

Date Approved _____

Christy Dicker, Chairperson

David M. Pierce

**Town of Portage Lake
Selectboard Meeting
Wednesday, August 17, 2011
6:30 p.m.**

Members Present: Christy Dicker, chairperson; David Pierce

Meeting called to order at 6:35 p.m. by Chairman.

Approve Minutes of August 3, 2011

Board Chairman Christy Dicker and Board member David Pierce review the minutes from previous meeting of August 3, 2011. David Pierce makes a motion to approve minutes as read, Christy Dicker seconds. All in favor, motion carried.

Approve Treasurer's Warrants

There are no warrants to approve tonight.

Financial Report—Interim Town Manager John Edgecomb

Interim Town Manager John Edgecomb discusses the current state of the tax billing situation. Tammy Getchell and Lewis Cousins (both from Town of Mapleton), along with John and Kathy Gagnon, have been working on the tax bills. Getting tax bills out will require a special town meeting because the actual revenue sources the town will use, like revenue sharing and excise taxes, haven't been approved for use and they need to be. The special town meeting could be the week of August 29th, tax bills could be out the following week. Discussion about how much the town officials can spend before having to go to special town meeting. Dan Higgins feels that anything over the \$2000 mark should go to the voters. John feels making the threshold lower would reduce the efficiency of the town government. Discussion turns to what happens if accounts are being over-run and going to the town for approval; discussion about bids on the Walking Path. John explains the revenues that come in to the town that will be used toward the taxes, these revenues are other than property/personal property taxes. Discussion turns to the stumpage revenues and TIF. John discusses the BETE program, he says it isn't counted in the values of the towns until the state pays us our reimbursement, which then becomes a revenue and will reduce taxes. Audience member asks if the tax information and meeting minutes could be posted online to the Portage Lake website. Christy says the Selectboard would like to get back to writing the newsletter. Otis Nelson suggests having an email list of people interested in meeting minutes, the minutes could be downloaded and sent to them.

OLD BUSINESS:

Consider Appointment to the Education Committee

Christy Dicker explains this Education Committee is going to look into the possibility of tuitioning the kids from Portage. **Christy makes a motion that Dave Pierce and Barb Pitcairn serve as co-chairpersons on the committee, and Jen Curran, Tammy Curran, Missy Boutot, Ginger Nelson and Dave Farnum be appointed as committee members.** David Pierce seconds the motion. Barb Pitcairn says Roland Caron has agreed to be a consultant, but not a member of the committee. Dan Higgins volunteers to be on this committee also. Discussion on who is on the committee; general consensus is that there should be an odd number of members on the committee, suggestion that there be a retired teacher on the committee. Christy says Sarah Brooks, who isn't technically from Portage, has offered to be on the committee if she is needed. The committee will research the best options for the town concerning the school tuition, then it needs to be approved at a town meeting if it is determined that we should pull out of the SAD. Then the Town has to have a contract with the SAD, and then the education commissioner at the state has to approve it. Christy says the committee is doing the fact-finding and starting this process. This will make residents more informed about Portage's situation. The committee meetings will be open to the public.

Original motion made by Christy Dicker is denied.

***New motion:* Christy Dicker motions to have Dave Pierce and Barbara Pitcairn as co-chairpersons on the education committee, and that Jen Curran, Tammy Curran, Missy Boutot, Ginger Nelson, David Farnum, Danny Higgins and possibly Sarah Brooks appointed as committee members. Dave Pierce seconds the motion. Motion carried.**

Update on Town Manager Search

Christy Dicker motions to appoint Hollie Umphrey for the position of Town Manager of Portage Lake with the official start date of September 8, 2011. Dave Pierce seconds the motion. All in favor, motion carried.

Report on Photocopier Purchase

Interim Town Manager John Edgecomb said at the last meeting he suggested paying for a new photocopier out of TIF; since then he has re-read the original goals of the TIF program and buying a photocopier wasn't on the list. The item that he thought would include office equipment was actually an assessing software program. The photocopier will be paid for out of the operating account, not the TIF account. The new photocopier will be purchased from County Qwik Print for a little over \$5,000. This copier includes fax, scanner and color printing. Discussion about a warranty on the copier; discussion on a maintenance agreement. General

consensus from the audience is that a maintenance agreement would be a good idea. Questions about fixing the old copier, general consensus is that the old copier isn't worth fixing.

Report on Radar Trailer

John Edgecomb called the Sheriff's dept., the radar trailer is in use right now and they will get it to us as soon as possible. This is to alleviate the speeding issue in town. Brian Cote reads from the 2010SY town book on page 66, states that the town is paying \$23,249 for six months for public safety; he feels we aren't getting our money's worth out of this for the Sheriff's Dept. John Edgecomb says part of that money goes back to the valuation of the town. This figure has to be paid. Discussion turns to Portage's county tax. Discussion on the speed of trucks in Town and in Buffalo. Brian Cote suggests calling the 1-800 number for public safety in Houlton about the speed; if everyone is calling them they will do something.

Selectmen Election

Barb Pitcairn says the lawsuit against the town over the one year Selectman term has been dismissed. The judge hadn't realized that Barb had dismissed the case; it hadn't been officially dismissed until August 15, 2011 because of that. Now the Town can hold a re-vote to fill the one-year term.

Town Forest Tour

Dave Pierce says the Town Forest Committee is setting up a forest tour for anyone who is interested on September 3; there are sign-up sheets for anyone wishing to go and look at parts of the town forest. Timber stand improvement, harvests and other things will be looked at, as well as the proposed cutting area.

Fire Dept. Communication

Dave Pierce says there were two bids for the Fire Dept. communication contract. The company that the Fire Dept. had been using came in higher than a new company; the low bidder will be getting that contract. The Fire Dept. is looking into finding a cheaper company to use for licensing.

NEW BUSINESS

Consider Tourism Committee Appointment

John Edgecomb says the Tourism Cmte. has asked if there would be an advantage to them and the Town if the Tourism Committee was an official part of the town. The advantage to the Tourism Cmte. being part of the town is they become official as a town appointment and they fall under the town's liability. One disadvantage is that the checkbook for the Tourism Cmte.

needs to be handled by the town for auditing reasons. **David Pierce makes a motion to recognize the Portage Lake Tourism Committee as part of the Town of Portage Lake to come under the umbrella, and to nominate Grace Nason, Rachel Stevens, Alan Nason, James Dumond, Mary Ann Gagnon, and Wilza Robertson as members of the committee. Christy Dicker seconds, all in favor. Motion carried.** Grace Nason announces that the Tourism Cmte. is currently working on a Whoopie Pie Festival for Saturday the 27th of August. She says the Tourism Cmte. has also developed a website, www.portagelakemaine.org. Grace says if there is anything going on, they can put it up on the website; she says anyone on the Committee can be a contact person for doing this. Discussion about whether the Tourism Cmte. is now available to the town's grant writer. Grace Nason explains the Whoopie Pie Festival and what will be going on there.

Public Forum

Judy Moreau asks if the Selectboard has asked the assessors why our valuation went up last year. Dave Pierce says a meeting will be set up with them soon. Discussion turns to the Town's valuation; the Town's mil rate.

Dave Pierce motions to adjourn, Christy Dicker seconds. All in favor. Motion carried.

Meeting adjourned at 7:57 p.m.

Approved: _____

Date

9/13/11

Christy A. Dicker

Christy Dicker, Chairperson

David M. Pierce

David M. Pierce

**Town of Portage Lake
Selectboard Meeting
Wednesday, September 21, 2011
6:30 p.m.**

Members Present: Hollie Umphrey, Town Manager; Christy Dicker, Chairperson; David Pierce

Meeting called to order at 6:35 p.m. by Chairperson.

Approve Minutes of August 17, 2011

Town Manager Hollie Umphrey, Board Chairperson Christy Dicker and Board member David Pierce review the minutes from previous meeting of August 17, 2011. David Pierce makes a motion to approve minutes as read, Christy Dicker seconds. All in favor, motion carried.

Approve Treasurer's Warrants

There are no warrants to approve tonight.

Education Committee Report

David Pierce explains the committee met last Tuesday, September 12, 2011 and divided up tasks to seek out the towns known in the county that are using a tuition system for their students. The committee is going to meet with the superintendents and/or departments themselves and see if the town of Portage has enough cause to go forward and petition the town to leave the SAD. Dave says the feeling he got by a superintendant from one of the departments was that it was absolutely worth it. We are going to do some more homework on that and we have a meeting October 10, 2011 to decide if we are going to bring it in front of the town.

TOWN MANAGER REPORT

Financial Report

Hollie Umphrey, Town Manager discusses that taxes have come out; Cathy just submitted a running tally of what has been collected as of to date for property taxes we've received \$252,273.84. Other than that we have had a few abatements just a handful most of those are regarding homestead exemptions, and one veteran. For personal property to date we have brought in \$26,975.25.

Coordinators' Report

What Hollie Umphrey has been doing during her first week as Town Manager.

Hollie updates on the walking trail, site work is ready; tar is due to be delivered Friday September 23, 2011. Highway Department, Hollie went with Vaughn last week and asked him to take her to all town properties, all of the lakes, roads etc. We are starting to prioritize work that needs to be done; after the walking trail what fall projects need to be addressed. We have several dig safes already applied for, the first one coming up will be repairing the erosion up on Fox Hill, three sites on the East Cottage road where the ditches need to be cleaned up because of tile drainage from the incredible amount of summer rain and road ditches are full to capacity. We have silt and sedimentation in these areas so the tile is doing reverse where water is going back into the houses. Another spot on West Cottage road at Crooked Tree Lodge coming down off the mountain that has eroded severely washing out peoples yards we will be putting in across the entrance a French drain. Other than that a few road signs need to be taken care of. Winter salt and sand that has been taken care of; sand has gone out for bid, two bids were received one from Limestone and Portage Construction. Portage Construction came in under of course because of the shorter travel. So we are finishing up as of today, Vaughn has just cleaned up the pay loader greased it, it is all done from dealing with salt and sand mix. So we want to get on board here without ditching and our road work we need to deal with the hay bales out front once we finish up with the walking trail make sure there is enough berm on the backside that we are not creating a diversion headed into their home. Fireman's meeting and basically what's happening there and Dave Bolstridge helped me on this; there is a drastic need for volunteers. We have 10, Dave Pierce, yes we have 10 on the books and some of them rarely show up. Hollie and Dave Pierce discuss the need for five available people at the time of a structure fire and if the fire were to occur before 5 p.m. the town is more reliant on Ashland's assistance. The fireboat was bid and sold for \$500. Hollie has been in touch with the Sheriff's Department on the radar and they keep saying they will call back, so we will keep bugging them till they finally call us back to get the radar. The transfer station the blocks have been delivered and Vaughn is working tomorrow at the gravel pit to get the rest of the shale that we need to fix the transfer station. Anita Theriault asks the money that we give the county does that entitle us to a certain amount of time for a sheriff or how does that work. Barb Pitcaron expresses we shouldn't have written a \$74,000 check this year. Hollie: that's true Anita I'm going to keep on them they need to have a presence here.

Dave Pierce baiting on Coyote need to have land owner permission. Need to talk to Rich Hoppe about it. The issue Mr. Farnum baits and hunts near the deer yard and new laws state that you have to have land owner permission to bait but we need to talk to Rich about it we will come up with a place that will work. A decision to meet with Mr. Farnum, Rich Hoppe and Dave Pierce and the board some Friday morning was agreed upon.

OLD BUSINESS

Oak Point 911

Hollie explains we are just waiting on the water table to lower. Maggie Pierce is on Board with this with some volunteers, they are going to be doing some GPS on the map and lots around the lake. Need to get a volunteer because we need to divide Oak Point so responders know which side of the lake to go to; need to come up with a distinction. Discussion change Danny Higgins volunteers to cutting branches on the Maple tree at the VA Memorial.

NEW BUSINESS

Selectman Election

Board Chairman, Christy Dicker: the October 3rd Re-Election 2-6 p.m. not 1-6 p.m. as posted. Danny Higgins asks about the Absentee Ballots process and Cathy Gagnon explains that people unable to attend in person can call the town hall and Cathy will take care of the process. Hollie asks on the announcement of the ballots can people be here at counting instead of waiting till the town meeting. Dave Pierce and Christy Dicker both express that 7 p.m. would be the earliest a result could be expected. Sonny DeMerchant asks if neutral people can be in the room during counting. Christy and Dave explain the whole town can be in that room just not in official capacity.

Update on the TIF

Hollie explains she spoke with Laura Smith (Smitty) Tax Incentive Program Director recommends things to get our hands on the TIF such as a separate advisory committee in which that is all they are to review the TIF and the guidelines so we get it on track. Wish list for the use of retained captured increment revenue dollars: Administration tax accessing computer system upgrades \$20,000; Fire Protection Tank Truck with pump and communication equipment \$100,000; Fire Equipment Storage addition of a tank truck would necessitate converting being used by the highway department \$5,000; Road Maintenance replacement of a plow truck sander unit \$100,000; Highway equipment storage facility \$125,000; MDOT investment program \$102,250; Revolving Loan Fund for your small business assistance \$110,000; Parks and Recreation, public beach area \$50,000; Solid waste disposal, transfer station facility \$125,000; Industrial Park Development site selection feasibility study \$50,000 the development of it for \$100,000. Added Artesian well area now know as the Pavilion \$10,000.

Appointing of Positions

Christy Dicker we need to appoint Hollie to the other positions that go with her Town Manager Job. Christy Dicker makes a motion that we appoint Hollie Umphrey as Portage Lake Treasurer, Tax Collector, Road Commissioner, Welfare Director and agent for the overseer of the poor. Dave Pierce seconds that motion. All in favor, motion carried.

Public Forum

Christy Dicker to Mr. & Mrs. Edgecomb; thank you for letting us have John for the whole summer. Big Thanks.

Dave Pierce motion to adjourn, Christy Dicker seconds. All in favor, motion carried.

Meeting adjourned at 7:40 p.m.

Approved: _____
Date

Christy C. Dicker
Christy Dicker, Chairperson

David M. Pierce
David M. Pierce

**Town of Portage Lake
Selectboard Meeting
Tuesday, October 4, 2011
6:30 p.m.**

Members Present: Hollie Umphrey, Town Manager; David Pierce; Barbara Pitcairn

Meeting called to order at 6:35 p.m. by Chairperson.

Swearing in New Council Member

Swearing in of Barbara Pitcairn for selectman position ending March 2011, this is the remaining term of Gary Hafford who resigned last March. Swearing in was conducted by Town Clerk, Kathy Gagnon.

Attendance

Dave Farnum	Judy Moreau	Richard Casy	Ray & Theresa Cyr
Jean Clark	Lynn Taylor	Nelson Bolstridge	Brian Coty
Jim Dumont	Sonny DeMerchant		

Approve Minutes of September 21, 2011

David Peirce proposed that the minutes from September 21, 2001 not be approved at this time without Christy being present. Barb cannot approve minutes from the last meeting since she was not a selectman at that time.

Approve Treasurer's Warrants

There are no warrants to approve tonight.

Education Committee Report

Dave Pierce our next committee meeting is October 10, 2011 and at that time we will compile everything we have. Barb Pitcairn had a long meeting with Gehrig Johnson and Charlie Anderson yesterday and what they have impressed upon us is that they would like to have an amicable transition. Barb thinks it is possible and cost effective to do so. Dave had a lengthy meeting with John Hedman superintendent of Stockholm/New Sweden/Woodland and West Midland in which he advised having a meeting to get an initial straw poll of the feelings of the bulk of people or a bulk mailing of what we have found. We would want the majority of the people on board before trying to petition or anything of that nature. We will have a full update at the next meeting.

Update on TIF

Hollie at the last council meeting I presented that I spoke with Laura Smith she advised us to develop an advisory committee to serve and really look over all of the TIF agreements, deliverables, the wish list, and where we are at. We have two volunteers Judy Moreau and Barb Pitcairn but we would need an odd number so we are looking for one more volunteer. Betty Dumont has volunteered to assist in review and history but would not be an official member. Dave Pierce and Hollie M. Umphrey volunteer to be on the committee bringing the total volunteers to four.

TOWN MANAGER REPORT

Hollie Umphrey updates on what they have been doing since the last council meeting. Tax the discount ended September 30th we were very fortunate but I do not have a final tally tonight but will have one on the 19th. Council meetings are not changing to Tuesdays there was a scheduling issue and meetings will be back on schedule at the next meeting on October 19th. Hollie met with Patty Hersey and Janet Jandreau at Katahdin and has set up for the checking accounts; Insured Cash Sweep (ICS) account similar to a money market account. This type of account gains more money than a regular checking account with the ability to move money in and out up to 6 times a month without penalty. Set up 2 accounts the TIF and Silva Culture accounts to keep monies separate and definable at any given time and that they are not lumped into the general fund. Barb suggests that the TIF be labeled the Portage Lake Development Fund because it is labeled in the book as that and not the Tax Increment Financing. Dave Farnum asks if we are doing an account for Silva Culture wouldn't you want to do one for stumpage as well. Hollie agrees and Dave Pierce suggests we may only need one because the Silva Culture account that we are keeping is for use on the land and the stumpage goes into our bank account so I don't think we need two separate accounts for that I think if we have one for the guaranteed 50% to put back into the land and to pay for Laura than we may only need the one because that is money that is set for that purpose only where the other part of it the amount we receive for stumpage the other half goes into our general fund. Dave Farnum thinks Stumpage is supposed to be a separate account all by itself. The only time money has been set out was in a town meeting they appropriated \$25,000 to abate taxes the previous year. Dave Pierce this last year's check went into the general fund so we have to look into how it plays out and how it's proper. Dave Farnum you can't take money out of stumpage unless it is voted on at a town meeting because it is town money. It needs to be separate money because it is separate money like Silva Culture. Silva Culture has things that we spend for Stumpage doesn't, Stumpage is just Stumpage unless the town appropriates it. Dave Pierce says we will do it the proper way however it is set up. Jean Clark explains that in years past there was always a separate stumpage account and it said that Great Northern paid in x

number of dollars and there was x number of dollars given to Prentiss and Carlisle, there was a beginning and then a percentage and a percentage and what was left over was the town of portage. Hollie we can add as many accounts as we need. Walking Trail is now paved and now we need to pay for seeding and mulching which will be done as soon as the weather permits. Donated tulips and plants, small lines to paint for the kids, stop signs and children are at play. Couple of places that will need a fence because of the height of the berm for handicap accessibility, we are in hopes that by next week it will be done. Highway Department we had the blocks delivered for the transfer station and were able to get 30 yards of gravel screened out of the town pit to lock in the blocks saving a bit of money and not leaving it open we stockpiled it out back. Dave Pierce asks if there will be enough for the Hathaway Rd, Hollie responds we are in hopes. So Vaughn and Levi are going to start tomorrow on the transfer station. Then the regular ditch work Hathaway RD, Fox Hill, and some signs that are gone, hay bales are going to be gone, going to build a berm to alleviate the water problem out front. Hollie met with the cemetery committee one of the things they wanted to bring up is that we need to look at the new addition to the back side of the cemetery as far as the surveying of the plots, finishing the grading and seeding and getting it ready for purchase of burial plots. It was a concern this year because of the lack of weed whacking and mowing it didn't look very good. We want to start working on that for the citizens of Portage; that is the heritage of this town. We had some comments this summer and we will begin uploading minutes to the Portage Lake website after they have been approved. I have contracted with Danica Hartman for this and with Corrine going to school full time the work load has been enormous and we want to make sure that our minutes are ready for you folks prior to a meeting so you don't have to take as much time to review and approve at the meeting. Once they are approved we can give them back to her and she can quickly upload them for us. Barb asks who manages our website, do we? Hollie I believe it is us so we can scan them and upload them in so seasonal residents who want to know what is going on throughout the year; we will make sure that goes out into a news letter so throughout the year we can keep people involved.

Comments / Request from Public

Francis comments on completion of the community fitness path, congratulations to the town on completion it looks really great my family and I have gone out on it a couple times. Congratulations to Corrine on her fund raising and determination over the years to complete the project since it was first proposed. Along the rail line I think as far back as 2005 so I know she really pushed for it for a long time I'm sure it's very exciting for her to finally see that come to fruition that's a lot of perseverance and I think the project really deserves a formal ribbon cutting ceremony or grand opening with the funding agencies from the conservation department and the grant people that's the way a lot of people would celebrate the completion of a project like this. It's a very big deal I think and I want to say congratulations to Vaughn for his technical knowhow and myself that I had faith in him that he does excellent work and I

believe that trail is going to last a long time. I would like to say congratulations to the selectman for the continuity of leadership over changing personnel and all that and seeing it completed within the budget. Like myself while I was here I am proud of my own small involvement with the project during my time with the town and I believe it is an excellent amenity and a fabulous addition to the towns considerable recreation assets as to the recreation center of Aroostook and I believe it creates even more opportunities like you were just saying Hollie about other things that could be done alongside it like landscaping, benches and accouterments things could be added in the future as the town decides in good time. My proudest memory of the project would have to be convincing the former board that the path should remain routed behind the property and not rerouted in front of the sand shed and at one time it was debated and I just think I would have looked terrible there. It is a great job and I think you have a lot to be proud of. Second I wondered if anyone could explain why on the election ballots there was space and directions for write in votes because it was a closed race and revote between the two candidates. Hollie responds that it wasn't an oversight we just didn't make a special ballot we brought that one forward. Thank you Francis for bringing that to our attention, yes that might have been a question for some about a write in on the ballot but it was in the court order that is was to be between the two candidates it was just an oversight we probably should have amended that. I wanted to publicly state how much I appreciate the people that ran this election yesterday they went above and beyond. The three ladies Lou Sandy Boutot, Grace Nason, and Wilsa Robinson did a phenomenal job they were really stressed out and wanted to make sure we handled this as professionally as possible and I just wanted to publicly acknowledge they did a great job. Francis thank you for bringing that up on the ribbon cutting for the walking trail, absolutely correct we need to make that as an acknowledgement. Barb suggests doing it in the spring when the tulips are up or until the grass is in. Dave Pierce says we can get Mick Rogers up from Augusta that heads out the RTB program possibly to coordinate that.

Dave Farnum trapping coyote on town land he needs landowner permission to trap on properties in organized towns. Law book says have the town manager or selectman sign the slip. Hollie met with Rich Hoppe said he would meet with you to look at the sight you want to bait. Dave in addition to that you don't go out and say this is where I'm going to trap there are 1,000's of acres of land and if I get permission from the town to bait coyotes is it going to be that I have to come back every time I pick a new location. Dave Pierce could we have an open policy like unorganized towns so we don't need individual person that some we'd have to go through IFW for might even have to go to a town meeting if it goes that far. Audience member asks if someone steps in one of these traps how is it going to affect the town's liability. Dave Pierce if he didn't have permission than he'd be responsible for it but if he does than I'm not sure, but now because of lynx traps are only 5" and have no teeth so they are not a threat to humans unless in bare feet. Maybe Friday afternoon we can all meet.

NEW BUSINESS

Snowmobile Trail Crossing

Hollie an issue on grooming, the groomer would typically come through behind the store but we cannot allow it to cross the walking trail so we need to address the snowmobile club. Ken Fones this was brought up before the walking trail was even voted on and they said it won't hurt anything so now I don't know what to do. Dave Pierce if we run it behind the trail and bring it out behind Glen Cusack's garage and cross the road there that won't be an issue and people can go up the road. Ken there is a ditch on the other side there is no room to get anywhere in there. Hollie maybe we can meet with landowners, abutters, and snowmobile club to come to an agreement.

Seasonal Highway Department Employee

Hollie explains the current employee Levi will be leaving in two weeks to return to a fulltime position at the mill and the town will need a part time person coming into the snow plow season. **Barbara Pitcairn motion to advertise for a seasonal part time highway department person, Dave Pierce seconds. All in favor, motion carried.**

Public Forum

Audience member asks if the Education Committee meeting on the 10th at 7pm is open to the public. Barb any committee appointed to the town is open to the public.

Dave Pierce motion to adjourn, Barb Pitcairn seconds. All in favor, motion carried.

Meeting adjourned at 7:25 p.m.

Approved: 10-19-11
Date

absent for meeting
Christy Dicker, Chairperson

David M. Pierce
David M. Pierce

Barbara A. Pitcairn
Barbara Pitcairn

TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA

October 19, 2011

6:30 p.m.

Call to Order

Attendance

Approval of Minutes (need to approve 9/21

CEO Maggie Pierce

Snow Mobile Club

Maryanne Gagnon Cemetery Report

Education Committee Report

Town Manager Report:

Nashville Plantation – no longer utilizing Portage transfer station

Golf Course

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS)

Old Business:

Seasonal Part time Highway - Hollie

Christy – Edgecomb note

New Business:

Other:

Adjourn

**Town of Portage Lake
Selectboard Meeting
Tuesday, October 19, 2011
6:30 p.m.**

Members Present: Hollie Umphrey, Town Manager; Christy Dicker, Chairperson, David Pierce; Barbara Pitcairn

Meeting called to order at 6:32 p.m. by Chairperson.

Attendance

Judy Moreau	Sonny DeMerchant	Mary Ann Gagnon	Bonnie Condon
Jen Curran	Dave Farnum	Ken Fones	Missy Boutot
Rob & Alyce Reese	Francis Grey	Maggie Pierce	Anita Theriault
Brian Cote	Tammy Curran	Danica Hartman	Richard Casey
Katherine Gagnon	Darey Gagnon	Jean Clark	

Approve Minutes of October 4, 2011

Christy Dicker motions to approve minutes from September 21, 2011, Dave Pierce seconds. All in favor, motion carried. Barbara Pitcairn motions that minutes be approved from October 4, 2011, Dave Pierce seconds. All in favor, motion carried.

Dave Pierce excuses himself from table for next speaker due to conflict of interest.

CEO Maggie Pierce

Maggie explains a land owner has not been in compliance for 363 days and has been unable to get the property into compliance this summer. Additional violations at that time caused a stop work order to be issued; tried negotiating with the landowner to get a consent agreement and was unsuccessful. Hollie tried mediation with the landowner, Nick Archer & Eric Hitchcock from DEP, Christy Dicker and landowners forester; was unable to come to an agreement. Need to seek legal action to get this land into conformance. Barbara asks what the legal action entails. Maggie explains that it would be filing a claim with district court but does not mean that it will go to court, will let the landowner know that the violations are serious and they are in shore land zoning. Shore Land Zoning is state mandated, Portage did adopt shore land zoning ordinances and we have to enforce them. It is our hope that the individual will come into compliance. Barbara asks will the town need to hire a lawyer and Maggie responds that it will be up to the landowners council on how they want to proceed, negotiating outside of court then we will try again. All attempts up to this point have failed. Hollie supports Maggie's decision, and has spoken with Nick Archer from DEP, he stated that they are backing our Code Enforcement Officer 100%. If the matter is not resolved the state will step in and

the matter will get much worse for everyone. The landowner was notified that they were able to appeal at any time and no appeal was ever filed. **Christy motions that the board give Maggie the authority to proceed however she feels necessary, Barbara seconds. All in favor, motion carried.** Second issue Lou Pizzuti, Environmental Specialist, Div of Solid Waste Mgmt. conducted his final inspection of the transfer station everything looks great. He does recommend removing the tires ever year instead of every two years and we can move them in a town vehicle that says Town of Portage Lake on it and bring it directly to Fort Fairfield ourselves instead of having to pay for someone to remove them.

Snow Mobile Club

Dave Pierce commenting over concerns of snowmobiles crossing the walking trail, had a response from Scott Ramsey that "no town or MDOT have found a successful permanent fix to the issue since ski runners and picks usually capped with carbide edge with cut anything but diamonds on our bridges we have done the wood sacrifice layer and replace it every few years". Dave discusses the options of a wood chip layer, putting gravel over it, and a last resort steel plate from a mill or logging contractor which would need to be roughed up for walkers. Next snowmobile meeting is November 4th. Jen Curran expresses her concern that where the trail is really is the only option for the trail. Barbara expresses using an abutter, Jen rebuts that having the trail on Danica's property would require more signage and safety issues. The main concern is in the spring if nothing is done before snow hits we won't be able to get in there to put gravel in and freeze it down.

Cemetery Report

Mary Ann Gagnon discusses adopting a similar brochure as Ashland does, on rules and regulations to alleviate the problem of trees being planted. The committee has decided to let the Grimes tree at the top of the hill stay since the tree is not getting any bigger. The committee has done a lot we have got a monument for James Lannigan, town signs at each entrance and the signs on route 11 and fox hill road, purchased land from the top of the hill to Route 11, got 12 folding chairs for the 50's and over club for funerals, and a canopy was donated but broken on the first use. **Dave Pierce motions to accept the cemetery committees decision for a brochure for rules and regulations, Barb seconds. All in favor, motion carried.** The committee is open for anyone to join. Audience member would like to thank cemetery committee for getting Mr. Lannigan a memorial stone.

Education Committee Report

Missy Boutot: residents have signed a petition to present to the municipal officers and it says "we the undersigned registered voters of the town of Portage Lake request the municipal officer to place the following article before the voters for their consideration. Do you favor filing a petition for withdrawal with the board of directors of Maine Regional School Unit 32/ Ashland District School and the commissioner of education and authorize the withdrawal committee to negotiate a contract with

SAD/RSU 32". Dave says the 7 person committee unanimously found in favor of this. He explains that this will save the town \$200,000 year but the breakaway itself will be a onetime fee of between \$30,000 to \$35,000. The committee is still receiving proposals from law offices. The next education committee meeting is October 24, 2011. Audience member asks if we are an RSU why are we being penalized with a fine. Barb explains we did not consolidate so nothing changed but Governor LePage is waving the fine for next year. Under the cost share formula of 70/30 we will be responsible for the additional litigation fees of SAD 32. Barb explains the process from this point and that it has been submitted to the board of selectpersons according to Statute 1466 we need to set a date 45 days out for a special election for that article that was read on the petition. **Dave motions that the public hearing be held for either November 16th or 22th and the election for December 2, 2011, Barb seconds. All in favor, motion carried.**

TOWN MANAGER REPORT

Hollie explains Nashville Plantation at the end of this calendar year will no longer be utilizing our transfer station. Vaughn has finished the transfer station for this year. Golf Course: Bill Nemer and board of Directors request for abatement for property and equipment. Hollie recommended they put together a business plan. The Golf course is currently two years in error and this will make three; no filing for abatement has been made to date. Hollie has drafted a letter stating she would like to have the Golf course board of directors continue discussions on developing a business plan and they to come in and apply for the abatement so it is up to them now.

Comments from the Public

Judy Moreau asks about the convening of the selectpersons on Friday mornings. Hollie takes the floor stating it was one Friday not to be as a business meeting but to go over things as a new town manager for guidance not to make decisions but as new coming from a federal employee to a municipal employee there are extreme measurements that are different and have asked if we could meet as needed as a guidance and a working session as to what I am working on prior to a council meeting; it's not a voting or a discussion. Barb says the postings of the select board meetings at the bottom it will state work sessions as needed Friday mornings at 8:30 a.m. Change of subject Brian Cote asks if the Fire station boat sold. Barb says it sold for \$500. Barb comments trucks coming out loaded for hard wood headed south. Dave Pierce says it is not a town issue. Dave Farnum says land owners can only stop the trucks from using the driveway not the road.

OLD BUSINESS

Seasonal Part time Highway Employee

Announcement was posted. Three candidates have shown interest looking for someone with a class B license and experience. The position needs to be filled immediately.

Edgecombe Note

Christy reads a letter from John Edgecombe about his gratitude for the gift certificates and a hat. Subject change Mary Ann wanted to thank Billy Good and John Gagnon they were very helpful picking up stones that had fallen. Brian Cote asks if there is a liability to doing such a good deed. Christy answers yes; Mary Anne: if the stone is scratched or damaged the person moving them would be liable. Subject change Office will be closed because Kathy will be gone, Corrine will be here certain hours that will be posted. Discussions change to clerk office time crunch for paperwork and possibly closing half days or a whole day in order to get the work done without being bothered.

Dave Pierce motions to adjourn, Barb seconds. All in favor, motion carried.

Meeting adjourned at 8:04 p.m.

Approved: 12/7/2011
Date

Christy A. Dicker
Christy Dicker, Chairperson

David M. Pierce
David M. Pierce

Barbara A. Pitcairn
Barbara Pitcairn

**Town of Portage Lake
Selectboard Meeting
Wednesday, November 2, 2011
6:30 p.m.**

Members Present: Hollie Umphrey, Town Manager; Christy Dicker, Chairperson, David Pierce; Barbara Pitcairn

Meeting called to order at 6:33 p.m. by Chairperson.

Attendance

Wilza Robertson	Judy R. Moreau	Clayton M. De Merchant	Ray Wakefield
Dave Farnum	Ray Cyr	Darey Gagnon	Jennifer Curran
Kathy Gagnon	Jeannie Jones	Rob & Alyce Reese	

Approve Minutes of October 19, 2011

Christy Dicker motions to approve minutes from October 19, 2011, Dave Pierce seconds. All in favor, motion carried.

FINANCIAL REPORT

Hollie and Barb met with Chad Bartley about the requested audit from Francis Gray prior to John Edgecombe taking over, independent accountants report was good. Another audit to be performed from when Francis Gray left and John Edgecombe took over until September 8, 2011 when Hollie Umphrey took over is in progress. Barb feels the accounts need to be cleaned up, which may make our accounting easier to have Chad Bartley come in and do a cleaning of accounts, the board concurs. Discussions turn to possibly looking for a new accountant and upgrading the TRIO system for more efficiency, for now the board will stay with the current accountant. Due to lack of funding the cleanup of accounts will be postponed till monies are available for the quoted \$1200 accounting fee. Hollie doesn't have final totals for taxes but is processing liens and there are two properties on Oak Point with taxes due from 2008 and are going to foreclosure. Hollie provided a breakdown for the maximums for general assistance for October 1, 2011 to October 1, 2012; which needs to be signed by each selectman. Maximum for Aroostook County, one member per household is \$475 per month. After November 1st if there are children in the household then Maine Public cannot shut off electricity. Hollie is trying developing a database of resources for these issues.

Maine Regional Coordinator Committee Report

Raymond Cyr accompanied by Darey Gagnon and Ed Lowery went to Grand Isle one issue discussed was family reunions of which they have received 24 applications from the Saint John Valley there were already 3 to 6 in progress and they expect by the end of October to have around 30 applications. They try to merger applications with people of the same last name then after the first of the year they

will announce where the reunion will be held. Three applications two separate families from Portage whether or not the reunion will be in Portage or not is not decided. Another issue brought up was Jason Parent & Loraine Pelletier attended the potluck supper sponsored by the historical society and an article was written in the paper about it by Sue Hocking. Norman Pelletier has been working on guided bus tours of all historical society buildings in the Saint John Valley. During the 2014 celebrations they asked if Portage had a historical building they could visit the answer to that is not yet. The three regions want to get younger people involved around college age 17 to 25 to attend meetings in Madawaska, bi-lingual speaking a must. Lou Paul Charrets President of the Committee of the three regions attended a festival in New Orleans an Acadian type festival because New Orleans was one of the states that applied to have the World Acadian Congress similar to the Olympics. Thursday, November 17th in Portage at 6:00 pm is the next meeting. Jen Curran says Jason Parent's experience was good and feels there will be a lot of people from New Orleans coming here because one of the requirements of the Acadian Festival is that so much is in French and English and everyone had to be bi-lingual, everything is printed in French and English. This brings up a good case because people in New Orleans had received brochures totally in French and this is not going to be the way it is done now. The Federal Government had committed to a \$1 million in funding and now it is not available. Our congressional staff cannot hold meetings in Canada so Jason Parent is working really hard to cut through the red tape to get the meeting in the states.

Portage Lake Education Committee Report

Barb Pitcairn: only one issue on the agenda, should we go with SAD 32's legal representation, the consensus was yes as long as there are written stipulations. One it is more cost effective because the law firm that could bring us through this quoted \$35,000; unless it goes to litigation it could increase considerably from there. The board didn't think we were in a financial situation to take that kind of risk. The same attorney will represent Portage and SAD 32 to negotiate a reasonable amount Portage should be paying for tuition, similar to towns in the same situation. Rob Nadeau will be here for the November 16th meeting to answer questions.

Portage Lake Housing Committee

Ray Cyr fundraising so far is up to \$14,457; met with the landowners the Hartman's and they refused to negotiate price. The other site on Gilbert Cyr's property is available and is a lot cheaper. Hollie spoke with Laura Smith from Augusta and under TIF the purchasing of land is not outside of TIF. Manual Page 27 says, authorized project cost, cost of improvements made within the tax increment financing district, the acquisition of land. Hollie mentioned it to the housing authority and they would have to do a formal hearing, town vote, and forwarded results of that vote along with a written amendment to the TIF wish list. Land has to be owned before funding can be acquired for construction either by grant or loan. More research needs to be done on the financing district to determine eligibility.

TOWN MANAGER REPORT

Hollie met with Judy Dore, MMA representative, we have been paying for lines of liability coverage with a line for law enforcement liability in which we had been paying \$308 a year and we don't have law enforcement so we are getting a kickback. Update on the Sherriff, Hollie met with Dan Robinson, to work with us on radar. Due to our geographical area we receive 1 week out of 5 weeks running radar, we are moving forward to get something for the truck speeding problems. Hathaway road patchwork is done and a catch basin is going to be done here in the corner of the Town parking lot. Cold patch heater is needed for asphalt this time of year. Outside lighting in front of the building is out as well as the sand shed. We also need lighting fixtures inside of the clerk office repaired.

Dave Pierce spoke regarding the Recreation Center Committee is getting rid of the old Ashland Rec center, using the middle school gym and tearing down the part of it that was built in 1954 and put a kitchen attached to the gym. Monies have been raised upwards of \$24,000; Jack Gibson fund \$10,000 money from the defunct rotary and so on. They want us to be on board with it, to have all six communities involved but wanted to make it clear that they are not asking for any money from Portage. A letter of support for the grant from us, applying Jan 20, 2012 final application due March 10, 2012.

Dave Pierce brings up closing the office for either a day or two half days so that the town clerk can do her work without being inundated by people. Dave Farnum suggests closing in the morning that way people who come in the morning still have a chance to get what they need done that day. It is an administrative decision and will be discussed internally.

Christy asks if there has been any news on the noncompliance landowner. Hollie has not heard back from the lawyer but Maggie has filed the paperwork. Next meeting first on the agenda a short executive session to discuss details of Hollie's employment, a short meeting and a hearing at 7:00 p.m.

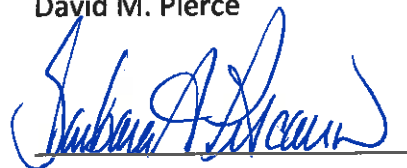
Dave Pierce motions to adjourn, Barb seconds. All in favor, motion carried.

Meeting adjourned at 8:15 p.m.

Approved: _____
Date


Christy Dicker, Chairperson


David M. Pierce


Barbara Pitcairn

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

November 16, 2011

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for November 2, 2011

Education Committee report

TOWN MANAGER REPORT

Review of snow plowing standards

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Other

Town of Portage Lake
Selectboard Meeting
Wednesday, November 16, 2011
6:30 p.m.

Members Present: Hollie Umphrey, Town Manager; Christy Dicker, Chairperson, David Pierce; Barbara Pitcairn

Meeting called to order at 6:33 p.m. by Chairperson.

Attendance

Jean Clark	Ray Cyr	Darey Gagnon	Bo & Anita Theriault	Rob
& Alyce Reese	Missy Boutot			

Approve Minutes of November 2, 2011

Christy Dicker motions to approve minutes from November 2, 2011, Dave Pierce seconds. All in favor, motion carried.

Education Committee Report

Hollie reads memorandum received from Drummond Woodsum & MacMaHon, Attorneys at Law for referendum procedures for town meeting regarding the withdrawal of the Town of Portage Lake from Maine School Administrative District No. 32. Copy of Order attached. Public hearing to be held Thursday Dec. 1, 2011 at 7 p.m. and Vote Jan. 5, 2012 from 2 p.m. to 7 p.m. Public hearing to be held in the large room for expected public turnout. Hollie asks the committee to compile talking points representing the Town of Portage in case media should contact the office for comments.

TOWN MANAGER REPORT

Hollie updates: The catch basin at the end of School St has been completed. Handed out plowing standards that have been on file for the selectman to review and update if necessary. Have received calls from a couple of people with disabilities requesting that during the winter if the plow trucks could be mindful of those particular driveways in order for an ambulance to be able to get in. Plow truck is ready.

OTHER:

Barb makes a motion to write a letter for dual representation from Drummond Woodsum & MacMaHon of the Town of Portage Lake and SAD 32 in the Petitioning of the withdrawal from the District, Dave Seconds. All in favor, motion carried. Hollie read a letter to Robert Nadeau proposing multiple representations. Missy Boutot: the district will pay for mediation but we are still apart of the district so we will still pay a portion though the town is to approve the full \$20,000 maximum in fees

for withdrawal. An issue makes the board hesitate on signing ^{un CAD DMP} till tomorrow until they can get a definite clarification on fees.

Dave Pierce makes a motion in order to place article on ballot of the special town meeting referendum and to call public hearing to be approved in the flow presented in this meeting and the tested copy of said order to be included in the minutes of this meeting, Barb seconds. All in favor, motion carried. Kathy Gagnon stated that information in the warrant has to be signed in a meeting, but the others do not have to be and the \$20,000 includes the legal fees of both Portage and SAD 32. Board members sign the warrant.

Dave Pierce motions to adjourn, Barb seconds. All in favor, motion carried.

Meeting adjourned at 7:33 p.m.

Approved: _____
Date

Christy A. Dicker
Christy Dicker, Chairperson

David M. Pierce
David M. Pierce

Barbara Pitcairn
Barbara Pitcairn

**Town of Portage Lake
Selectboard Meeting
Wednesday, December 7, 2011
6:30 p.m.**

Members Present: Hollie Umphrey, Town Manager; Christy Dicker, Chairperson, David Pierce; Barbara Pitcairn

Meeting called to order at 6:35 by chairperson.

Attendance

Clayton DeMerchant	Judy R. Moreau	Darey Gagnon
Mary Ann Gagnon	Gertrude good	Bill Good
Dave Farnum	Brian Cote	Margaret Pierce

Approval of Minutes for November 16, 2011

Christy motions to approve minutes from November 16, 2011, Barbara Pitcairn seconds. All in favor, motion carried.

Budget & Audit Report

Hollie received from Chad Bartley the final audit from John Edgecomb's term till September 8, 2011 when Hollie started. The total amount for conducting audits this year is \$1,450.00. Money from one Cdarr for \$208,056.17 was rolled over into ICS (money market type account) and one \$103,170.60 moved into the general account. TIF opened under ICS started at \$134,003.34, Hollie made a deposit of \$66,818.70 a check for an equal amount was made out to Maine Woods. Concerns about the total amount of TIF money should be more, possible mis-labeling of accounts could provide us with a better understanding of total money in the TIF account. Barb Pitcairn: the monies need to be identified and that is what the TIF committee will work on. Hollie is going to go through the accounts to find the appropriated money and transactions pertaining to the TIF and Silva Culture. To date 146 tax bills left to pay could gain another \$118,316.00 from real estate taxes, to date \$881,166.59 has been collected in real estate taxes, Personal Property \$149,418.09. Hollie met with Mike McPherson the town's Personal Property assessor and is working on getting a couple pieces of equipment correctly identified for Maine Woods.

Cemetery Report

Mary Ann Gagnon shows the final Rules and Regulations pamphlet created by Danica Hartman for members of the community, everyone is pleased and impressed. Questions addressed regarding of cemetery fees. Audience member also asks about mowing for next season and hopes that it can be kept up better than this year.

Maggie Pierce, CEO

Transfer Station

Yearend report for DEP, we are overpaying Eagle Lake, the material is going to Tri-Community and only our household garbage is going to Eagle Lake. The only contract on file is from 2001. We pay NASUA \$34,291 per year, \$2,857.50 per month; in order for it to be profitable we would have to be disposing 33 tons of waste per month. This year our transfer station generated 28.93 tons including bulky, multi-waste, and construction costing \$2,459 (for 6 months). Eagle Lake contracts wit Saucier who then picks up the bin and drives it over to Tri-Community. A breakdown of: 63 computers at \$5 a piece a total of \$315 (picked up and brought directly over to Tri-Community), 69 florescent lights \$8.28, 72 tires \$366.95 of which \$366 was collected and we disposed of them ourselves so out of pocket was only .97. The transfer station collected a total of \$3149.28. During the heaviest time of year we only generate maybe 20 tons. If we contract directly we would save around \$12,000 a year. For Tri-Community there is only a tipping fee of \$85, \$5 per computer, \$5 a television and \$.12 per foot and tires are by ton, so if we collect the fee for the tires it should even out. We need an up to date contract to withdraw from NASUA and according to the old contract we need to give a 180 days notice, the argument is if there is no up to date contract how are we bound to the 180 days. The last contract on file originated in 1995 and matured in 2001. Maggie has been repeatedly asking for a contracts well as our actual tonnage figures which are needed annually for our reports; if the numbers are not accurate we get fined. Maggie and Hollie are looking to bring one company in to service the entire town in order to save the whole community money and bring in curbside recycling.

Seaplane Base

MMA was adamant that it must be up to code, an inspection was done and the front porch would need to be removed, it would need to be leveled, and the roof would have to be redone in order to make it a safe structure. When the porch is removed we would have 18 months to rebuild it. Repairs are estimated under \$5,000 so it does not need to go to bid. Contractor Cary Pelletier can start Sunday. Hollie: the historical society wants it back in original condition because it is the oldest aviation on the east coast. Brian Cote asks about those who were going to volunteer their time so there would be no out of pocket expense to the town. Christy stated that at the time everyone said they would help but there was no plan in place and insurance became the issue. The prior CEO condemned the building, MMA says you have to do what you can to make it a safe building in order to get insurance on the building. The building permit is on the books for this year to show MMA that we have started work on the building. It has to be surveyed for flood zone footage if they want to raise the building, then it has to go in front of the planning board. **Dave Pierce makes a motions that we go with the contractor who has given us the estimate to begin immediately if it is under the \$5000 mark and the monies can be found in the town coffers, Barb seconds. All in favor, motion carried.**

EDUCATION COMMITTEE REPORT

Dave Pierce it is going to vote on January 5th. The informational meeting had a great turnout.

TOWN MANGER REPORT

Hollie: Regarding the webpage for the town, we are working to upgrade the webpage and storage space for the minutes to be uploaded. Hollie states that she is responsible not getting flags out on Veterans Day and has taken measures to assure that they go up when needed. Tuesday and Thursday mornings are working well but possibly revisit and make changes if necessary after the first of the year. Hollie will be gone Monday the 19th and Tuesday the 20th of December but will be in Wednesday morning. The TIF committee met last night, exploring option on how this whole thing is done, possibly having Laura Smith or Steve LeMay come in to bring it back to the present. Hollie was working with Lewis Cousins of Mapleton and was impressed with the TRIO program showing photo details of properties. Maggie and Hollie were out all day Saturday taking pictures of properties to put into a data base that will allow us to view all properties and answer questions about properties such as buildings that have been removed, has the property met its 30% expansion, is it in the flood zone, distance from the lake or from the road, etc. Some tax cards are not correct, that show just a circle with no measurements for things like storage sheds. This will help defend landowner rights and protect the waterfront.

Comments from the Public

Brian Cote: street lights, the one across from Cub Casey goes on and off.

Dave Pierce motions to adjourn, Barb seconds. All in favor, motion carried.

Meeting adjourned at 8:03 p.m.

Approved: _____

Date

Christy Dicker, Chairperson

David M. Pierce

Barbara Pitcairn

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

December 21, 2011

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for December 7, 2011

Maggie Pierce, CEO

NASWA

Seaplane Base

Tax map program

Education Committee report

TOWN MANAGER REPORT

Budget committee members

Repair work on Cottage Rd

TIF

Office closed after holidays for end of year

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Other

Office closed December 23rd 12:30 -4:30

**Town of Portage Lake
Selectboard Meeting
Wednesday, December 21, 2011
6:30 p.m.**

Members Present: Hollie Umphrey, Town Manager; Christy Dicker, Chairperson, David Pierce; Barbara Pitcairn

Meeting called to order at 6:33 by chairperson.

Attendance

Dave Farnum

Sonny DeMerchant

Judy Moreau

Approval of Minutes for December 7, 2011

Barbara motions to approve minutes from December 7, 2011, Dave seconds. All in favor, motion carried.

Maggie Pierce, CEO

Transfer Station

Maggie received the contract from Eagle Lake; only one on file is from 1999. The copy of the contract Maggie received is dated February 18, 2011; to Francis Grey, there is no record of it ever coming to the select board for their signatures. Maggie does not believe there is an actual contract; contracts have been done verbally in the past and Maggie is asking for a signed contract by Portage Lake Board of Selectman. Mr. Nadeau did come in and had a meeting with Hollie and discussed how the town of Wallagrass approached NASWA to withdraw from their services. He responded that should a town withdraw, they would still be liable for their share of payments on a second note of \$90,000 for NASWA. Dave: "if we don't have a contract we are not liable". Hollie recommends a meeting with Mr. Nadeau face to face with Maggie and select board members. Maggie has spoken with our garbage collectors servicing the lake, the truck weights are combined for the area: Eagle Lake, Wallagrass, Winterville, Portage, etc. resulting in a difficult task to know total tonnage for Portage Lake. TRI Community is ready to take Portage Lake and it is estimated that we will save approx. \$12,000 a year having our garbage delivered directly to TRI Community. **Barbara Pitcairn motions to draft a letter to send to NASWA to determine if there is any contract on file, Dave Pierce seconds. All in favor, motion carried.**

Seaplane Base

Maggie spoke with Heidi from MMA and we are now insured effective today. Their Loss Control Team is going to come out and most likely do another inspection and update the building evaluation. Maggie provided before and after pictures, no problem insuring it. Question regarding the roof and why it was not done at the same time. CEO replied that the deck needed to be addressed before anyone could be allowed on the property; the roof will be addressed at a later time with volunteers. There is a list of things to do: chimney, repairing the inside of the building, building back the porch. Time is critical because of the shoreland zoning ordinance, we have 10 months to replace the porch; if work is not completed by then it will go out for contracted services. Barb Pitcairn stated we need a work list with estimates for money that will need allocated for supplies. Maggie stated that she was informed numerous times that volunteers would be willing to donate their time and even supplies. Hollie reported there complaints about some of the work done; Styrofoam and debris left behind on the ground. Vaughn took care of the Styrofoam since we told the contractor to leave it in case any of it could be reused. The historical society is looking into grants for supplies, if they take the project on it has to be restored to what it originally was as a seaplane base.

Building Codes

Maggie reported the State of Maine has come up with the Maine Universal Building and Energy Code which every town had to put in place as of December 2010. Towns with populations under 4,000 people do not have a building code. What they did was give towns 4 options: (1) have no code, (2) have just the Maine Uniform Building Code, (3) only the Energy Code or (4) both. The planning board was given both the Uniform Building Code and the Energy Code to review. Upon review the planning board recommends adopting only the Energy code since that is the one most recommended by insurance company's and the banks industry. If a homeowner wants to put an addition onto their house the bank will ask if the town have this code. The Energy Code goes above and beyond anything that the Town of Portage Lake would ever do. It dictates the wattage that can go to your house, dictates the number of light fixtures, skylights, ventilation systems, etc. Both the planning board and the board of selectman would have to hold a public hearing for a final decision on this matter. This is a flat standard for the whole state, the first time they have ever done this. We are not the only community that is struggling with this. The town must hold a public hearing and then vote at the town meeting for which code they want for Portage Lake.

Tax Map Program

Maggie reported on a computer program that will allow us to click onto a parcel of land and pull down the following information: septic system design, pictures of principle and accessory structures, distance from the lake, when the structure was built, 30% expansion, liens, and elevation. Barb Pitcairn asked if this in TRIO. Hollie reported that Maggie is building the software and will upload onto our computers.

Maggie stated that she will have the lake properties done first because they seem to go from owner to owner; then this summer Route 11.

EDUCATION COMMITTEE REPORT

Barb has spent a week and a half trying to get the answer to an important question on the town's valuation after TIF, what will the impact be to our state's school allocation to our municipality if we succeed from SAD 32 once the TIF comes to its maturity? Steve Lemay said the answer to my question was in our valuation report, which opened up another can of worms. So I pose this question to Mike Rogers (State Valuation Chief) and hope I get an answer. Barb asks Hollie to pose the question to Mike Rogers since she will be speaking with him.

TOWN MANGER REPORT

Hollie spoke with Laura Smith and posed this question to her as to when the TIF comes to maturity. Laura said yes it will have an impact on the town's valuation, you will go higher. However you have to take into consideration what are the other variables: creating x amount of jobs, businesses coming in, so if you look at just the dollars going into the account that has a direct correlation to the town's valuation but then you add in when TIF, was there more property developed, were there more jobs as part of the TIF. There are numerous variables and at the next TIF Advisory Meeting we are going to have a conference call with Laura. Some towns that have had a TIF are running into problems such as: when the TIF ends the money needs to be spent it cannot be kept on the books for an extended timeframe. Obviously if they have projects on the books such as rebuilding roads, etc. they would most likely have that listed out over a period of time. Some towns are running into problems when they still show "TIF" accounts on the books and the TIF expired years before. We should prepare a list of questions for Laura Smith for her to consider. After January 15 she is willing to do a conference call with us.

Budget committee member has two terms due to expire this year; Lou Sandy Boutot and Danny Higgins. Both have requested to remain on the committee. Barbara Pitcairn's seat needs to be filled since she is on the board of selectman. Judy Moreau has agreed to come on replacing Barb.

Repairing Cottage Road in back of Fred Bakers property; water and ice build up from overflow of dry hydrant diversion ditch. Dug ditch across driveway and placed tile line to outlet water into ditch. Hollie is researching for Flood Mitigation grant money to address this issue and others along Cottage Rd. Hollie reported that she worked on the dry hydrant project in 1989 for Soil Conservation Service. The diversion ditch removing the overflow water from the dry hydrant has most likely filled in over the years resulting in the water flowing directly behind the residence. Today was an emergency situation where the homeowner couldn't get out of their home.

Office closing: Friday Dec. 23rd, Christmas Eve afternoon, Friday, Dec. 30th afternoon. Also, the office will be closed, January 2 & 3 to the public, staff will be working to close the books.

The next selectman meeting is Wednesday January 4th.

Comments from the Public

Barb Pitcairn spoke with Randy Tarr inquiring on the status of Portage Lakes 2013 full re-valuation. Randy needs to know how many parcels we have and he will send a quote, that way we can raise half the money this year and half the following year. He thought Maggie's Tax Map Program was fantastic; that it would increase the speed of his valuation if this information was already on file, that three quarters of his work is going door to door. Judy Moreau asked if we have been putting money away for valuation. Barb replied that we raise money every year for assessing but that is for keeping the town updated. Mike MacPherson and Randy Tarr come every year updating x-amount of tax cards because of garages being torn down or built, to bring everything up to date. The valuation would be a complete town valuation which has not been done since 2000 and we are overdue by about 3 years. This is done typically every 8-10 years.

Dave Pierce attended a Forestry Committee Meeting this week. This past October, 23.5 acres of property lines saw work was done for \$5052.50. Next meeting will be held on January 18, 2012. Laura (Town forester) plans to be here and work on proposal for the management plan. They have flown the areas and done inventory points on some of the districts.

Christy Inquired about personal property at Camp Lumber and asked if pictures had been taken due to reports that the mill equipment has been leaving town on trucks and taxes are still owed to the town.

Dave Pierce motions to adjourn, Barb seconds. All in favor, motion carried.

Meeting adjourned at 7:57 p.m.

Approved: _____
Date

Christy A. Dicker
Christy Dicker, Chairperson

David M. Pierce
David M. Pierce

Barbara Pitcairn