

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

January 20, 2016

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for December 16, 2015

Old Business:

1. Insurance Information

New Business:

1. Irving Stumpage Permit
2. Fire Chief approval
3. Financial Report
4. Dedication and Cover
5. Warrants

Town Managers Report:

1. Christmas Lights are down
2. Office closed 2/8/16 for training
3. Vaughn out till mid-March

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting February 17, 2016

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
JANUARY 20, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barry "Beech" Kenney; Daniel Higgins

Others Present: Larry Duchette, Town Manager; Alyce Bryant-Reece; Rob Reece; Brian Cote

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the December 16, 2015 regular meeting. **Motion made and seconded to approve the minutes from December 16, 2015 as written. Motion carried.**

OLD BUSINESS

Insurance Information

The Board reviewed the Personnel Policy regarding insurance coverage for part-time employees. **Motion made and seconded to offer insurance to part-time employees if said employee pays 50% of the yearly cost of whichever plan they choose. Motion carries.**

NEW BUSINESS

Stumpage Permit:

Irving has given the Town a revised stumpage plan for January 1 to July 1 of 2-16 permit for 2016 due to the drop in the price of stumpage. The Board discussed other options for cutting this winter; consensus was to keep cutting at a slower pace to keep some money coming in. After July, the stumpage plan with Irving will be revised. **Motion made and seconded to approve the 6 month stumpage plan. Motion carries.** The Board members sign the stumpage agreement.

Fire Chief Approval:

At the last Fire Dept. meeting, Brian Cote was voted in as Chief for the 2016 year. **Motion made and seconded to approval the Fire Dept. decision for Brian Cote as Chief. Motion carries.**

Financial Report:

The Town treasurer has given the Board members financial information for the entire year ended December 31, 2015. The Board reviews the papers.

Town Report Dedication and Cover:

The Board members were given several pictures to review and choose for the cover of the 2015 Town Report, and a short list of nominees for the report's dedication. **Motion made and seconded to choose the picture of the lake in winter with a flag in the foreground. Motion carries. Motion made and seconded to dedicate the 2015 Town Report to Christy Dicker. Motion carries.**

Warrants:

Board members will sign the accounts payable warrants before the end of tonight's meeting.

TOWN MANAGER REPORT

>The Christmas lights on the poles are down

>The Office will be closed all day on Monday February 8 for a training workshop in Caribou that the Manager and Town Clerks are going to attend.

>Due to medical problems, Vaughn will be out of work until mid-March at the earliest.

Public Comments:

No public comments

Next Selectboard meeting is February 17, 2016 at 6:30 p.m.

Meeting adjourned 7:30 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 2/17/16
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

UNCOLLECTED TAXES & LIENS

(BALANCES CONTAIN PARTIAL PAYMENTS NOT REFLECTED IN OUTSTANDING BREAKDOWN)
ALL BALANCES ARE AS OF 12/31/2015

2015

% REC'D

REAL ESTATE COMMITMENT	\$873,425.48		
RECEIVED	\$804,482.06	\$68,943.42	92%
PERSONAL PROPERTY COMMITMENT	\$73,794.60		
RECEIVED	\$73,121.50	\$673.10	99%
TOTAL UNCOLLECTED 2015 TAXES		\$69,616.52	

2014

REAL ESTATE TAXES BEGINNING BALANCE	\$82,788.01		
RECEIVED	\$49,720.97		
BALANCE TO LIENS		\$33,067.04	
2014 LIENS BEGINNING BAL. 6/22/2015	\$33,067.04		
RECEIVED	\$9,902.28	\$23,164.76	72%
PERSONAL PROPERTY TAXES BEGINNING BAL.	\$610.40		
RECEIVED	\$0.00	\$610.40	0%
TOTAL UNCOLLECTED 2014 TAXES		\$23,775.16	

2013

REAL ESTATE TAX LIENS BEGINNING BAL.	\$29,608.10		
RECEIVED	\$26,629.08	\$2,979.02	90%
PERSONAL PROPERTY TAXES BEGINNING BAL.	\$35.42		
RECEIVED	\$0.00	\$35.42	0%
TOTAL UNCOLLECTED 2013 TAXES		\$3,014.44	

2012

REAL ESTATE TAX LIENS BEGINNING BAL.	\$13,621.24		
RECEIVED	\$13,621.24	\$0.00	100%
PERSONAL PROPERTY TAXES BEG BAL.	\$41.15		
RECEIVED	\$0.00	\$41.15	0%
TOTAL UNCOLLECTED 2012 TAXES		\$41.15	

TOTAL ALL UNCOLLECTED TAXES OWED \$96,447.27

LIEN AMOUNTS PER YEAR:	2008-2009	\$30,131.98	2012	\$53,641.68
	2009-2010	\$28,347.10	2013	\$38,350.65
	2010SY	\$21,654.81	2014	\$33,067.04
	2011	\$40,609.93		

2015 GENERAL LEDGER SUMMARY

ASSETS		Beginning Balance	Interest	Other Additions	Expended	Ending Balance
General Checking		\$215,306.38	\$245.84	\$2,550,985.19	\$2,590,317.18	\$176,220.23
Stumpage Savings		\$57,981.75	\$263.85	\$205,907.94	\$59,599.66	\$204,553.88
PLA Savings CD		\$9,975.00	\$3.81	-	-	\$9,978.81
Ministerial School Lot-savings		\$0.00	-	-	-	\$0.00
Ministerial School Lot-CD		\$25,693.10	\$174.50	-	\$5,156.43	\$20,711.17
Public Works Equipment Res.		\$49,762.56	\$198.52	\$10,000.00	-	\$59,961.08
Road Reserve		\$96,843.64	\$304.64	\$169,250.83	\$190,000.00	\$76,399.11
Public Works Debit Acct.		\$200.07	-	\$654.99	\$654.99	\$200.07
Fire Dept. Equip. Res-CD		\$66,065.19	\$469.63	\$10,000.00	-	\$76,534.82
Fire Dept. Equip. Res-debit		\$395.48	-	\$489.31	\$489.31	\$395.48
General ICS		\$26.03	\$0.90	-	-	\$26.93
TIF ICS		\$334,827.22	\$802.21	\$229,762.54	\$237,262.56	\$328,129.41
Silviculture ICS		\$145,162.88	\$584.99	\$57,259.40	-	\$203,007.27
Road Loan Savings		\$171,264.67	\$675.00	\$28,353.32	\$233.54	\$200,059.45
Lien & Discharge Costs		\$100.00	\$0.27	-	-	\$100.27
Motor Vehicle Registrations		\$1,570.36	-	\$2,750.70	\$2,366.55	\$1,954.51
Motor Vehicle Sales Tax		\$0.00	-	\$26,904.60	\$26,859.60	\$45.00
Motor Vehicle Titles		\$0.00	-	\$8,458.37	\$8,458.37	\$0.00
ATV Registrations		\$0.00	-	\$1,320.00	\$1,287.00	\$33.00
Boat Registrations		\$0.00	-	\$9,517.00	\$9,517.00	\$0.00
Snowmobile Registrations		\$0.00	-	\$914.00	\$914.00	\$0.00
Dog Licenses		\$0.00	-	\$450.00	\$45.00	\$405.00
Hunting/Fishing Licenses		\$0.00	-	\$439.00	\$439.00	\$0.00
State Plumbing Fee		\$0.00	-	\$5,695.00	\$5,695.00	\$0.00
NACSB		\$316.25	-	\$270.00	\$586.25	\$0.00
Federal Withholding		\$0.00	-	\$1,320.00	\$1,320.00	\$0.00
FICA Withholding		\$0.00	-	\$12,853.40	\$12,853.40	\$0.00
State Withholding		\$0.00	-	\$22,479.20	\$22,479.20	\$0.00
CDBG-Maine Cedar Store		\$0.00	-	\$4,631.46	\$4,631.46	\$0.00
RV Sales Tax		\$0.00	-	\$54,265.00	\$54,265.00	\$0.00
Snowmobile Fee Reimbursemen		\$0.00	-	\$1,642.54	1642.54	\$0.00
Snowmobile Trail Grant		\$0.00	-	\$476.64	\$476.64	\$0.00
Septic Grant		\$576.22	-	\$25,650.00	\$25,650.00	\$0.00
DEP Surcharge		\$0.00	-	\$13,964.17	\$12,091.50	\$2,448.89
Fire Dept. Donations		\$2,675.65	-	\$15.00	\$15.00	\$0.00
				\$15.00	\$867.43	\$1,823.22

LIABILITIES

DESIGNATED ACCOUNTS

2015 GENERAL LEDGER SUMMARY

	Beginning Balance	Interest	Other Additions	Expended	Ending Balance
Road Improvement Loan	\$360,000.00		\$15,400.00	\$59,599.66 =	\$300,400.34
ATV Grant	\$80.00		\$85.00	\$68.80 =	\$96.20
Vitals Surcharge	\$4,395.02		\$1,875.00	\$3,424.48 =	\$2,845.54
Designated Vitals Restoration	\$7,112.50		-	\$2,430.36 =	\$4,682.14
Designated Legal	\$529,190.69		\$197,569.56	\$188,366.40 =	\$538,393.85
Undesignated/Unassigned Funds					\$525.00
TIF Administrative Fees					\$203,007.27
Designated TIF Fund					\$76,399.11
Designated Road Reserve					\$20,736.32
Designated Ministerial School Lot					\$60,011.08
Designated Ministerial Reserve					\$1,085.00
Designated Public Works Equipment					\$10,003.82
Designated Veterans Park Donations in memory of Gilbert Cyr					\$675.00
Designated PLA Savings					\$300,400.34
Designated Cemetery Perpetual Care					\$100.27
Designated Road Improvement Loan					\$4,425.50
Designated Key Bank Savings-Road Improvement Loan					\$204,553.88
Designated Revenue Sharing					\$200,109.45
Designated Stumpage					\$76,561.75
Designated Silviculture					\$10,000.00
Designated Fire Dept Equipment Reserve					\$9,825.33
Designated Revaluation					\$1,319.73
Designated Cemetery Lot					
Designated Kitchen Improvements					

2015 EXPENSES & REVENUES SUMMARY

	Budget/ Appropriation	Forwarded Balance	Other Revenues	Expended	To Be Carried Forward	To Surplus	To Reserve Account
General Administration	\$21,336.00	\$6,664.00	\$3,610.55	\$27,996.06	\$3,614.49		
Town Officers	\$75,313.00	\$187.00		\$75,456.16		\$43.84	
Assessing	\$9,500.00			\$6,545.50	\$2,954.50		
Town Hall	\$22,596.00	\$5,404.00	\$541.76	\$16,814.43	\$11,727.33		
Planning & Appeals	\$550.00	\$450.00		\$400.00	\$600.00		
Code Enforcement	\$10,802.00	\$1,698.00	\$7,435.00	\$11,576.79	\$8,358.21		
Annual Dues	\$3,293.00			\$3,314.66	\$1,790.40		
Discounts	\$15,000.00			\$13,209.60	\$4,000.00		
Abatements	\$4,000.00			\$72,500.40		\$0.60	
County Tax	\$72,501.00			\$19,086.46			\$57,259.40
TIF	\$76,345.86			\$50,213.35	\$7,770.65		
Insurance Benefits	\$54,395.00	\$2,605.00	\$984.00	\$233.91	\$3,766.09		
General Assistance	\$672.00	\$3,328.00		\$19,130.00	\$10,640.00		
Town Hall Improvements	\$29,770.00			\$66,503.36		\$34,464.24	
Motor Vehicle Excise	\$100,967.60			\$20,786.75	\$8,109.92		
Fire Department	\$22,337.00	\$5,663.00	\$896.67	\$821.99	\$492.01		
Animal Control	\$1,125.00	\$189.00	\$1,304.21	\$84,979.54	\$1,824.67		
Public Works/Roads	\$78,572.00	\$6,928.00	\$5,000.00	\$544,077.67	\$677.00		\$922.33
Road Improvements	\$540,000.00			\$8,823.00		\$0.00	
Contracted Services	\$9,383.00	\$117.00		\$32,758.00			
NASWA	\$32,758.00			\$4,748.62	\$1,154.58		
Transfer Station	\$2,440.00	\$2,060.00	\$1,403.20	\$2,157.09	\$352.91		
Cemetery	\$181.00	\$1,819.00	\$510.00	\$1,238.19	\$1,261.81		
Beautification	\$1,810.00	\$690.00		\$20,375.63	\$5,091.53		
Parks/Beach/Camp/Pav	\$22,173.00	\$1,327.00	\$1,967.16	\$500.00		\$0.00	
PLA	\$500.00			\$8,000.00		\$0.00	
Snow/ATV/Tourism	\$8,000.00			\$2,803.20		\$0.80	
Social Services	\$2,804.00		\$222,532.00	\$684,400.59	\$750.00	\$0.41	
Portage Lake School	\$461,869.00	\$2,250.00		\$1,500.00			
Scholarships		\$873.00		\$7,755.50	\$494.50		
Street Lights	\$7,377.00			\$16,731.80		\$2.20	
Ashland User Fees	\$16,734.00						
	\$1,705,104.46	\$42,252.00	\$246,184.55	\$1,825,438.25	\$75,430.60	\$34,490.43	\$58,181.73

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

February 17, 2016

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for January 20, 2015

Old Business:

New Business:

1. Pat Kelley
2. Recommend an amount for extra patrol.
3. Homestead tax approval.
4. Sign certification
5. Approve Warrants for Town Meeting
6. Approve Application for Veterans Exemption
7. Sign Hazard Mitigation Plan
8. Approve MEA grant pre-application
9. Approve current changes to Personnel Policy
10. Motion to remove Tanker
11. Sign Quit Claim Deed
12. Public Works Job Description.
13. Warrants

Town Managers Report:

1. Repairs to 1 ton complete.
2. Budget meeting complete.
3. Portage Lake Snow days 2/27-28

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting March 16, 2016

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
FEBRUARY 17, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barry "Beech" Kenney; Danny Higgins

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Arthur Routhier; Rob Reece; Alyce Bryant-Reece; Brian Cote; Pat Kelley; Jeff Poirier

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the January 20, 2016 regular meeting. **Motion made and seconded to approve the minutes from January 20, 2016 as written. Motion carried.**

OLD BUSINESS

No old business.

NEW BUSINESS

Portage Hills Country Club:

Pat Kelley is here tonight as a representative of the Portage Hills Country Club. The Golf Course has struggled for a few years to stay in the black, as it is a leisure activity and most people don't have the disposable money to spend. He explains a lot of members are older and doesn't seem like younger people are taking to the sport. He feels the golf course is an asset to the Town; with the different tournaments it brings some money into Town. They have had to hold raffles and other small events in the past to pay their bills and taxes. The Golf Course is asking for financial help from the Town to help them make ends meet. They are asking that a Warrant article be added to the Town Meeting Warrant to give \$1,000 to them. Danny feels this can be put into a Warrant article and let the townspeople decide. Larry says the selectmen would have to have a special meeting to sign the Warrant again; it is all ready for them to sign at tonight's meeting without the additional warrant article. Larry suggests the Golf Course can ask for a tax abatement. Dave would rather the townspeople have a say in the situation. There is a mention of the fact that the Snowmobile Club and ATV Club and others get money from the town; Larry brings up the fact that those are clubs and the Golf Course is a business, and this might open the door for other businesses to come to the Town for financial help. The Board is in agreement to put this in the Warrant Articles for the Town to vote on. Dave asks about advertising for the golf course. Pat explains there are some new board members that might help things change. **Motion made and seconded to hold a special board meeting next Wednesday, Feb 24, 2016 at 6:30 in order to sign the Warrant Articles, including the new one for the Golf Course. Motion carries.**

Extra Police Patrol:

There has been talk about getting more police presence in the Town; the Board will be asking for \$5,000 in a Warrant Article to see if the people vote for it. This amount would equal approximately 2.5 hours per week of extra patrol from the Sheriff's office. The Deputy would be assigned to whatever time the Town would like. Danny feels the Sheriff's Dept. should be in Town at least one day a week anyway because the County tax went up. **Motion made and seconded to put a figure of \$5,000 on the Warrant. Motion carries.**

- >Repairs to the 1-Ton have been completed. New transmission lines, new gear box for the power steering pump, and the brakes serviced.
- >Budget Committee meeting was held; Budget Committee has made their recommendations. The municipal budget has been cut.
- >Portage Lake Snow Days is planned for February 27th and 28th, there will be sliding, a movie, ice fishing, and snowshoeing. Brochures are out around town.

Public Comments:

- >Alyce Bryant-Reece says she participates at the exercise program at UMP, which is overseen by the PI Rec Department. She says they have reduced the number of weeks for the classes and doubled the dollar amount for out-of-city residents. She says there was an article in the paper about the PI councilmen meeting in regards to the new rec center there; the City is coming after surrounding towns to give money to pay for the new center. She is recommending that the Town NOT pay if PI sends a request; she is the only person from Portage that goes there and she will drop out of the program if they do ask.
- > Danny will not be able to be at the next regular Board meeting.

Next Selectboard meeting is March 16, 2016 at 6:30 p.m.

Meeting adjourned 7:12 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 3-16-16
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

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

February 24, 2015

6:30 P.M.

Call to Order

Attendance

New Business:

1. Approve warrant Articles

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting March 16, 2016

Meeting called to order at 6:30 p.m. by David Pierce.

NEW BUSINESS

Warrant Articles

The purpose of tonight's meeting is for the Board to formally approve the Warrant Articles to be taken up at the annual Town Meeting in March. Board members discuss a new Article requested at the last regular Board meeting by the Portage Hills Country Club for financial assistance. The Board members review the Warrant. **Motion made and seconded to approve the Warrant Articles as written. Motion carries.** Board members sign their approval.

Public Comments:

>Pat Kelley of the Portage Hills Country Club thanks the Board for considering the Warrant article for financial support.

Selectboard Concerns:

>Chairman Dave Pierce signs a letter of approval for the auditor to release the audit to us for the town report.

>Eldon Jandreau's shop lien foreclosure was talked about; a formal decision on the minimum bid amount will be made at the next regular meeting.

Next Selectboard meeting is March 16, 2016 at 6:30 p.m.

Meeting adjourned 6:39 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 3-16-16
Date


Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins

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

March 16, 2016

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for February 17, 2016

Approval of Minutes for February 24, 2016

Old Business:

New Business:

1. Sign County Tax
2. Appoint Ballot Clerks
3. Sign notice of tax sale, set min bid
4. Approve authorizing Town Manager
to sign all documents for corporate
credit cards.
5. Sign Ratio Declaration
6. Treasurer request to move money.
7. Approve sale of Tanker
8. Approve donation for John Robertson
9. Warrants

Town Managers Report:

1. DOT will have electronic speed signs for Rt. 11
2. Drains cleaned in Municipal Building
3. Can-Am is another success.
4. Proposed Ordinance change for CEO
5. Vaughn returned to work Monday

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting April 20, 2016

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
MARCH 16, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Barry "Beech" Kenney

Members Absent: Daniel Higgins

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Rob Reece; Alyce Bryant-Reece

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the February 17, 2016 regular meeting and the February 24, 2016 special meeting. **Motion made and seconded to approve the minutes from February 17, 2016 and February 24, 2016 as written. Motion carried.**

OLD BUSINESS

No old business.

NEW BUSINESS

County Tax:

Selectboard review and sign the County Tax bill for Portage Lake. The amount of the 2016 County Tax is \$81,211.90, which is roughly a \$9,000 increase from last year. The reason is that the state gave the jail back to the County.

Ballot Clerks Appointment:

Town Clerk Taunja Jandreau has submitted the list for the ballot clerk appointments for 2016. Dave reads off the names of the list of ballot clerks to approve: Lou Sandy Boutot, Sandy Soucy, Carol Gagnon, Tracy Snow-Cormier, Hollie Umphrey, Linda Caron, Jean McPherson, Betty Benson, Lucy Hutchinson, Jean Clark, Gloria Curtis, Gail Gagnon, Pat Goodblood, Pat Plourde, Serena Bonville, Alice Higgins, Lucinda Jacobs, Sandra Bartlett, Roberta Belanger, Geraldine Condon, Hallie Baker, Missy Boutot, Alyce Bryant-Reece, Marilyn Casey, Diane Chouinard, Bonnie Condon, Fran Condon, Debra Holmes, Sheila Kelley, Donna Martin, Anita Theriault, and Cathie Farnum. **Motion made and seconded to appoint the ballot clerks as read. Motion carries.**

Tax Sale Bid:

Due to new developments with the tax acquired property, this issue will be tabled to allow the Town Manager more time to contact the previous owner of the tax acquired property.

Corporate Credit Cards:

Motion made and seconded to approve the Town Manager to sign all documents for a corporate credit card. The reason for the corporate credit card is to replace the Town's debit cards. The credit card allows the use of the card to purchase things without directly withdrawing from the Town's checking account, like a debit card.

Ratio Declaration:

The Board signs the tax ratio declaration from the state. This ratio is how the Town gets reimbursements for things like homestead exemption.

Request to Move Money:

The Treasurer is requesting permission to transfer \$25,000 from the Town's general checking account into the Town's general ICS savings to alleviate the possibility of going over the threshold of the checking account currently set at \$250,000. **Motion made and seconded to accept the request from the Treasurer. Motion carried.**

Sale of Fire Dept. Tanker:

The Board reviews the ad to be placed in the newspaper for the sale of the Fire Dept. tanker. **Motion made and seconded the bid as presented. Motion carries.**

John Robertson Donation:

John Robertson died on Sunday; his obituary has asked for donations to the IF&W Camp North Woods. The Board discusses whether the Town should make a donations and how much the donation should be. **Motion made and seconded to donate \$100 to the Camp in memory of John Robertson. Motion carried.**

Treasurer's Warrants:

Treasurer's accounts payable warrants are reviewed and signed by the Board members present tonight.

TOWN MANAGER REPORT

>DOT is offering solar powered electronic speed signs free of charge, we have to place them around town in different locations and move them every few weeks. These signs have a memory in which the Town can download the information and the Sheriff and State Police can coordinate their patrols accordingly. These signs would be permanent property of the Town.

>The drains in the municipal building have been cleaned; the drains were steamed and a lot of build-up in the pipes was found. A few other issues were found, and the company will come back with suction after the snow clears and get the rest of the pipe cleaned out.

>Can-Am is over, our checkpoint was a success.

>There is a proposed ordinance change from Code Enforcement; it is in the preliminary stages. Dave reads the ordinance: "If a Code Enforcement Officer is unable to achieve compliance with a land owner through mutual agreement after a second notice of violation has been sent by Certified Mail, any further enforcement action will not be negotiated through the Portage Lake Board of Selectmen but an independent board of Certified Code Enforcement Officers. The independent board will then make recommendations to the Board of Selectmen for further enforcement action, fines or legal action." MMA will be contacted for their opinion on the matter.

>Vaughn Devoe returned to work on Monday with a clean bill of health. Chris Walker will continue on as backup for Public Works if needed for plowing. Beech asks about if the Public Works job description was reviewed with Vaughn; Larry says it was and that Vaughn is very diligent in his work on the vehicles.

Public Comments:

No public comments

Next Selectboard meeting is April 20, 2016 at 6:30 p.m.

Meeting adjourned 6:50 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said

meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 4/20/16
Date

Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

Dear Town Officials,

I am writing in regards to a memorial fund set up following our Dad's death. Donations were made from individuals for tree planting projects in our town. Our family is asking that ten trees be purchased for the Veteran's Park (Danny Higgins will oversee that project), with the remainder of monies to be used for tree planting at the Pavilion.

When spring arrives and the timing is right, I would appreciate being included in the selection and plantings of the trees. Thank-you in advance for all that you do to make our little town a welcome place to be.


Jan Cyr

Possible Ballot Clerks for 2016
Town of Portage Lake

Democrats

Lou Sandy Boutot
Sandy Soucy
Carol Gagnon
Tracy-Snow Cormier
Hollie Umphrey
Linda Caron
Jean McPhearson
Betty Benson
Lucy Hutchinson
Jean Clark
Gloria Curtis
Gail Gagnon
Pat Goodblood
Pat Plourde

Republicans

Hallie Baker
Missy Boutot
Alyce Bryant-Reece
Marilyn Casey
Diane Chouinard
Bonnie Condon
Fran Condon
Debra Holmes
Sheila Kelley
Donna Martin
Anita Theriault
Cathie Farnum

Unenrolled

Serena Bonville
Alyce Reece
Alice Higgins
Lucinda Jacobs
Sandra Bartlett
Roberta Belanger
Geraldine Condon

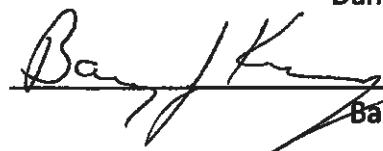
We, the municipal officers of The Town of Portage Lake appoint the attached list of election clerks to serve at the voting place during the time the polls are open and as counters after the polls close.

Dated: March 16, 2016



Dave Pierce

Danny Higgins



Barry Kinney

**PORTAGE LAKE BOARD OF SELECTPERSONS
SPECIAL MEETING MINUTES
APRIL 15, 2016/4:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce; Chairman; Barry "Beech" Kenney, Daniel Higgins

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Judy Moreau

Meeting called to order at 4:32 p.m. by David Pierce.

Motion was made and seconded to enter into executive session per 1 M.R.S.A § 405(6) (A) for personnel matters. Motion carries. At 4:33 pm the Selectboard meeting moves into executive session and members of the public leave the room.

At 4:54 pm motion was made and seconded to come out of executive session. Motion carries.

Open meeting resumed at 4:55 pm. Chairman David Pierce announces results of the executive session: Town Manager Larry Duchette will be taking a leave of absence for six weeks beginning the first of May for family matters. Corrine Routhier will be appointed Assistant Manager while he is gone, but Larry will remain as Town Manager part time and work with Corrine via email and phone.

Meeting adjourned at 4:56 pm.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 4/20/16
Date

Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 20, 2016

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for March 16, 2016

Old Business:

1. Motion to keep power on at campground

New Business:

1. Nominate Chair.
2. Permission to tap trees on Portage Land.
3. Approve new campground fees. \$10. \$15.
4. Annual appointments.
5. Open account at Acadia CU
6. Quarterly Financial Update
7. Application for homestead exmp.
8. PLCC

Town Managers Report:

1. Town meeting over.
2. Ceilings in Voting room, Kitchen and entryway done.
3. Vaughn patching pot holes
4. Roads are almost swept
5. New lights in Kitchen, Voting room and hallway
6. Prepping for slab at Transfer station
7. Shoulder work on Fox Hill

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting May 18, 2016

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
APRIL 20, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Daniel Higgins

Members Absent: Barry "Beech" Kenney

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Rob Reece; Dylan Cyr-Cormier;
Reuben Caron; Jennifer Pitcairn

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the March 16, 2016 regular meeting and April 15, 2016 special meeting. **Motion made and seconded to approve the minutes from March 16, 2016 and the April 15, 2016 special meeting as written. Motion carried.**

OLD BUSINESS

Campground Electricity:

Larry Duchette would like the Board to reverse their decision of last year to shut off power from the campground; he feels with the proposed changes in the rental prices having the electricity on won't be a problem. **Motion made and seconded to keep power on at the campground this summer. Motion carries.**

NEW BUSINESS

Nominate Chairman:

There isn't a quorum at tonight's meeting, so the vote for a chairman will be tabled until the May meeting.

Tree Tapping on Town Land:

There has been a request from someone who works at the hardwood mill to tap trees on Town land. Larry talked with Matt Stedman from Irving, who recommended that we do not allow tapping on Town land; if we do it for one, we need to do it for all. Dave Pierce thinks the Town could do this, but charge per tap; it could be a revenue source. After discussion, both Selectmen present agree not to allow anyone to tap on Town property at this time.

Campground Fees:

Right now the Town charges \$15 for electrical and \$10 for non-electrical, and it decreases each day you are there. He says he would like to see a flat rate of \$15 per day for electrical and \$10 per day for non-electrical, with no graded fee scale. **Motion made and seconded to approve the flat rate fees per day of \$15 for electrical and \$10 for non-electrical. Motion carries.**

Annual Appointments:

Motion made and seconded to appoint Larry Duchette as Town Manager, Tax Collector, Welfare Director, Road Commissioner, and Agent for Overseer of the poor. Motion carries.

Motion made and seconded to appoint Taunja Jandreau as Town Clerk and Head Election Clerk. Motion carries.

Motion made and seconded to appoint Corrine Routhier as Treasurer and Assistant Town Manager. Motion carries.

Motion made and seconded to appoint Joe Chouinard as the Animal Control Officer. Motion carries.

Motion made and seconded to appoint Planning Board members: Pat Kelley, Darey Gagnon, Otis Nelson, Teri DeMerchant and Linda Caron (alternate). Motion carries.

Motion made and seconded to appoint Appeals Board members Patrick Raymond, Brian Cote and Mike Bartlett. Motion carries.

Motion made and seconded to appoint Brian Cote as Fire Chief. Motion carries.

Danny Higgins would like all of the volunteers for the Planning Board and Appeals Board to get a Thank You card from the Town.

Open Account at Acadia FCU:

At NorState the Town is carrying more money than they are insured for, so the Auditor suggested the Town move some money to another bank. **Motion made and seconded to open an account at Acadia to better safeguard our money. Motion carries.**

Quarterly Financial Update:

The Selectboard reviews the quarterly financial update prepared for them by the Town Treasurer.

Homestead Exemption Application:

Amanda and Clint Demusz have applied for a homestead exemption. Motion made and seconded to approve the homestead exemption application. Motion carries.

Portage Hills Country Club:

The officials from the Portage Hills Country Club are not here yet; the Board will come back to this when they arrive.

Trees at Veterans Park:

Danny explains that he is planting more trees at the Veterans Park, paying for it with his own money. He would like to make sure if anyone is planting trees at the Pavilion that they have a planting plan.

Stumpage:

Dave explains that the Town has received one portion of the payment for winter cut, and another payment is due soon. Danny asks about thinning and Silviculture. Dave asks Larry to have Matt Stedman contact either himself or Pat Raymond to set up a meeting for the Forestry Committee to discuss future Stumpage cuts.

TOWN MANAGER REPORT

>Larry feels the Town Meeting went very well this year, it was a big step forward for the Town.

>There are new ceilings in the voting room, the kitchen and the entry hallway. A problem was found in the kitchen: the vent over the stove was not insulated all the way up to the roof creating a massive heat loss. Adam Soucy found it and fixed it while he was doing the ceilings. LED lights were also installed while ceilings were being done.

>Vaughn has been patching holes. Seeping is almost done, just waiting for rain before it happens again.

>A pad will be poured at the Transfer Station for the multiwaste bin to make sure it fits properly. This will be done before the opening of the Transfer Station on May 4.

>Shoulder work was done on Fox Hill Rd. due to a washout from the winter; some of the ledge needs to be removed on that side to help drainage. Board discusses the best way to fix the issue.

>Josh Spooner has been hired as a part-time worker to help Vaughn do spring clean-up.

>Lane has a machine for crack sealing that the Town may be able to purchase. Larry will talk with them tomorrow.

Portage Hills Country Club-Revisited:

Dylan Cyr-Cormier, president of the Portage Hills Country Club, asks the Selectboard for a waiver of the public hearing for the approval of their liquor license. The Board reviews the liquor license. Dylan also asks for an entertainment permit from the Town; the clerks will research the procedure and get back to them. The liquor license is signed by the Board members present. Danny wishes the PHCC officers the best of luck for the coming year. The Board members ask PHCC officers what they have in the works to make improvements for the coming year. Dylan says they now have a fundraising committee along with some other things. Soon they will be getting a Post Office box in Portage Lake rather than in Ashland.

Bank Accounts to Close:

Since 2010 the Town has had 2 debit cards, one for Fire Department and the other for Public Works. At a training last November, the Treasurer learned that the State highly recommends the use of credit cards rather than debit cards for one simple reason: the use of the debit card withdraws money directly from the Town's account without prior authorized by the Selectboard through the Treasurer's warrant process. In March of 2016 the Town Manager and the Town Treasurer applied for a low-limit credit card for both departments. There will no longer be a debit card to use, and because of that there are two bank accounts that need to close: the debit account for public works at Katahdin Trust and the debit account for the Fire Department at NorState. The Treasurer would like permission to close both accounts, with the money in each of those accounts going back into the general checking account.

Motion made and seconded to close those two accounts and let them use a credit card from now on. Motion carries.

Public Comments:

No public comments

Next Selectboard meeting is May 18, 2016 at 6:30 p.m.

Meeting adjourned 7:06 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 5/18/16
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

2016 Appointments

Please make a motion & vote on each name individually: ie "I make a motion to appoint Larry Duchette as Town Manager, Tax Collector, Welfare Director, Road Commissioner, and agent for the Overseers of the Poor"; second the motion, then vote. Continue with Taunja, Corrine, etc.

Larry Duchette

Town Manager

Tax Collector

Welfare Director

Road Commissioner

Agent for Overseers of the Poor

Taunja Jandreau

Town Clerk

Head Election Clerk

Corrine Routhier:

Treasurer

Assistant Town Manager

Joe Chouinard:

Animal Control Officer

Planning Board:

Patrick Kelley

Darey Gagnon

Otis Nelson

Teri DeMerchant

Linda Caron*(alternate)

Appeals Board:

Patrick Raymond

Brian Cote

Michael Bartlett

Fire Chief:

Brian Cote

Quarterly Selectboard Financial Update

As of March 31, 2016--First Quarter

Revenues vs. Expenses

Total Revenues to date	\$97,687.89	
Total Expenses to date	\$273,440.33	
Net Gain (Loss)		<u>(\$175,752.44)</u>

2016 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$0.00	\$0.00	\$0.00
Personal Prop.	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

Surplus as of 3/31/16 \$432,763.66

Checking Account

Checkbook Reconciliation Balance \$120,468.57

Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve	\$76,668.08	
Ministerial School Lot	\$20,747.23	
Road Reserve Fund	\$77,359.88	
Stumpage	\$204,830.45	
Total at NorState		<u>\$379,605.64</u>

Katahdin:

Equipment Reserve ICS	\$60,013.40	
Silviculture ICS	\$200,059.45	
T.I.F. ICS	\$203,184.41	
General ICS	\$238,479.01	
Total at Katahdin		<u>\$701,736.27</u>

TOTAL RESERVES:

\$1,081,341.91

Total Assets in Banks:

\$1,201,810.48

Real & Personal Property Taxes outstanding principle

Real:

2014	\$17,894.82
2015	\$46,672.62
	<u>\$64,567.44</u>

Pers. Prop:

2012	\$41.15
2013	\$35.42
2014	\$610.40
2015	\$673.10
	<u>\$1,360.07</u>

Total taxes outstanding as of 3/31/16 \$65,927.51

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

May 18, 2016

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for April 20, 2016

Old Business:

1. Nominate Board chairman
2. Thank You cards to sign for Planning Board & Appeals Board members

New Business:

1. Pickle ball Request/Frank Hallett
2. Special Entertainment Permit-Portage Hills Country Club
3. Hathaway Road Petition—request to pave or chip-seal
4. Two Scholarship Applications to be approved
5. Planning Board Appointment-Lucy Hutchinson
6. Building Permit Fee Schedule change request from Planning Board-needs approval

Town Manager's Report:

Public Works Update:

1. Boat landing repairs done & boating signs are up.
2. Transfer Station pad done
3. Cottage Road shoulders & ditching partially completed
4. Next week: Flags up for Memorial Day Weekend, minor grounds touch-ups

Office Update:

5. 2015 Tax Liens will be processed next week
6. Hallway is in the process of being painted

PUBLIC COMMENTS (AS TIME ALLOWS):

Next Selectboard Meeting June 15, 2016 at 6:30 PM.

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
MAY 18, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Daniel Higgins; Barry "Beech" Kenney

Others Present: Corrine Routhier; Dylan Cyr-Cormier; Reuben Caron; Hollie Umphrey; Alyce Bryant-Reece; Rob Reece; Frank Hallett; Pam Hallett; Brian Cote; Anita Theriault

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the April 20, 2016 regular meeting. **Motion made and seconded to approve the minutes from April 20, 2016 meeting as written. Motion carried.**

OLD BUSINESS

Appoint Chairman:

The Board needs to nominate and appoint a chairman for the coming year. **Motion made and seconded to nominate David Pierce for Board Chairman. All in favor. Motion carries.**

Thank You Cards:

At the last meeting, Danny asked that Thank You cards be sent to all current members of the Planning and Appeals Boards. The Town Clerks have prepared the cards for the Board members to sign. Board members sign the cards. Danny would like to send more cards to other organizations like the School Board, he would like cards sent to all of the people on these other committees, including Forestry.

NEW BUSINESS

Pickleball:

Frank Hallett is here tonight to speak with the Board about creating a Pickleball court on one side of the current tennis court. Pickleball is a game like tennis, ping-pong and badminton combined and gaining popularity around the country. The game is something anyone of all ages can play, the net is lower than tennis and the paddle is like a ping-pong paddle and uses a whiffle ball. Frank would like to teach Pickleball during the summer in Portage Lake. He is willing to lower the nets and paint new lines on the court for Pickleball (lines would be yellow vs. the white that is already there). **Motion made and seconded to give permission to create a Pickleball court on the current tennis court. All in favor. Motion carried.**

Special Entertainment Permit:

Portage Hills Country Club has applied for a special entertainment permit to hold live entertainment events at the golf course. The public hearing for this permit was held this evening at 6:15 pm. Public Hearing went well, no opposition. Board signs the Entertainment Permit for the PHCC.

Hathaway Road Petition:

Ted Condon has submitted a petition for the Selectboard to discuss asking that Hathaway Road "be resealed down to the railroad tracks with either chip seal or 4 inches compressed hot-top". Danny has a background about the petition: Mark Rafford Jr. had concerns about grading Hathaway Rd due to the large amount of chip seal that is on the road. He would have had to scrape it all off to make it a dirt

road. The residents there are concerned about dust from a dirt road and would like the road to be maintained. Danny says this doesn't need to be addressed this year because there isn't enough in the budget. In the short term, Danny will ask Vaughn to put down some calcium down to deter the dust. The Board agrees that Hathaway Rd. needs some attention and will table this until later this year or early next year. Discussion turns to how the calcium should be spread on Hathaway Rd., Dave and Beech feels the calcium should be spread using the sander on the plow truck; Danny would like to leave the way it is spread up to Vaughn.

Pothole:

There is a large pothole on the end of Sutherland Street that needs to be filled. Danny will donate a bucket of gravel to fill it in.

Scholarship Applications:

There are two applicants this year for the Portage Lake Town Scholarship: Cassandra Bolstridge and Whitney Page, both graduating this coming June. **Motion made and seconded to approve the two scholarships for Portage Lake. All in favor. Motion carries.**

Planning Board Appointment:

Lucy Hutchinson has volunteered to be a member of the Planning Board. **Motion made and seconded to appoint Lucy Hutchinson as a Planning Board member. All in favor. Motion carries.**

Building Permit Fee Change Request:

The Planning Board has submitted a new fee schedule for the building permits in Portage Lake. The fee schedule will change to the following: \$10 for cost of improvement up to \$5,000; \$15 for cost of improvement from \$5,001 to \$35,000; \$30 for cost of improvement from \$35,001 to \$75,000; \$55 for cost of improvement from \$75,001 to \$99,999; anything \$100,000 or over it would be \$2 per \$1,000 cost of improvement. Along with the changes to cost of improvement, renewal of a land use permit will now be \$10 as well as demolition permits. **Motion made and seconded to accept the new building permit fee schedule as written. All in favor. Motion carries.**

TOWN MANAGER REPORT

- >Repairs at the boat landing are done; the ice had jammed up the launch area. The dock is out now and the boating signs are up.
- >Transfer Station pad is done
- >Cottage Road shoulders and ditching is partially completed
- >Flags for Memorial Day Weekend will be up next week, along with more minor grounds touch-ups. Danny asks if he can get a new flag at his storage facilities. Brian Cote mentions that the first part of next week the Fire Dept. will work with Vaughn to finish cleaning the streets before the flags are put up.
- >The tax liens for 2015 will be processed this week.
- >The hallway painting will be finished by next week. The Board thanks Corrine for the painting work she has done in the hallway.

Public Comments:

- >Dave Pierce is trying to get 6 floating docks for the Seaplane Base this year; his thought is to make a T at the end to encourage boats and float planes to come in to Town.
- >Dylan Cyr-Cormier presents the Board with an addendum to the liquor license they signed previously. The first one did not include an auxiliary license for the approval of the "beer cart" for the golf course. Board signs the liquor license for PHCC.

>Rob Reece says the ATV Club will be cleaning around the Town Saturday, he says to watch out for bottles that have liquid in them because of the meth epidemic in the area.

Next Selectboard meeting is June 15, 2016 at 6:30 p.m.

Meeting adjourned 7:11 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 6/15/16
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins



PICKLEBALL

**THURSDAYS, JANUARY 11TH - MAY 5TH
6:00-9:00 @ ZIPPEL ELEMENTARY SCHOOL
ONLY \$25 +\$15 LAB FEE!**

Learn to Play Pickleball w/ Frank Hallett

Pickleball is a lively racquet sport for all ages that combines elements of badminton, tennis, and table tennis. It was created with one thing in mind: FUN! It was designed to be easy to learn and play whether you are five, eighty-five, or somewhere in between. Pickleball is played on a badminton-sized court with special paddles made of wood composite or high-tech materials. The lower net and waffle ball allow the game to be accessible to people of all ages and abilities, while still allowing more competitive players to test their skills. The only requirement for participation is the desire to have fun.



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Education

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Photo: Pickleball.com

SECTION 2 – COURT AND EQUIPMENT

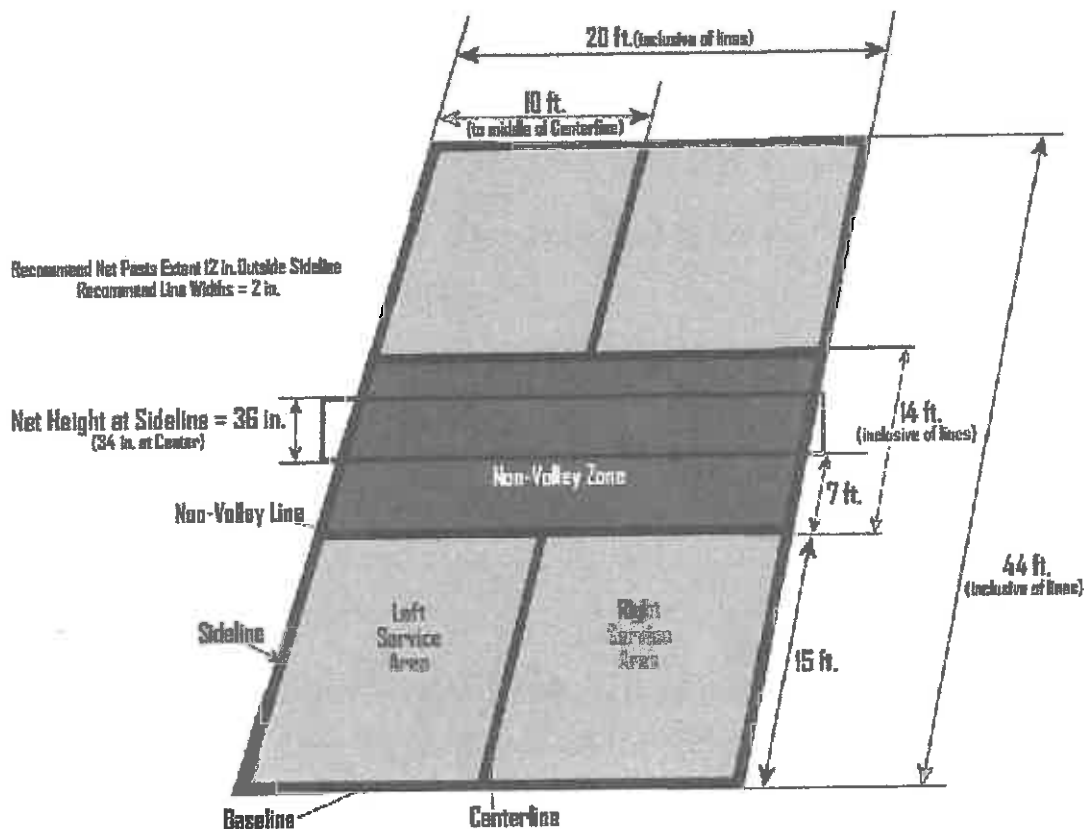


Figure 2-1 The Court

- 2.A. **Court Specifications.** The dimensions and measurements for the standard pickleball court are:
- 2.A.1. The court shall be a rectangle 20 feet (6.10 m) wide and 44 feet (13.41 m) long for both singles and doubles matches. See Figure 2-1.
 - 2.A.2. A total playing surface 30 feet (9.14 m) wide and 60 feet (18.28 m) long is the minimum size that is recommended. A total size of 34 feet (10.36 m) by 64 feet (19.5 m) is preferred. (revised April 1, 2011)

May 12, 2014
Portage Planning Board Suggests

Section 19 Schedule of Fees, Charges, and Expenses.

The Town shall establish annually, on the advice of the Planning Board and CEO, a schedule of fees, charges, and expenses for matters pertaining to this Ordinance. The schedule of fees shall be posted in the Town Office, and may be altered or amended after a public hearing by the Selectmen. Until all applicable fees, charges, and expenses have been paid in full by the applicant, no action shall be taken on any application or appeal.

1. **Site Design Review.**
Application Fee \$25, plus \$10 per 1000 SF of gross floor area.
2. **Subdivision Review**
A. Sketch Plan Application Fee \$25
B. Preliminary Plan Fee \$25, plus \$10 per lot or dwelling unit.
C. Final Plan Fee No fee if Preliminary Plan fee is paid. Otherwise, \$25, plus \$10 per lot or dwelling unit.
3. **Signs**
A. Permanent Application Fee \$10 per sign
B. Temporary Application Fee \$10 per sign
4. **Land Use Permit**
A. Residential Use

Cost of Improvement	Fee
0 - \$5000	\$5.00 \$10.00
\$5001 - \$35,000	\$10.00 15.00
\$35,001 - \$75,000	\$25.00 30.00
\$75,001 - over \$9,999	\$50.00 55.00
100,000 - over	\$2 per \$1000 Cost of Construction

B. Commercial and/or Industrial Use

Cost of Improvement	Fee
0 - \$75,000	\$25.00
\$75,001 - \$100,000	\$60.00
over \$100,000	0.005% of cost of improvement.

C. Renewal of Land Use Permit \$10
5. **Demolition Permit** \$10
Note: The demolished remains must be hauled away; the land must be restored to equal or better condition to abutting landowners; and all work must be completed within thirty (30) days of the demolition unless ordered by the Fire Chief or other authority. Must follow MDEP and Federal EPA Standards.
6. **New/Used Merchandise Sale Permit** \$5 Valid for thirty (30) days from date of issue.
7. **Automobile Graveyard, Junkyard, and Automobile Recycling Operation Permit**
Within 100 feet of a public way: \$200 per year for each permit, plus cost of advertising public hearing.
More than 100 feet from a public way: \$50 per year for each permit, plus cost of advertising public hearing.
Automobile Recycling Operation: \$50 per year for Each permit, plus cost of advertising public hearing.
11. **After-the-Fact Permit** Double the appropriate permit fee.

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

June 15, 2016

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for May 18, 2016

Old Business:

New Business:

1. Have the fee paid to Town manager for
tax liens now paid to Deputy Tax collector.
2. Overpayment of BETE to be reimbursed.
3. Stumpage Permit
4. Treasures Warrants

Town Managers Report:

1. Backhoe was down for 3 days.
2. Clean-up on West rd. done.
3. Ditching done on Cottage Rd.
4. Darey will now mow Transfer Station.
5. Thank you for your support.
6. Request 1 more week of leave.
7. Reset culvert on West Rd.by Frank Currier's.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting July 20, 2016

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
JUNE 15, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce; Chairman; Daniel Higgins; Barry "Beech" Kenney

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Taunja Jandreau; Alyce Bryant-Reece;
Rob Reece; Brian Cote

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the May 18, 2016 regular meeting. **Motion made and seconded to approve the minutes from May 18, 2016 meeting as written. Motion carried.**

OLD BUSINESS

No Old Business

NEW BUSINESS

Tax Lien Fees for Tax Collector:

The Tax Collector for the Town is supposed to receive \$1 per lien each year for filing the tax lien certificate. Larry would like to see this fee paid to the Deputy Tax Collector Corrine Routhier rather than to him. **Motion made and seconded that all fees that are supposed to be paid to the Tax Collector Larry Duchette now be paid to Deputy Tax Collector Corrine Routhier. All in favor. Motion carries.**

Clerk Certification:

Corrine Routhier is working toward becoming a certified clerk for the Town of Portage Lake. The Board is presented a letter for them to sign confirming that she has been a Deputy Clerk since 2009. This is in order for her to complete the application for the certification. Board signs the letter.

BETE Overpayment

After the State audited the BETE analysis for 2015, the Town was overpaid by the state by \$2,025. This is mostly due to a discrepancy with Maine Woods Company's BETE application and what the assessor had noted. The Town has to pay the state back this amount.

Stumpage Permit:

Irving has submitted a new stumpage permit with the Town. The Board reviews the permit and compares it with last year's stumpage permit. Discussion turns to the various prices for each species of wood and what the market will likely do in the near future. Larry suggests that the Board members put together their thoughts in an email and submit it to Irving soon to renegotiate the prices. One concern is that Irving has included veneer in the price with mixed wood. Larry says he asked Matt Stedman from Irving to check out the school lot; they will open the road and get the boundary painted. The School Lot may be cut this coming winter.

Treasurer's Warrants:

The Board reviews and signs the Treasurer's Warrants.

TOWN MANAGER REPORT

- >The backhoe was down for 3 days last week; a relay that controls the hydraulics broke. CAT came to our garage to fix it; a valve was replaced. It is now working.
- >Clean up on the West Road is done. Ditching is done on Cottage Rd.
- >On Cottage Rd., Frank Currier is having his wood lot cut and the culvert for that access road was visible, so Vaughn reset it this week and fixed the ditch in that area.
- >Darey Gagnon will be mowing the grass at the Transfer Station for \$30 each time. He is using his own equipment.
- >Lane Construction has a hot box with a hose for crack sealing; Larry inquired about purchasing it from them. Lane will not charge the Town anything to borrow the machine. Larry thinks this would be a good idea for the Public Works to do to maintain some of the road that we won't get to in the next few years. There are other areas that need to be patched in some sections, including on West Road down near Crooked Tree.
- >Larry thanks the Board for supporting him over the last month. He is requesting next week off. Danny wishes Larry luck for the week.
- >Josh Spooner will be weed whacking while Joe Chouinard is out for the next week, Hollie Umphrey will be mowing during that time.

Public Comments:

- >Alyce Bryant Reece, ATV Club president, says she has concerns about the ATV trail that follows the access road near Frank Currier's, she was also concerned about the culvert but her question was answered earlier in the meeting. Larry said he was approached by a land owner to have an ATV trail through the Town's School Lot. Discussion turns to an ATV trail access to the Golf Course.
- >Danny asks Brian Cote if he ran out of water on that fire [reference to house fire at 79 West Rd]. Brian says the truck ran out of water and had to refill. Danny wonders why the Fire Dept. wants to get rid of that tanker. Larry says MMA is happy that the Town is getting rid of it. The tanker will be parked near Route 11 with a "For Sale" sign soon.
- >Rob Reece mentions that the crack sealant on Route 11 north of his house is coming off the road, just FYI.
- >Brian Cote has a request that if a Veteran in town dies that the flags at the Town Square be flown at half-staff. The Board and Larry have no problem with that.

Next Selectboard meeting is July 20, 2016 at 6:30 p.m.

Meeting adjourned 7:05 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: _____

Date

Barry Kenney

Signed: _____

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

July 20, 2016

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for June 15, 2016

Old Business:

1. West Rd. truck use discussion
2. Jandreau property.

New Business:

1. Sign Special Entertainment Permit
2. Open Bids for Dock
3. MMA Ballots
4. BYOB Application
5. Sign Tax Lien release.
6. Sign Stumpage permit.
7. Tax commitment.
8. Quarterly Financial report.
9. Treasurer Warrant

Town Managers Report:

1. Speed bump on W. Road.
2. County Sheriff's report.
3. All signs are up.
4. Chub Tournament.
5. Culvert replaced on Cottage rd.
6. Culvert replaced on Hathaway Rd.
7. Change office hours.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting August 17, 2016

PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
JULY 20, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce, Chairman; Daniel Higgins

Absent: Barry "Beech" Kenney

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Taunja Jandreau; Roland Caron; Linda Caron; Jeff Poirier; Rob Reece; Alyce Bryant Reece; Brian Cote; Ray Cyr; Steve Jandreau

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the June 15, 2016 regular meeting. **Motion made and seconded to approve the minutes from June 15, 2016 meeting as written. Motion carried.**

OLD BUSINESS

West Road Truck Traffic:

Traffic of the trucks going to the industrial park has been an issue on West Road, especially in light of an accident that happened a few weeks ago. A speed bump has been put in, another is going to be put in soon, and the Sheriff's patrol has begun. On Monday, within an hour the Sheriff stopped 10 trucks/vehicles for speeding and excessive noise. The extra patrol was approved at the annual Town Meeting. Larry says our next goal is to reduce the speed of the truckers when they leave town to get to points north. The patrols will happen at least once a week, but times and days will vary. Jeff Poirier, Maine Woods representative, says that they are trying to crack down on truckers using the West Road, asking them to use the access road off of Route 11 instead of West Road. Maine Woods and Portage Woods Products have both made it clear that these two mills won't hire truckers who use the West Road as an access to the mills. There are some other trucking companies that don't do business with the mills and still use that road, but the mills are doing all they can. Dave makes it known that the biggest problem for the Town was the speeding on that road. Public comments turn to possibly posting the road, but allowing local deliveries and construction companies use of the road; Larry says that would be a last resort.

Tax Acquired Property:

The Town has now officially acquired the Custom Taxidermy shop building and property, after a small issue involving a divorce lien on the property which has since been cleared up. The Board needs to set a new date and needs to set a minimum bid price for receiving sealed tax sale bids. **Motion made and seconded to have the bids opened at the next Board meeting in August, and the minimum bid will be \$10,000. Motion carries.**

NEW BUSINESS

Dean's Permits:

The public hearing for Dean's re-application for the liquor license and special entertainment permit was held tonight at 6:15. The Board signs both the liquor license and the special entertainment permit for Dean's Motor Lodge.

Seaplane Base Dock Bid:

The Town has put up for bid the 3-piece aluminum dock formerly at the Seaplane Base. New float docks have been acquired from the State by the Town, which is a better use for that area, so the Town is selling the older dock. All bids received were as of 4 pm today. Selectboard opens bids and reads them aloud:

Louis Miller	\$951.67	Fred Ames	\$1,200
Fred Edgecomb	\$1,228	Scott Norton	\$2,050
Steve Delano-canceled by phone		Jerry Nelson	\$1,525
Matt Boutot	\$2,005	Barb Pitcairn	\$1,665
Joyia Cyr	\$1,001		

Winning bid goes to Scott Norton for \$2,050. **Motion made and seconded to accept Scott Norton's bid. Motion carried.**

MMA Ballots:

The Board is responsible for voting for positions within MMA (Maine Municipal Assn), and the ballots are to vote for the Vice President and three members for board of directors for MMA. Board members complete the ballots; Larry will send them in tomorrow.

BYOB Application:

The Portage Lake Assn. submits an application for liquor license for their annual meeting the first weekend of August. Board members sign the license.

Old Tax Lien Release:

A property that is currently being sold was found to have a lien that wasn't released by the Town. The lien hasn't officially been discharged, and the lawyers are asking for a paper trail in order to complete the title search for this property. Board signs the release and tax transfer papers sent by the lawyers.

Stumpage Permit:

Irving's prices came up on the cedar and they agree to separate the high-valued logs out of the rest. The Board members sign the stumpage permit for the summer harvest.

Tax Commitment:

The Board reviews three options for a mil rate for the 2016 tax commitment. Our mil rate now is 13.25. Options are a rate of 13.25 with an overlay of \$26,928.14; 13.20 with an overlay of \$23,411.45, and 13.17 with an overlay of \$21,301.44. **Motion made and seconded to approve the 13.2 mil rate with an overlay of \$23,411.45. Motion carried.** Board discusses school budgets and mil rates for other area towns.

Quarterly Financial Report:

The Board is given the quarterly financial report compiled by the Treasurer for the second quarter. Board members review the report.

Treasurer Warrant:

Board members sign the treasurer's warrants.

TOWN MANAGER REPORT

- >Speed bump on West Road has been installed and is helping to slow people down. There has only been one complaint. Danny would like to put a speed bump on Cottage Road near Birch Point Drive.
- >County Sheriff began his patrols this week. Danny would like to make sure the costs for the Sheriff are kept down because the County is supposed to provide the Sheriff anyway.
- >All summer signage are up and in place.
- >The Chub Tournament went well, despite the rain. There were 38 participants and over 120 pounds of junk fish taken out of the lake. This year every child that participated received a prize, and adults were given gift certificates. Trophies were given to all winners. Next year the date may change to August.
- >Two culverts have been replaced on Cottage Road, one was rusted out on the bottom and the ground was being washed away. Danny says he is happy to see that the Town didn't contract someone to do this work. On Hathaway there are two driveway culverts that need to be replaced.
- >Larry proposes that the office hours be changed for Friday to be open from 8 to 2, instead of being open until 4:30, with no time off for lunch. Right now the two clerks split their hours on Fridays, with this change they will both be working from 8 to 2. Larry says this will be a trial. Board members indicate their approval.

Public Comments:

- >Dave Pierce mentions that he was able to get three float docks for the Seaplane Base, next year the Town should be getting three more float docks. The Town has to build a ramp for the docks, but Larry feels they should be installed by next week.
- >Dave Pierce says the PLA has a 6 hour training class for invasive plants on August 11 and 12. The instructors are looking for people to sign up or they won't do it. Tomorrow the PLA meets; there will be advertising coming up soon about this.
- >Roland Caron says the Town should consider making sure the office is open during lunchtime during the week, because the increase in office staff was supposed to allow for the public to come in during their own lunch time. Larry says this is something he will look into.

Next Selectboard meeting is August 17, 2016 at 6:30 p.m.

Meeting adjourned at 7:17 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 9/21/16
Date

Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson
Daniel C. Higgins
Daniel C. Higgins

Quarterly Selectboard Financial Update

As of June 30, 2016-Second Quarter

Revenues vs. Expenses

Total Revenues to date	\$220,633.61	
Total Expenses to date	<u>\$590,386.93</u>	
Net Gain (Loss)		<u><u>(\$369,753.32)</u></u>

	Commitment	Received	Remainder
2016 Tax Commitment			
Real Estate	\$0.00	\$0.00	\$0.00
Personal Prop.	\$0.00	\$0.00	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Surplus as of 6/30/2016 \$430,338.66

Checking Account

Checkbook Reconciliation Balance

\$51,506.98

Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve	\$76,801.58	
Ministerial School Lot	\$20,783.36	
Road Reserve Fund	\$77,398.46	
Stumpage	<u>\$215,181.22</u>	
		<u>\$390,164.62</u>

Total at NorState

Katahdin:

Equipment Reserve ICS	\$60,065.76	
Silviculture ICS	\$200,000.00	
T.I.F. ICS	\$142,128.07	
General ICS	<u>\$123,742.72</u>	
		<u>\$525,936.55</u>

Total at Katahdin

\$916,101.17

TOTAL RESERVES:

Total Assets in Banks:

\$967,608.15

Real & Personal Property Taxes outstanding principal

Real: 2013

2014	\$16,062.22
2015	<u>\$29,604.07</u>
	<u>\$45,666.29</u>

Personal Prop:

2012	\$41.15
2013	\$35.42
2014	\$610.40
2013	<u>\$673.10</u>
	<u>\$1,360.07</u>

Tax Acquired:

2013	\$665.22
2014	\$624.40
2015	<u>\$475.68</u>
	<u>\$1,765.30</u>

Quarterly Selectboard Financial Update

YEAR TO DATE as of 6/30/16

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$28,000.00	\$19,584.91	\$2,573.69	\$10,988.78
Town Hall	\$25,000.00	\$7,811.82	\$524.25	\$17,712.43
TH Improvements	\$10,640.00	\$4,995.53		\$5,644.47
Plan & App. Bds.	\$1,000.00	\$0.94		\$999.06
CEO	\$12,500.00	\$4,510.85	\$1,167.50	\$9,156.65
Annual Dues	\$3,300.00	\$3,014.56	\$130.00	\$415.44
Twon Officers	\$77,000.00	\$39,007.85	\$4,500.00	\$42,492.15
Assessing	\$7,000.00	\$5,806.00		\$1,194.00
Discounts	\$14,000.00			\$14,000.00
Abatements	\$4,000.00			\$4,000.00
County Tax	\$81,211.90			\$81,211.90
TIF Reimbursemnt.				\$0.00
Insurance	\$54,000.00	\$31,989.68	\$811.50	\$22,821.82
Genl. Assistance	\$3,766.00			\$3,766.00
Fire Dept.	\$28,000.00	\$6,653.30	\$806.61	\$22,153.31
Animal Control	\$1,125.00	\$331.24	\$495.00	\$1,288.76
Public Works	\$85,500.00	\$27,563.23	\$11.15	\$57,947.92
Cont'd. Svcs.	\$5,000.00	\$1,264.50		\$3,735.50
NASWA	\$32,758.00	\$19,113.00		\$13,645.00
Transfer Station	\$4,500.00	\$3,820.54	\$621.30	\$1,300.76
Cemetery	\$2,500.00	\$1,599.51	\$640.00	\$1,540.49
Beautification	\$1,500.00	\$1,429.90		\$70.10
Parks/Beach/Camp	\$15,000.00	\$8,854.75	\$553.00	\$6,698.25
Seaplane Base	\$5,000.00			\$5,000.00
Portage Lake Assn.	\$500.00	\$500.00		\$0.00
Snomobile Club	\$2,500.00			\$2,500.00
PL Tourism Cmte.	\$2,500.00			\$2,500.00
PL ATV Club	\$2,500.00			\$2,500.00
PL Historical Soc.	\$2,000.00			\$2,000.00
Country Club	\$1,000.00			\$1,000.00
Sheriff Coverage	\$5,000.00			\$5,000.00
Social Services	\$3,325.00	\$872.90		\$2,452.10
Education Commit		\$229,762.54		-\$229,762.54
Education-Subsidy		\$125,065.97	\$125,065.97	\$0.00
Scholarships	\$5,000.00	\$1,000.00		\$4,000.00
Street Lights	\$8,500.00	\$4,477.43		\$4,022.57
Ashland Ambulan	\$29,849.83	\$29,849.83		\$0.00
Ashland User Fees	\$17,234.00			\$17,234.00
				\$141,228.92

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

August 17, 2016

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for July 20, 2016

Old Business:

1. Open bids on Jandreau property.

New Business:

1. Land on Oak Point
2. Municipal Valuation return
3. Set new fee for Bear Bait.
4. Treasurer Warrants

Town Managers Report:

1. Another speed bump on West Rd.
2. Replaced a culvert on West Rd.
3. Replaced 2 culverts on Hathaway.
4. Seaplane Dock out.
5. Sheriff's office, 6 stops all speed related.
6. Ditching on Hathaway and Hayward.
7. New speed sign up and running.
8. 1235 vehicle registered in 20 hrs.
9. Taxes received as of 8/15/2016.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting September 21, 2016

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
AUGUST 17, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce, Chairman; Daniel Higgins, Barry "Beech" Kenney

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Ken Fones; Rob Reece; Alyce Bryant-Reece; Steve Jandreau; Lacey Jandreau

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the July 20, 2016 regular meeting. **Motion made and seconded to approve the minutes from July 20, 2016 meeting as written. Motion carries.**

OLD BUSINESS

Jandreau Property Tax Bid Sale:

The Town has tax acquired the property owned by Eldon Jandreau on which his Custom Taxidermy shop sits. The property has been put up for bid. Board Chairman David Pierce opens the bids; only one bid was received. The bid is for \$12,600 by Paul J. Corliss from Vermont. **Motion made and seconded to accept the bid as offered. Motion carries.** Board discusses what the bidder can do for a holding tank or septic system for the property.

NEW BUSINESS

Oak Point Land For Sale:

There is some land on Oak Point for sale, roughly 35 acres with an asking price of \$25,000. Larry is asking if the Board would like to purchase this property for the Town, applying the remainder of money received by the tax sale of the Jandreau Custom Taxidermy shop, and call for a special town meeting to ask for the remaining amount to pay for the rest. Larry suggests selling some of the lakeshore pieces of the property so the Town can recoup its money. Danny moves that the seller should look at another buyer because the Town shouldn't get into the real estate business, and also because there hasn't been a stumpage analysis. He feels something this size should go before the Town. Beech would like to see what is on it for wood before a decision is made. Larry says the seller may hold off for a while if the Town writes a letter of intent. Discussion turns to whether or not the Town can harvest the property for stumpage. This property for sale abuts the Town's property on Oak Point. Dave would like to know what there is for timber and also what the shorefront property is worth. Danny would like to have at least a month until the next Selectmen's meeting to get the answers the Board needs to make a decision. Dave says the Town Forester can cruise it to give us an idea of what is on it. Beech says if everything works out alright, it would have to go to a special town meeting; Larry says the seller understands that a special town meeting will have to happen. Discussion turns to how well this property would fit into the Town's current harvest plan; it would depend on how well the cruise goes with the Town Forester. The Board feels another concern is how to get to the property from the winter cut road. Consensus is to have Larry contact the seller and ask him to wait for a month while the Board gets information on the property.

Thank you Cards:

Danny would like the Office staff to send Thank You cards to all volunteers and employees for the Town.

Municipal Valuation Return:

The Board reviews and signs the Municipal Valuation Return to send in to the state as required after our tax commitment.

Bear Bait Permit Fees:

Bear bait permit for the Town have been \$40 for quite a while, but Larry checked with local land owners and the going rate for Irving is \$85, and \$115 for the Big Woods, so he feels the Board raise the rates to what Irving has for rates. Larry says there are 3 bait sites on Town Land, and the owner of them has already paid the \$40 per-site fee for this year. **Motion made and seconded to increase the Town's bear bait permit fee to \$85, effective next year. Motion carries.** For the Town, Irving handles the paperwork for the permits and the Town gets the fee; this is the agreement the Town has with Irving.

Treasurer Warrant:

Board members sign the treasurer's warrants.

TOWN MANAGER REPORT

> Another speed bump has been placed on West Road, but was installed in front of someone's camp and the camp owner has asked that next year it be placed somewhere different.

> Two more culverts on West Road need to be done, and 2 more culverts on Cottage Rd. are being worked on this week. Driveway culverts have been placed on Hathaway.

> The new Seaplane Base floating dock is out now, it has been utilized by boaters already. Dave suggests putting signage on the lakeside saying it is a public dock, just so people will know that it is for the public to use and not a private dock.

> The Sheriff's office did another patrol last week, Larry would like to make better use of the investment of extra patrols.

> Ditching has been done on Hathaway and Hayward Street; Larry says the rain washed out some of the grass seed that was put down. He asks Beech about where the Town can get a see mat to use instead.

> New electronic speed sign is up and running. In about 20 hours, there were over 1,200 vehicles that passed that sign. Larry says the information downloaded from the sign can help us make a more informed decision on when we want the Sheriff to be in town. Danny wants to know why we are paying more for the County but they aren't covering more Sheriff's patrols. It is explained that the reason the county tax went up was for the County Jail expenses. Larry explains the sign will be moved to different parts of town to get more information. Ken Fones donated the trailer on which the sign has been mounted.

> Taxes received so far is almost 50% in just 3 weeks of having committed.

Public Comments:

> Beech asks Larry how the crack sealer from Lane is working for the Town; Larry says it needed a little work and Public Works hasn't gotten it going yet.

> Ken Fones asks if the Town has plans to stripe the roads before school starts; Larry states that the only road ever striped was that portion of West Road that was once owned by the State.

>Danny asks why the State gave the jail back to the County; Larry says it was costing the State more money to run the jails because they have more regulations than the County.

>Ken Fones asks if there is any word on the repairing the rail road crossing on West. Larry says he was told two years ago that they would fix that, but they fixed the crossing on Hathaway Road instead. He says he hasn't gotten any word yet on when they will fix the crossing.

Next Selectboard meeting is September 21, 2016 at 6:30 p.m.

Meeting adjourned at 7:14 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 9/21/16
Date
Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson
Daniel C. Higgins
Daniel C. Higgins

TAXES RECEIVABLE UPDATE AS OF 8/15/2016

REAL ESTATE TAXES:

Commit:	\$878,285.80	340 Accts. Left to be paid
Rec'd:	<u>\$381,936.79</u>	
Bal	\$496,349.01	

Percentage received as of 8/15/2016 **43.49%**

PERSONAL PROPERTY TAXES:

Commit:	\$67,433.52	14 Accts. Left to be paid
Rec'd:	<u>\$11,041.80</u>	
Bal	\$56,391.72	

Percentage received as of 8/15/2016 **16.37%**

**PORTAGE LAKE BOARD OF SELECTPERSONS
SPECIAL MEETING MINUTES
AUGUST 30, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce, Chairman; Daniel Higgins, Barry "Beech" Kenney

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Scott Ferland; Janet Jandreau

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

Special Town Meeting:

Larry would like to call a special town meeting for September 7, 2016 in order to ask for \$16,000 from the Road Reserve account to pave the culverts recently replaced on Cottage Rd. and to do some skim coating in certain areas of West and Cottage Roads that need immediate repair. The Board signs the Warrant for the Special Town Meeting.

Seven Islands Land Purchase:

Scott Ferland from Maine Woods Company is at tonight's meeting on behalf of Seven Islands in order to have paperwork signed by the Board for the mill & parent company to purchase approximately 3 acres on joint owned land behind the mill. Scott presents the Board with the Purchase and Sales agreement, Quitclaim Deed, the check for purchase in the amount of \$2,500, the tax transfer paper, and other various documents for the Board to sign. The sale will be completed on September 15. The Board members sign the paperwork where indicated. Janet Jandreau is at tonight's meeting to notarize the signatures where needed.

Public Comments:

>Larry asks the Board to sign the Municipal Quitclaim Deed for the sale of the tax acquired property on Portage Road formerly owned by Eldon Jandreau. The Board signs the deed and the tax transfer to be sent to the Registry of Deeds.

>Larry hands the Board members print-outs from the digital speed sign that the Town recently put into place. It shows when the most traffic is occurring and when the fastest speed is.

>Danny presents Larry a Thank You card along with a trophy for the Manager of the Year. He says Larry does a good job keeping the Town looking good, and Beech likes that Larry keeps things within the budget and does things to cut costs.

Next regular Selectboard meeting is September 21, 2016 at 6:30 p.m.

Meeting adjourned 6:59 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: _____

Date

Barry Kenney

Signed: _____

David M. Pierce, Chairperson

Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

September 21, 2016

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for August 17, 2016

Old Business:

New Business:

1. Set Fee for None Residents at transfer station.
2. GA Assistance Ordinance.
3. Certificate of Settlement.
4. Benefit fund raiser.
5. Review value of Gordon Fawkes.
6. Letter from Seven Islands Land Co.
7. 2016 Presidential ballot clerks.
8. Treasurer Warrants

Town Managers Report:

1. Sand bid.
2. West rd. repaired near Dave Berry.
3. Lane will pave 1st part of October.
4. Lane will pave 10' x 100' behind building.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting October 19, 2016

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
SEPTEMBER 21, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce, Chairman; Daniel Higgins, Barry "Beech" Kenney

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Rob Reece; Alyce Bryant-Reece;

Meeting called to order at 6:31 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the August 17, 2016 regular meeting and August 30, 2016 special meeting. **Motion made and seconded to approve the minutes from August 17 and August 30 meetings as written. Motion carries.**

OLD BUSINESS

No Old Business

NEW BUSINESS

Non-Resident Use of Transfer Station:

Larry explains that some non-residents feel that they can use our transfer station at their leisure, so the Town needs to collect something for the tonnage that they put in. Darey Gagnon feels the biggest problem comes from Hughes Brook Lodge. Larry suggests the Board approve a load value for the use of the Transfer Station, like \$20 a load or something. **Danny makes a motion to set the fee for \$35 per load.** Discussion continues as to what other Transfer Stations in the area are charging. **Danny's motion is seconded. All in favor. Motion carries.** To reiterate, this fee only applies for people who do not pay taxes or who reside in Town.

GA Ordinance:

Larry hands the Board the new ordinance for General Assistance as set by the State. The Board members sign the paperwork needed. He lets the Board know that Corrine Routhier has attended General Assistance training and will be the Deputy in the office.

Certificate of Tax Settlement:

The Certificate of Tax Settlement needs to be sign by the Board. This settlement is for the 2013 tax year, and by signing the certificate it releases the tax collector from any liability for unpaid taxes.

Benefit Fund-raiser:

There has been a request for the use of the Town Hall by Linda & Roland Caron to have a fund raiser for their neighbor Miki Kazmarek, who is having financial issues due to medical bills. It has been requested that the rental fees be waived for this fundraiser. Danny doesn't have any objections as long as the Hall is left in a clean state. Dave doesn't see a problem with waiving the fee either.

Gordon Fawkes Property Review:

Gordon Fawkes would like the Assessors to review the valuation of his property on Oak Point; he feels it is valued too high, at twice the fair market value. Randy Tarr already gives Oak Point property owners at 50% reduction in valuation. Mr. Fawkes owns 3 properties. Dave feels Mr. Fawkes is being assessed at exactly what he deserves for his land and where it is. **Motion made and seconded not to change the valuation of the property. Motion carried.**

Seven Islands Land Co. Letter:

Seven Islands Land Company has sent all of the paperwork involved in the sale of the land behind Maine Woods Co. LLC. This concludes the dealings between the Town and Seven Islands Land Co. concerning this property. Discussion turns to thinning being done on Town lands.

President Election Ballot Clerks:

Town Clerk Taunja Jandreau has asked the Board to review and approve the list of ballot clerks that may be needed during this year's presidential election. A full list of the election clerks proposed is attached to these minutes. The Board signs their approval of the ballot clerks.

Treasurer Warrant:

Board members sign the treasurer's warrants.

TOWN MANAGER REPORT

>Only one sand bid was received, the ad ran for two weeks in the newspaper. The sand bid comes from Portage Construction for \$5,875, screened and delivered. The salt will be dropped off at Portage Construction and they will blend it with the sand. Motion made and seconded to accept Portage Construction sand bid. Motion carries.

>West Rd. by David Barry's place where the pavement was heaving has been fixed this week. It was dug out 50 feet long and down 2.5 feet, and filled with gravel. There was a lot of clay under the base of the road.

>Lane Construction will be paving over the new culverts and doing some skim coating the first part of October. The worst sections will be done first. The company will be paving a 20X100 foot section for parking in the rear of the Town Hall building for free as a goodwill gesture from the new owners.

Public Comments:

>Dave would like to thank Public Works for fixing the sides of the speed bumps today. People have been going on the shoulder of the road and on the grass around the speed bumps. Today Vaughn added three compacted berms in the shoulder on either side of the speed bumps.

>Alyce Bryant-Reece asks Larry when Irving will be leaving the area where the ATV trail is. Larry says Irving will leave the area better than they were, but it will be another few weeks before they end. She just wants to let the Town know that the ATV Club is upset that they weren't told until just the day before the cutting started. The Board apologizes for the oversight, and will be sure that the ATV Club is included in discussions for cutting areas during the Forestry Committee meetings.

Next Selectboard meeting is October 19, 2016 at 6:30 p.m.

Meeting adjourned at 7:05 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 12/20/16
Date

Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

TAXES RECEIVABLE UPDATE AS OF 9/21/2016

REAL ESTATE TAXES:

Commit:	\$878,285.80	152 Accts. Left to be paid
Rec'd:	<u>\$723,564.65</u>	
Bal	\$154,721.15	

Percentage received as of 9/21/2016 **82.38%**

PERSONAL PROPERTY TAXES:

Commit:	\$67,433.52	14 Accts. Left to be paid
Rec'd:	<u>\$65,204.04</u>	
Bal	\$2,229.48	

Percentage received as of 9/21/2016 **96.69%**

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

~~February 24, 2010~~ *October 6, 2016*
6:30 P.M.

Call to Order

Attendance

Approval of Minutes for

Old Business:

New Business:

1. Approve warrant Articles

Town Managers Report:

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PORTAGE LAKE BOARD OF SELECTPERSONS
SPECIAL MEETING MINUTES
OCTOBER 6, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce, Chairman; Daniel Higgins, Barry "Beech" Kenney

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Rudy Boutot

Meeting called to order at 6:30 p.m. by David Pierce.

Special Town Meeting:

Larry has proposed a special town meeting for Wednesday October 19, 2016 at 6 pm in order to ask for money from Public Works Equipment Reserve, BETE Reimbursement, and Surplus in order to purchase a new automatic plow truck for the Public Works department. Dave reads the Warrant Article for the proposed Special Town Meeting. Dave opens the floor to the public. Rudy Boutot would like to know what is wrong with the current plow truck. Dave explains that the current truck is 11 years old, has had elevated fuel in the oil samples for the last 3 years, and it has some areas of rust on the frame and dump body that will be costly to fix. The Town will be getting a \$28,000 trade in for the current plow. Rudy thinks the current truck can be fixed and a new truck isn't needed. He is also concerned that there aren't a lot of people at tonight's meeting to voice their concerns; he questions whether the Town needs to have a minimum amount of voters present to constitute a meeting. **Motion made and seconded to approve the Warrant Article and the Special Town Meeting. Motion carries. The Board signs the Warrant for the special town meeting.** Rudy suggests also putting the announcement of the special town meeting on the TV along with the usual posting around town.

Next regular Selectboard meeting is October 19, 2016 at 6:30 p.m.

Meeting adjourned 6:40 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

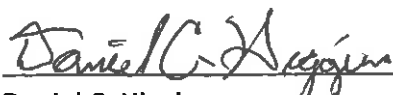
Approved: _____

Date


Barry Kenney

Signed: _____


David M. Pierce, Chairperson


Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

October 19, 2016

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for September 21, 2016 and special meeting October 6, 2016

Old Business:

New Business:

1. Winter sand in in shed
2. New Plow truck?
3. Quarterly Financial Update
4. Update mileage rate.
5. Treasurer Warrants

Town Managers Report:

1. Speed bumps stored for winter
2. 1 ton ready for winter
3. Pumpkin Party
4. Paving done.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting November 16, 2016

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
OCTOBER 19, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce, Chairman; Barry "Beech" Kenney

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Rob Reece; Alyce Bryant-Reece; Judy Moreau; Clayton DeMerchant; Marcelle Gagnon; Herb McPherson; Jean McPherson; Anita Theriault

Meeting called to order at 6:31 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the September 21, 2016 regular meeting and October 6, 2016 special meeting. **Motion made and seconded to approve the minutes from September 17 and October 6 meetings as written. Motion carries.**

OLD BUSINESS

No Old Business

NEW BUSINESS

Winter Sand

Winter sand is done and put away, about 500 yards. Larry would like to decrease the yardage next year, depending on how the winter fares. We need to rotate the sand that is in the shed right now.

New Plow Truck:

The Town voted to purchase a new plow truck for the Public Works department at the special town meeting tonight.

Quarterly Financials:

The Board reviews the quarterly financial update prepared by the town's Treasurer. Larry says the Town is in very good shape, and the townspeople should pat themselves on the back for the way they put money away in their reserve. Judy asks about stumpage this year. Larry says if prices don't come back up we won't cut this winter. Larry says there is \$216,000 in stumpage. Discussion turns to the stumpage and Silviculture accounts. Dave reads from the financial statements for the public to hear how well the Town is doing. Judy asks Larry about the loan to pave the road, whether the Town can pay it off early. Larry says there is no benefit to paying it off early.

Update Mileage Rate:

Larry proposes to raise the mileage reimbursement rate that the Town pays from .45 cents to .50 cents, to be in line with other towns in the area. Dave feels this should be tabled until Danny can be present to vote on it. The Board will discuss this at the next meeting.

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

November 16, 2016

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for October 19, 2016 and Special meeting October 19, 2016

Old Business:

1. Move stumpage account to Acadia.

New Business:

1. Contract out all GA services.
2. 11.25% increase in Health Ins.
3. Treasurer Warrants

BYOB Permit

Town Managers Report:

1. Pavilion, Camp and Back pole power.
2. Both docks put away.
3. All signs down.
4. Shoulder work done.
5. Septic easement request.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting December 21, 2016

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
NOVEMBER 16, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce, Chairman; Barry "Beech" Kenney

Absent: Daniel C. Higgins

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Glenn Cusack; Rob Reece; Alyce Bryant-Reece

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the October 19, 2016 regular meeting. **Motion made and seconded to approve the minutes from the October 19, 2016 meeting as written. Motion carries.**

OLD BUSINESS

Move Stumpage Account:

Earlier this year, the Board discussed moving money out of NorState due to having too much money in that bank that wasn't insured. **Motion made and seconded to close the Stumpage account at NorState and put the money into an account at Acadia FCU. Motion carried.**

NEW BUSINESS

General Assistance Services:

There is a woman who does GA services for municipalities for a yearly fee of \$150. She does it professionally; we would forward all of the information that we get to her and she would do the leg work to determine if the applicant is eligible and how much GA they could receive, if any. Larry would like to try this for a year and see how it goes. **Motion made and seconded to try using the services of the GA professional for year. Motion carried.**

Health Insurance Increase:

For the Board's information, MMA's health insurance will be increasing by 11.25% in the coming year, keeping with the same benefits. That is approximately \$100 per month increase for coverage for both Larry and Vaugh [Devoe]. Larry says over the last few years he has made sure the coverage that is paid for is what the Town needs.

BYOB Permit:

The Tourism Cmte. has asked the Board to sign a BYOB permit for the Town's Christmas Party to be held on December 10. Tourism will pay the permit fee, but the Board has to sign the paperwork to be sent in. **Motion made and seconded to approve the BOYB permit for the Town Christmas Party for the Tourism Cmte. Motion carries. Board members sign the permit.**

Treasurer Warrant:

Board members sign the treasurer's warrants.

TOWN MANAGER REPORT

- >Power has been shut off for the winter at the Pavilion, Campground and the back pole by the Public Works garage.
- >Docks at the boat landing and Seaplane Base have been brought in a put away. Dave says he has a couple more floating docks to hopefully add to the Seaplane Base docks.
- >All of the signs are down for milfoil and boating.
- >Shoulder work has been done after the skim coat paving work in October.

Septic Easement Request:

On Cottage Rd., there has been a septic easement request by a person who would like to put a septic on the Town's school lot, which is just across the road from the vacant lot an individual wishes to purchase on the lake. The Town approved an easement for another property owner several years ago. Larry is not in favor of it, just in case the person who purchases the vacant lot doesn't maintain it. Beech would like to make sure that if an easement is granted, that it is written in the easement that the septic is maintained properly. The Board members feel they need more information, such as a septic design. Larry says the vacant lot that the person is looking to purchase is not a buildable lot because it is wetland. Board tables this until more information can be provided.

Public Comments:

>Alyce Bryant-Reece says her former neighbor, who passed away a few years ago, was a survivalist; she had many 55 gallon barrels of non-perishables—like rice, pasta, beans, etc.—currently on her front porch. She asks the Board members to help her find people to take the food. Alyce would like someone to come and get the food rather than her delivering it. The Board says the clerks in the Office could help her get a list of local people who may be interested.

>Alyce Bryant-Reece says there is a problem in the Town's kitchen, beside the odor of the water. She says there was spaghetti backed up in the sink and the ATV Club was blamed for it a week after their spaghetti dinner. She also says she heard that one of the toilets backed up, and the ATV Club was also blamed. She thinks the lines may be plugged; Larry assures her that the lines are OK and that if she hears of other complaints she should have those people contact the Town Office rather than contact her personally.

Next Selectboard meeting is December 21, 2016 at 6:30 p.m.

Meeting adjourned at 6:54 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: 12/20/16
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

Quarterly Selectboard Financial Update

As of December 14, 2016-Fourth Quarter To Date

Revenues vs. Expenses

Total Revenues to date	\$1,357,241.54	
Total Expenses to date	<u>\$1,203,261.51</u>	
Net Gain (Loss)		<u>\$153,980.03</u>

2016 Tax Commitment	Commitment	Received	Remainder	% Remaining
Real Estate	\$878,285.80	\$797,889.50	\$80,396.30	9.15
Personal Prop.	\$67,433.52	\$66,295.68	\$1,137.84	1.69
	<u>\$945,719.32</u>	<u>\$864,185.18</u>	<u>\$81,534.14</u>	

Checking Account

Accounts as of Nov. 30, 2016

Checkbook Reconciliation Balance

\$156,186.71

Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve	\$88,936.78	
Ministerial School Lot	\$20,819.95	
Road Reserve Fund	<u>\$141,433.49</u>	
Total at NorState		<u>\$251,190.22</u>

Acadia FCU

Stumpage	<u>\$227,999.54</u>	
Total at Acadia FCU		<u>\$227,999.54</u>

Katahdin:

Equipment Reserve ICS	\$40,153.50	
Silviculture ICS	\$200,000.00	
T.I.F. ICS	\$144,869.65	
General ICS	<u>\$353,755.21</u>	
Total at Katahdin		<u>\$738,778.36</u>

TOTAL RESERVES:

\$1,217,968.12

Total Assets in Banks:

\$1,374,154.83

Real & Personal Property Taxes outstanding principal

Real:

2014	\$5,737.21
2015	<u>\$23,305.92</u>
Total	\$29,043.13

Personal Prop:

2012	\$0.00
2013	\$0.00
2014	\$582.40
2015	<u>\$673.10</u>
Total	\$1,255.50

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

December 20, 2016

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for November 16, 2016

Old Business:

New Business:

1. Increase mileage rate to \$.50 per mile
2. Sign Emergency Operations Plan.
3. Quarterly Selectboard Financial Update.
4. Sign auditor's agreement.
5. Warrant

Town Managers Report:

1. Christmas lights and tree are up.
2. We will be close to customers 12/30/16
3. We will be closed 12/26/16

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting January 18, 2017

Executive Session 1 M.R.S.A. § 405(6)(A)

1 M.S.R.A. § 405(6)(D)

**PORTAGE LAKE BOARD OF SELECTPERSONS
REGULAR MEETING MINUTES
DECEMBER 20, 2016/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce, Chairman; Daniel C. Higgins;

Absent: Barry "Beech" Kenney

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Alyce Bryant-Reece;

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the November 16, 2016 regular meeting. **Motion made and seconded to approve the minutes from the November 16, 2016 meeting as written. Motion carries.**

OLD BUSINESS

No Old Business

NEW BUSINESS

Town Mileage Rate Increase:

Discussion on increasing the mileage reimbursement rate is tabled until the next meeting.

Emergency Operations Plan:

An emergency operation plan has been created for Portage Lake, and the Selectboard needs to verify it and approve it. It explains the Town's response to all major disasters, both natural and man-made. Dave signs the EOP as the Board Chairman. Alyce Bryant-Reece has offered a portion of her field next to her house as a landing place for helicopters if needed.

Quarterly Selectboard Financial Update:

Treasurer Corrine Routhier has prepared a 4th quarter update for the Selectboard, year to date as of last Wednesday. Danny asks Dave to talk to Matt Stedman about using Silviculture to do some pre-commercial thinning. The Board members comment on how much will possibly go to surplus. Larry says he is already working on 2017 budget; chip sealing of Hathaway Rd. is discussed for 2017.

Auditor's Agreement:

The Town's auditor Felch & Co. has submitted a proposal for their auditing services for 2017. The Board reviews the proposal from Felch and the members sign it.

Treasurer Warrant:

Board members review and sign the treasurer's warrants.

TOWN MANAGER REPORT

>Christmas tree lights and town square are up. NEI was hired to put up the lights on the poles on Main St., they will also take them back down after the holidays.

>Friday December 30 the office will be closed to customers to close the books. The office will be closed on December 26 for the Christmas holiday. Danny would like to see the office closed on Friday the 23rd. Danny moves to give the office staff a half a day (close at noon) on Friday the 23rd, seconded. Motion carried.

Public Comments:

No public comments.

Next Selectboard meeting is January 18, 2017 at 6:30 p.m.

Motion made and seconded to enter into Executive Session per 1 MRSA SS 405 (6) A and Executive Session per 1 MRSA SS 405 (6) D. Executive session entered into at 6:51 pm.

Meeting adjourned at 7:02 p.m.

We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge and certify that the same are true and correct records of all the proceedings of said meeting and hereby approve the same.

Approved: _____

Date

Barry Kenney

Signed: _____

David M. Pierce, Chairperson

Daniel C. Higgins