

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**January 18, 2017**

**6:30 P.M.**

Call to Order

Attendance

**Approval of Minutes for December 20, 2016**

**Old Business:**

1. Septic easement on Cottage rd.

**New Business:**

1. Increase mileage rate to \$.50 per mile.
2. Nominate Register of Voters.
3. Portage Lake Snowmobile club. BYOB.
4. Pick a person for Town report dedication.
5. PLCC
6. Warrant

**Town Managers Report:**

1. Christmas lights are down.
2. New Plow truck will arrive 1/31/17.
3. 2017 Budget

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

**Next Selectman Meeting February 15, 2017**

**PORTAGE LAKE BOARD OF SELECTPERSONS  
REGULAR MEETING MINUTES  
JANUARY 18, 2017/6:30 P.M.  
PORTAGE LAKE TOWN HALL**

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

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Maggie Pierce, Code Enforcement Officer; Pat Kelley; Alyce Bryant Reece; Rob Reece; Reuben Caron; Dylan Cyr-Cormier

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

**Approval of Minutes:**

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

**OLD BUSINESS**

**Cottage Rd. Septic Easement:**

*(Dave Pierce recuses himself from this discussion on the grounds of possible conflict of interest)*

Code Enforcement Officer Maggie Pierce gives the Board more information about an easement issue that was tabled at the last meeting due to lack of information. The property on Cottage Road owned by Rick Lyons, who is asking for an easement on the Town's School Lot property; he is looking to sell the property. Dana Chapman has stated that the lot that the individual is looking to purchase cannot hold a septic system, it is a forested wetland according to Scott Belair from DEP. Portions of the land across the road is a forested wetland as well, so the system (if an easement is granted) has to be set further back from the road than proposed. Danny comments that he has put two leach fields in across the road from this property in question. Mr. Lyons never submitted a building permit or a septic design to the Planning Board. He did receive a Tier 1 permit for the fill only on the property. Bill Hersey never did anything for Mr. Lyons other than let him know that it is a forested wetland and cannot hold a septic system. The land across the road from the Lyons' lot is all Town owned forest. The lot next to Mr. Lyons' expanded their septic across the road (on town land). When that land-owner went to the Selectboard, they were told that it would have to be a 100 X 200 parcel, removed, with definitive lines and a survey. This area would be on the Town's School Lot. That would be a significant amount of fill brought in, and it takes that property out of the Town's tree production. The lot that the person is looking to build on is still a forested wetland, so they are looking local permitting and at special permitting through DEP. Beech says the lot would be 120 feet from the edge of the road. Testing has never been done on the area where the septic system is proposed. Danny doesn't feel the Board should approve something that hasn't been Perp tested. Beech doesn't think that much area should be taken out of the forest; they should go a different route—there are many different systems out there to choose from. The Board would like a specific design, a perp test, and to know exactly how much forestland will be coming out of the Town's production. The Board would still like to see an alternate system. No decision is made on this issue until Maggie Pierce can contact the landowner and get the proper testing and septic design, and let the landowner know that the Board would like them to look at an alternate system.

## NEW BUSINESS

### Town Mileage Rate Increase:

*(Dave Pierce recuses himself from this discussion on the grounds of possible conflict of interest)*

Larry would like the Board to consider increasing the mileage rate the Town pays from \$.45 per mile to \$.50 per mile. **Motion made and seconded to approve the increase. Motion carries.**

### Registrar of Voters:

The Board needs to appoint the Town's Registrar of Voters. **Motion made and seconded to appoint Taunja Jandreau as Registrar of Voters. Motion carries.**

### BYOB Permit Request:

The requester for the BYOB permit for use of the Town Hall has removed its application for the Board's approval.

### Town Report Dedication:

The Board discusses options on who to dedicate the 2016 Town Report. There is a short list of suggestions give to the Board by the office: Anita Theriault, John Robertson, or Ida Celia Beaulier (who is the oldest citizen in the Town). **Motion made and seconded to dedicate the Town Report to Ida Celia Beaulier. Motion carries.**

### Portage Hills Country Club:

Dylan Cyr-Cormier is here tonight to ask the Board to consider a Warrant Article at the Town Meeting for financial support of \$2,500 for the Portage Hills Country Club. Dylan explains that last year they had a good year and showed that they can sustain themselves, but they also need help in expansion, including a youth program. Danny makes a note that the Country Club has a lot of old equipment that needs to be looked at also. Dylan says they will be working with the ATV Club and Snowmobile Club, and they have the same tax status as those clubs. Dave is impressed with what the Country Club has done, but he remembers reading something that last year that Warrant Article giving the Country Club money was illegal because it is a private club. Dylan explains it is a 501 (c ) 7, which is a social club and the same standing as the ATV Club and Snowmobile Club. **Motion made and seconded to approve a Warrant Article for the PHCC for \$2,500, but only if it is legal for the Town to do so. Motion carried.**

### Treasurer Warrant:

Board members review and sign the treasurer's warrants.

## TOWN MANAGER REPORT

- >Holiday lights are now down, it cost the town \$490 for putting up and taking them down combined.
- >The new plow truck will arrive on January 31, 2017.
- >The 2017 budget draft is done; the first budget committee meeting is February 1. The Board reviews the Budget draft. Discussion turns to the carry over for the Police Patrol and how people are still speeding incessantly through town.

### Public Comments:

No public comments.

Next Selectboard meeting is February 15, 2017 at 6:30 p.m.

Meeting adjourned at 7:01 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: 2-15-17  
Date

Barry Kenney  
Barry Kenney

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

Daniel C. Higgins  
Daniel C. Higgins

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**February 15, 2017**

**6:30 P.M.**

**Call to Order**

**Attendance**

**Approval of Minutes for January 18, 2017**

**Old Business:**

1. PLCC warrant article

**New Business:**

1. Abate PP on JMK Logging \$143.10
2. Choose a picture for cover of Town Report
3. Cemetery Perpetual Care Account
4. Review Warrants for Town Meeting
5. Road reserve CD

**Town Managers Report:**

1. Budget meeting over.
2. Chip Seal on Hathaway \$20.000
3. New plow truck in service.

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

**Next Selectman Meeting March 15, 2017**

PORTAGE LAKE BOARD OF SELECTPERSONS  
REGULAR MEETING MINUTES  
FEBRUARY 15, 2017/6:30 P.M.  
PORTAGE LAKE TOWN HALL

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

Others Present: Corrine Routhier; Larry Duchette, Town Manager; Pat Kelley; Dylan Cyr-Cormier; Jeff Poirier; Jen Pitcairn; Scott Ferland; Reuben Caron; Tim York; Arthur Routhier; Ron Grover

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

**Approval of Minutes:**

Selectboard reviews the minutes from the January 18, 2017 regular meeting. **Motion made and seconded to approve the minutes from the January 18, 2017 meeting as written. Motion carries.**

**OLD BUSINESS**

**PLCC Warrant Article:**

At the previous meeting, the Portage Hills Country Club asked for \$2,500 from the town in a Warrant Article at Town Meeting. The Portage Hills Country Club has submitted documents for the Selectboard to review. Danny would like the PHCC request to be put in as a Warrant Article and let the people decide. Beech also feels that they have met the criteria based on what he's read. Dave is wondering if there is a written statement on what they plan to do with the money, and references a response from the lawyer for MMA. Pat Kelley said there were two different opinions from two different attorneys based on two different questions; he reiterates that the Club is not a private club. **Motion made and seconded to let the Warrant article go ahead as they proposed.** Larry mentions that by allowing this it is circumventing the law; no one in the office will sign the check. He says the people cannot decide because they are not well informed; everyone in the Town that is a voter would have to receive a copy of the paperwork to be able to make a decision. Danny (speaking to Pat Kelley) says an option is to get a petition, get 20 people to sign it and bring it back. Danny says we works for the lawyers, the lawyers don't run the town. Larry explains that it is an illegal Warrant. Beech says one decision comes out of the MMA book, so what part of it makes it illegal? Dylan reads from a letter from their lawyer which states that Portage Hills is a non-profit corporation for social, literacy and education purposes, and as such qualifies as a public charity. Larry feels this that the Club needs to submit that paperwork to the Town's lawyer for it to pass what is required for the Town to put a motion like this into an Article. Again, Danny mentions getting a petition. Dave mentions that the Town attorney didn't feel there was anything illegal; he goes back to what Pat Kelley said with two different questions being asked. Larry explains the MMA attorney investigated this situation more thoroughly than our Town's attorney. Reuben Caron explains the reason they were asking for the money would be to cover the cost for lessons and for golf clubs to kids under age 18, that's what was proposed when they originally asked for the Warrant Article. Corrine Routhier confirms that that purpose is mentioned in the minutes of the last meeting. Discussion turns to the differing opinions of the attorneys involved in the situation. Jeff Poirier asks what the difference between the Country Club and the other clubs in Town that get money from the Town. Larry explains that the ATV Club and the Snowmobile Club use the money from the town to get a municipal grant, it is required. Larry says the PHCC is asking the Town to give them money based on a very small

population of the Town, and there will be many people at the meeting who will be misinformed. Discussion turns to procedure at the Town Meeting. Pat Kelley would like the question posed to the State attorney in the same way that it was posed to the local attorneys. **Motion carries.** Dave says that if need be, each of the attorney letters can be read at Town Meeting. Danny also suggests the Country Club apply for a municipal grant.

## **NEW BUSINESS**

### **JMK Logging Abatement:**

Jake Knight of JMK Logging in the amount of \$143.10. The Board discusses and asks if it is possible to get ahold of this person; Beech heard that the company went bankrupt. **Motion made and seconded to abate the Personal Property taxes for JMK Logging.**

### **Town Report Cover Photo:**

The Board is given a choice of 4 photos taken by Stephen Cyr to choose for the cover of the Town Report book. **Motion made and seconded to choose the photo of a hot pink sunset (#4). Motion carries.**

### **Cemetery Perpetual Care Account:**

Larry explains that Corrine researched the perpetual care account for the cemetery. She went back to 1990 and determined that the money currently in the Cemetery Lot account should be moved into the Perpetual Care account. **Motion made and seconded to move the money and put it into the perpetual care account. Motion carries. Motion made and seconded to open a bank account for perpetual care. Motion carries.**

### **Town Meeting Warrants:**

The Board reviews and signs the Warrant Articles for the Town Meeting.

### **Road Reserve CD:**

Treasurer Corrine Routhier would like permission to put \$50,000 from the Road Reserve savings account into a 1 year CD. **Motion made and seconded to put \$50,000 from Road Reserve savings into a 1 year CD at NorState FCU. Motion carries.**

## **TOWN MANAGER REPORT**

- >Budget meetings are over; the budget is reduced about \$11,000 from last year.
- >Lane gave us a quote on double-chip seal on Hathaway Road that would go all the way to the track, and it will be about \$20,000. This chip seal will be a new mix that has come out in the last few years.
- >The new plow truck has been delivered and is in service. There have been a couple of kinks to be worked out, but the truck has a lot of power and shaves some time off of plowing. Vaughn has noticed a physical difference. Chris Walker will be taking his CDL testing in the next few weeks so there will be another licensed driver using that truck very soon.
- >Larry hands

### **Public Comments:**

>Arthur Routhier would like Larry to make sure the Country Club supply financials to make sure that the Town money, if approved at Town Meeting, is being used for what they said. He would like to make sure there is a paper trail.

>Danny says there have been some complaints about the logging on Cottage Road; Larry has also had some complaints and he already spoke to Matt Stedman about it. Dave is concerned about the cutting itself; he feels they are leaving some marketable wood on the ground.

Next Selectboard meeting is March 15, 2017 at 6:30 p.m.

Meeting adjourned at 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: 3/15/17  
Date

\_\_\_\_\_  
Barry Kenney

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

Daniel C. Higgins  
Daniel C. Higgins



**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**March 15, 2017**

**6:30 P.M.**

Call to Order

Attendance

**Approval of Minutes for February 15, 2017**

**Old Business:**

1. PHCC warrant article

**New Business:**

1. Treasurer's Warrants to sign
2. Sign Managers Contract
- 3.

**Town Managers Report:**

1. Broom repaired
2. Replaced all fuel lines and fuel pump on 1-Ton and left front wheel bearing

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

**REMINDER:**

**Municipal Elections are Thursday March 30 from 3 to 7 pm**

**Town Meeting is Friday March 31 at 6:30 pm**

**Next Selectman Meeting April 19, 2017**

**PORTAGE LAKE BOARD OF SELECTPERSONS  
REGULAR MEETING MINUTES  
MARCH 15, 2017/6:30 P.M.  
PORTAGE LAKE TOWN HALL**

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

Others Present: Corrine Routhier; Judy Moreau; Clayton DeMerchant; David Farnum; Taunja Jandreau; Alyce Bryant-Reece; Rob Reece; Tim York; Reuben Caron; Dylan Cyr-Cormier; Scott Ferland; Pat Kelley; Jordan Beaulier;

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

**Approval of Minutes:**

Selectboard reviews the minutes from the February 15, 2017 regular meeting. **Motion made and seconded to approve the minutes from the February 15, 2017 meeting as written.** Reuben Caron asks for permission to speak and requests that the minutes of the previous meeting be read aloud. Dave Pierce says that Reuben can read them aloud if he wants to spend the time. Reuben received a draft of the minutes last Friday, and he says the draft didn't reflect the statements of the Town Manager in which he said he would not comply with will of the Townspeople and that no one in the Town Office would sign the check for the Golf Course if approved by the Townspeople. Dave confirms that those statements are in the minutes. Reuben has no further comments and returns to his seat in the audience. **Motion carries.**

**OLD BUSINESS**

**PHCC Warrant Article:**

*NOTE: Normally the minutes of the Board of Selectmen is a summary of the happenings of those meetings to give the public an overview of what the Board discussed and the decisions they made. Given tonight's issue with the Portage Hills Country Club, I have decided in my capacity as the secretary of the Board of the Selectmen to relate this section of these minutes as accurately as is humanly possible. ~  
Corrine M. Routhier*

David Pierce: Ok. Here we go. This ought to be a lot of fun. Old Business: the Portage Hills Country Club Warrant Article. And Larry's not here and I guess he wants us to read these latest terms. Is that why he's bringing this up again?

Danny Higgins: I read them, but I'm going back to my past issue, which I stated. Government is for the people. We have been elected to serve these people and, you know, this back and forth with lawyers and stuff. You know. I'm getting kind of sick of that. Do you follow me?

David Pierce: Yup. And I understand how laws are.

Danny Higgins: Because we are the duly elected members to represent the people of the Town of Portage.

David Pierce: Very true. But we are not the law. We are not the state law.

Danny Higgins: I think if it went to court that the Town would lose.

David Pierce: Ok. And I think, Judy, you are...a couple of you guys are here for that reason.

Judy Moreau: It is an illegal Warrant Article. And the reason that it is an illegal Warrant Article is that according to Statues, you cannot raise and appropriate monies for something that is not all-inclusive to the town, to the citizens of the town. Everybody doesn't golf. Right?

Danny Higgins: But everybody doesn't snowmobile either.

David Pierce: It's not the same thing, though.

Judy Moreau: It's different.

David Pierce: This is the problem here. It is very different. The clubs are not a business, and they need to get funding from the town to get matching funds from the state so they can operate. So it is really totally two different things. It has been said 20 times that it's the same thing; it's not. And that is part of the problem here. It's not the same thing.

Judy Moreau: Exactly. But the way it is, with the snowmobile club and the ATV club, is that it is more or less a state mandate that the Town raise the \$2,500 to get the \$2,500.

David Pierce: I'm very aware of this. Yes.

Judy Moreau: That's that. But the Country Club, the Portage Hills Country Club does not have that advantage because they're, um, I want to get the right words here...They have not approached the state for the same...

Danny Higgins: I believe that they are in the process of having that done.

Judy Moreau: Well, if they are in the process, then this Article that appears in this year's town book for the annual meeting should be put on hold, but in my opinion there should be a clause put in that it is an illegal--as it stands today that it is an illegal Article. Because here are the things, State Statues, that the Town can legally raise money for. (Judy holds up copies of the state statutes) That's them, right there.

Tim York: Can I...? I'm new here. Could you identify yourself please?

Judy Moreau: Mrs. Judy Moreau. Judy R.

Danny Higgins: May I mention something?

Judy Moreau: Go ahead.

Danny Higgins: In the summertime, there's a lot of people that benefit from the golf course. Do you follow me?

Judy Moreau: Yes, I understand that. But...

Danny Higgins: Alright. Let me finish now. We have lawyers and judges moving back to town and the reason, I've asked them, and the reason is because of the excellent golf course. Now as you are aware, we have very slow growth in Portage, so whatever people that we can bring in with the fine Snowmobile Club, with the ATV Club that we have and with the Portage Hills Country Club...Now the forefathers, when this was built back in the '60s and '70s, they had the foreseeable knowledge...

Judy Moreau: Do you really want to go back that far Danny?

David Pierce: I don't. We're not going to go back that far. We have enough stuff to go over today; we are not going to go that far.

Judy Moreau: In 1966 it was the Portage Lake Development Corporation and it was under a whole new guise. The Portage Hills Country Club did not come into effect until 1970, under the similar Articles of Amendments, Articles of Association that they have today. Their articles have been amended, in '97. OK? And they are to read that you can only...

David Pierce: Go ahead and read it, read their updated 1997...Not the whole thing, but the ones that pertain to this. And make sure you stay calm, Judy, we don't want to...you have heart issues, there.

Judy Moreau: Their amendments is "To operate and maintain a golf course and related recreation facilities..."

Reuben Caron: Ma'am, you missed the first line.

Judy Moreau: "For the reaction...for the recreation for its..."

Reuben Caron: Judy, you missed the first line.

David Pierce: Let her finish.

Reuben Caron: You missed the first line. I apologize, but you missed the first statement there.

Judy Moreau: Did your parents ever teach you not to interrupt your elders?

Reuben Caron: Well, I respect you. I'm just respectfully saying that you missed the first line.

Danny Higgins: Please don't interrupt. I want to get this done with.

David Pierce: Me too.

Judy Moreau: "To provide the employment, entertainment and improvement of *its members*." Now, you cannot go up there and golf unless you are a member.

David Pierce: Well, that's not the way they're running it. I think they are in the wrong tax code and all that stuff because everything I read—and I don't want to get into this, we've been over this enough—everything I read says it's for *its members*, and it's about *its members*, and it's about *its members*. There's nothing about the public. That's everything I read. Now maybe they are in the wrong tax code, in the wrong whatever. That's not our problem right...

Judy Moreau: Exactly right. But we've got to get back to the Article that is in the Town Warrant. There's the stickler, right? The state, your MMA attorneys, have said that the Article is illegal. Right? Their attorney said that it was the same wording as it was in 1966, which it isn't anymore.

David Pierce: OK. Anyway...

Judy Moreau: Wait a minute now. So that Article has to be taken away from this year's book. You have to block it.

Danny Higgins: May I say something...

David Pierce: (To Beech Kenney): Any input on that?

Barry "Beech" Kenney: My thing would be is like what Reuben was saying. The first sentence is key. I mean we are highlighting everything below that, but the first sentence, "The purposes of the corporation are social, literacy, and educational, and the following:", and then it goes into...

Judy Moreau: I read that. I read that Beech, I can read the King's English, I really can.

Beech Kenney: No, but I mean it's like everything we get handed here is highlighted where it fits an agenda.

Judy Moreau: But this doesn't make any difference. This does not make a bit of difference. It is what is in the state statues, which I just handed to you, that this Town has to operate by.

Beech Kenney: Then you have this one from the MMA handbook that says what we can raise money for, and they fit the guidelines here, so...

Judy Moreau: No. No they do not.

Beech Kenney: Would you like to read it first?

Judy Moreau: I have read it.

David Pierce: Anyway, the way this is going...We're not going to spend all night on this. Dave, you can comment in a minute. The way I see this going is, it wasn't a unanimous vote last time, and whether I want to change my mind or not is irrelevant if the two of these guys are for it (indicating the other two Board members). So, I have told you before I'm all about supporting the Golf Course if it's legal. So, if

these guys are still for it, then it doesn't matter if I'm for it or not. It's probably going to have to go to the Town, to the Town Meeting, and then we will spend money on lawyers because it won't get signed, and it's going to cost everybody more money than it's worth. That's where I see it going. Go ahead Taunja?

Taunja Jandreau: What should have happened last time, because you guys didn't have enough information, it should not have been voted on. It should have been tabled and should have been some more research done.

David Pierce: Right, but that's history now.

Taunja Jandreau: So you guys made a mistake. I was in a situation in Ashland where I had to go to the Selectmen for three months over one issue. It got tabled until they had enough information to vote on it. That is what should have happened. It should have been tabled. You should have done some research, contacted the lawyers or done whatever, and then voted on it later. That's what should have happened. But it didn't. So now we are in this situation. The other problem that I have...Yes, on paper they are a 501c7--on paper. The reality is it is being run like a business. So, if we are going to start handing money out to businesses, I am an owner of two businesses in town. I could always use some working capital. If we are going to hand out money to businesses, I'll be here next year and I'll be asking for it.

David Pierce: Come to the Town Meeting and bring some other businesses and we'll see how it goes.

Danny Higgins: I've got another question. Last year we appropriated the money and none of this stuff came up.

Judy Moreau: It was illegal.

Danny Higgins: Now this year it's all coming up.

David Farnum: Last year when it came up I objected to giving the Country Club \$1000, and I was told that they were in dire need, and they were having a hard time and they could really use the money, and it was a one-time thing. And obviously that has been blown out of the water. It's not a one-time thing. They want \$2,500. It's obvious it's basically illegal to give them that money. And just like Taunja said, they may be a 501c-whatever-7...

Taunja Jandreau: On paper.

David Farnum: But they are not operating that way. They are a business, you pay membership fees.

Taunja Jandreau: Saturday night dances...

David Farnum: And this statement about the purpose of the corporation is social. Yeah, they're social. But social doesn't mean for the public, social means you are going to have a social good time. And literary, I don't know what that means. And educational, well it doesn't say anything about the public, about them serving the public.

David Pierce: You're right.

David Farnum: That first statement is just an arbitrary statement.

Judy Moreau: Exactly.

David Farnum: And the next two statements are obvious it's for the members. So, I don't know why the Town wants to get into giving the Country Club or any other such business money, taxpayer money, because I'm sure that a good percentage of the taxpayers don't want their money going to somebody that is maybe an operating not-for-profit but they don't need the money. And I'd be curious...you were in dire need last year (addressing members of the PHCC board).

Pat Kelley: We were.

David Farnum: How much money does it take you to run the Club for a year?

Pat Kelley: Well, the only thing that we anticipate and would like to try to do, and it may or may not happen, and we're not here to fight with anybody, we just could still use some help. Our equipment is old, and it would enable us, if we could, to open an equipment fund so we could replace some equipment in time so we can keep the thing going. It would be helpful. And so we came and we asked and we came back and got approved by the Selectmen to be put on a Warrant. At this point, it's in the Town's hands. And if the people show up and vote against it, then we don't get it. It's as simple as that.

David Farnum: Well, it really isn't that simple because I don't...I think legally we are not supposed to be giving taxpayer money to your equipment fund, which has nothing to do with the public.

Danny Higgins: Could I say something?

David Pierce: Yup, but we've got to wrap this up pretty soon.

Scott Ferland: (audio problems)...lesson included, so among other things that we do.

David Farnum: A lot of people do things for the children.

Danny Higgins: Can I speak now? Can I speak?

David Pierce: Yeah, go ahead.

Danny Higgins: Alright. Number one, we already voted that it goes on the Town Warrant. I want your financials at that Town Meeting (speaking to the PHCC board). Alright?

Judy Moreau: It's too late.

Danny Higgins: And if it comes before a lawyer and a judge, I will pay for the lawyer and I will go before the judge. Not in District Court, because if he sees me he's going to put me in jail. But Superior Court.

David Pierce: So are you going to pay for the Town's lawyer, or the golf course lawyer?

Danny Higgins: The golf course's lawyer.

Judy Moreau: Well what about the Town?

Taunia Jandreau: Danny, you're a Selectman. You're supposed to be for this town.

Danny Higgins: It's my private money. I can do whatever I want with my own private money. It's not different than me...

Judy Moreau: Then you should recuse yourself.

Danny Higgins: It's no different than me uh, rebuilding the Veteran's Park. It was all my private money that went into that. I didn't ask for no help.

Judy Moreau: The Town never asked you to do that. But anyway...

David Pierce: Ok guys, that's enough, that's enough. We haven't had a screaming match in here in many years, and we don't need to keep going there.

Judy Moreau: Anyway, what needs to be done, David, in my opinion, what needs to be done is we have to put an addendum in the Town Report book and we should post a new Warrant Article with Article 49, which is the last one, deleted. But because the Town Report books are already out, we have to add the addendum to the Town Meeting. Do you understand?

David Pierce: I understand.

Judy Moreau: Ok. And we have plenty of time to do that because, and this is out of your book for your Selectmen, page 136, "copies of the Town Report for general distribution purposes must be made available at the Town Hall or at a convenient place of business, at least 3 days before the annual Town Meeting." OK? "The requirement that the book be made available 3 days before the annual Town Meeting should not be confused with the requirement that the Town Meeting Warrant must be posted at least 7 days before Town Meeting." And that is Title 30-A MRSA, subsection 2523. Alright?

David Pierce: Very good. No, we got the point. But what it comes down to is (addressing the other two Board members) what do you two guys feel about---and this not going to be a long conversation either---what do you two guys feel about the Warrant that we just voted on twice. What's your...do you want to keep it the same way?

Beech Kenney: That's how I feel.

David Pierce: (Addressing Danny): And what do you feel?

Danny Higgins: The same way.

Judy Moreau: You're going to court.

David Pierce: So we are going to court and that's the way it's going to be. So we are done with that issue, we will not talk about that anymore tonight. Nothing's going to change if it's a majority rule whether it's all of us or not. So that's the end of that conversation right there.

Judy Moreau: That's a dammed shame to drag this town into the court.

David Pierce: Yes, it is.

Judy Moreau: And I'd be ashamed if I was anybody that wanted to belong to the golf course.

David Pierce: I appreciate your concerns, Judy, for sure.

Judy Moreau: The thing of it is, you guys (addressing Board members) need to learn how to read.

David Pierce: We know how to read.

Judy Moreau: Thank you David.

David Pierce: You're welcome.

## **NEW BUSINESS**

### **Treasurer's Warrants:**

The Board reviews the Treasurer's warrants and signs them for approval.

### **Manager Contract:**

The Board is given a hard-copy of the employment contract for Larry Duchette as Town Manager to sign. This contract was agreed upon in October, but a formal contract was not signed at that time. An addition was added that Larry would give the Board 45 days' notice before he left if he chose to.

**Motion made and seconded to sign the manager's contract. Motion carried.** Reuben Caron asks the Board if there would be any discussion. Dave explains this was something that was already voted on, they are just signing it tonight.

## **TOWN MANAGER REPORT**

>The sweeper broom on the backhoe has been repaired.

>All of the fuel lines and the left front wheel bearing have been fixed and replaced on the 1-Ton.

### **Public Comments:**

>Thomas York, who is running for Select Board, introduces himself to the Board. He comments that he has witnessed the last two Board meetings and says one of the reasons he is running is because there are young people here who are very passionate. He feels it is the young people who are going to keep the older generation alive and they need to be treated with a little bit of respect. They are taking something that was being totally run down and trying to make an improvement for the community. He feels what was said at tonight's meeting by a couple of people wasn't fair, and if he gets elected, he will be for the young people. He really didn't care whether or not he got into the race, but (points to the

Board members) there are a few things that have gone on that he will discuss with them at some point in time. He tells the Board again that he will be for the young people, and it would be nice to see everybody for the young people because they are needed. He says there aren't a lot of young people in this community, and the Board hit is on the head that we need businesses and we need people in our community.

Next Selectboard meeting is April 19, 2017 at 6:30 p.m.

Meeting adjourned at 6:57 p.m.

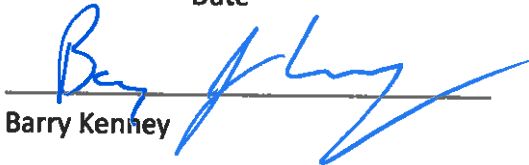
We, the undersigned, being Officers of the Portage Lake Board of Selectpersons, do hereby certify that the foregoing meeting is a true and correct record. We hereby consent to confirm, ratify and approve all actions taken at said meeting, all and singular, and the foregoing records thereof, and acknowledge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

Approved: \_\_\_\_\_

Date

4/19/17

Barry Kenney



Signed: \_\_\_\_\_

David M. Pierce

David M. Pierce, Chairperson



Daniel C. Higgins



**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**April 19, 2017**

**6:30 P.M.**

Call to Order

Attendance

**Approval of Minutes for March 15, 2017**

**Old Business:**

**New Business:**

1. Choose a Chair for the Board
2. Sign County Tax bill
3. Elected Officials Workshop
4. Sign Ratio Declaration &  
Reimbursement Application
5. Annual appointments
6. Treasure's quarterly report
7. ACAP Annual report
8. Warrants

**Town Managers Report:**

1. CPR course offered at Town Hall 4/26
2. Hillside Fire Suppression is now our new  
vendor for extinguishers.
3. All roofing shingles to Eagle Lake
4. Larry on Vacation 5/1/17-5/4/17
5. Office will be closed on 5/2/17 for Clerk training  
In Augusta.

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

**Next Selectman Meeting May 17, 2017**

**PORTAGE LAKE BOARD OF SELECTPERSONS  
REGULAR MEETING MINUTES  
APRIL 19, 2017 at 6:30 P.M.  
PORTAGE LAKE TOWN HALL**

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

**Others Present:** Corrine Routhier; Alyce Bryant Reece; Sandra Bartlett

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

**Approval of Minutes:**

Selectboard reviews the minutes from the March 15, 2017 regular meeting. **Motion made and seconded to approve the minutes from the March 15, 2017 meeting as written. Motion carries.**

**OLD BUSINESS**

No old business

**NEW BUSINESS**

**Choose Chairman:**

The Board needs to choose a new chairman as this is the first Board meeting following the annual Town Meeting. **Beech motions to nominate David Pierce as chairman and Danny Higgins seconds. Two in favor, one abstain. Motion carries.** David Pierce is elected chairman.

**County Tax Bill:**

The Board signs the approval for the County Tax bill for the town.

**Elected Officials Workshop:**

There is an Elected Officials workshop training in Caribou in November. All elected officials are encouraged to attend. The Board is given information about the training, and members ask that this be brought up again for a decision closer to the date of the training.

**Ratio Declaration:**

The Board signs the ratio declaration for the Town from the Maine Revenue Services. The ratio for this year is 99%.

**Annual Appointments:**

**Danny moves and Beech seconds to appoint Larry Duchette as Town Manager, Tax Collector, Welfare Director, Road Commissioner, and the Agent for the Overseers of the Poor. Motion carries.**

**Danny moves and Beach seconds to appoint Taunja Jandreau as Town Clerk, Head Election Clerk, and Animal Welfare Agent. Motion carries.**

**Danny moves and Beach seconds to appoint Corrine Routhier as Treasurer, Motor Vehicle Agent, and Inland Fisheries & Wildlife Agent. Motion carries.**

**Danny moves and Dave seconds to appoint Joe Chouinard as the Animal Control Officer. Motion carries.**

**Danny moves and Beach seconds to appoint Margaret Pierce as Code Enforcement Officer, Health Officer, and Plumbing Inspector. Danny asks if Maggie still wants the job, all indications are yes. Two in favor; Dave abstains from this vote. Motion carries.**

Danny moves and Beach seconds to appoint Patrick Kelley, Darey Gagnon, Otis Nelson, Teri DeMerchant, and Lucy Hutchinson to the Planning Board. Motion carries.

Danny moves and Beach seconds to appoint Patrick Raymond, Brian Cote and Michael Bartlett to the Zoning Board of Appeals. Motion carries.

Danny moves and Beach seconds to appoint Brian Cote as Fire Chief. Motion carries.

Quarterly Treasurer Report:

The Board reviews the quarterly treasurer's report prepared by Corrine Routhier. They discuss possibly spending some Silviculture money on the Town's forested land in the next few years.

ACAP Annual Report:

The Board is given the ACAP annual report to read at their own leisure.

Treasurer's Warrants:

The Board reviews the Treasurer's warrants and signs them for approval.

### **TOWN MANAGER REPORT**

>The Fire Department is offering a CPR course at the Town Hall on April 26 at 6:30 pm.

>Hillside Fire Suppression is our new vendor for the Town Hall fire extinguishers.

>There is a proposal to stop taking roofing shingles at our Transfer Station and ask that everyone bring the shingles to NASWA in Eagle Lake. Motion made and seconded to discontinue taking shingles at our Transfer Station and telling people to take them to Eagle Lake. All in favor.

>Larry will be taking vacation the week of May 1.

>The Town Office will be closed on May 2 for both clerks to attend training in Augusta.

Public Comments:

>Danny would like to see if the Town could get the middle pole on School St. replaced.

>Danny would like to make sure the Happy Holidays sign and the Christmas Tree at the Town Square are taken down.

>Dave would like to see if DOT can be contacted to put a caution sign for the groomer/snowmobile crossing on the south hill going out of Town toward Ashland for safety reasons.

Next Selectboard meeting is May 17, 2017 at 6:30 p.m.

Meeting adjourned at 6:49 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

## 2017 Appointments

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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 others.

Larry Duchette

Town Manager      Tax Collector      Welfare Director  
Road Commissioner      Agent for Overseers of the Poor

Taunja Jandreau

Town Clerk      Head Election Clerk      Animal Welfare Agent

Corrine Routhier:

Treasurer      Motor Vehicle Agent      Inland Fisheries & Wildlife Agent

Joe Chouinard:

Animal Control Officer

Margaret Pierce:

Code Enforcement Officer      Health Officer      Plumbing Inspector

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Planning Board:

Patrick Kelley  
Darey Gagnon  
Otis Nelson  
Teri DeMerchant  
Lucy Hutchinson

Appeals Board:

Patrick Raymond  
Brian Cote  
Michael Bartlett

Fire Chief:

Brian Cote

# Quarterly Selectboard Financial Update

As of March 31, 2017--First Quarter

## Revenues vs. Expenses

Total Revenues to date	\$101,887.25	
Total Expenses to date	\$264,348.05	
Net Gain (Loss)		<u>(\$162,460.80)</u>

2017 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

## Checking Account

Checkbook Reconciliation Balance	<u>\$60,499.40</u>
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## Bank Reserve Accounts Status

### NorState:

Fire Dept. Equip Reserve	\$89,233.93	
Ministerial School Lot Stumpage		
Savings & CD	\$57,018.92	
Road Reserve Fund	\$141,559.71	
<b>Total at NorState</b>		<u>\$287,812.56</u>

### Katahdin:

Equipment Reserve ICS	\$10,181.68	
Silviculture ICS	\$200,059.45	
T.I.F. ICS	\$145,037.78	
General ICS	\$231,254.35	
<b>Total at Katahdin</b>		<u>\$586,533.26</u>

### Acadia FCU:

Stumpage: Savings & CD	\$235,847.66	
<b>Total at Acadia FCU</b>		<u>\$235,847.66</u>

## TOTAL RESERVES:

\$1,110,193.48

## Total Assets in Banks:

\$1,170,692.88

## Real & Personal Property Taxes outstanding principle

<b>Real:</b>	2014	\$0.00	<b>Pers. Prop:</b>	2014	\$0.00
	2015	\$20,896.47		2015	\$0.00
	2016	\$52,475.72		2016	\$543.84
		<u>\$73,372.19</u>			<u>\$543.84</u>

# Quarterly Selectboard Financial Update

YEAR TO DATE as of 3/31/17

## Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$29,000.00	\$8,983.59	\$1,223.75	\$21,240.16
Town Hall	\$24,000.00	\$3,724.31	\$554.80	\$20,830.49
TH Improvements	\$18,507.00			\$18,507.00
Plan & App. Bds.	\$1,000.00			\$1,000.00
CEO	\$11,000.00	\$1,685.00		\$9,315.00
Annual Dues	\$3,400.00	\$1,700.00		\$1,700.00
Twn Officers	\$78,000.00	\$22,272.01	\$4,500.00	\$60,227.99
Assessing	\$8,000.00	\$35.00		\$7,965.00
Discounts	\$14,000.00			\$14,000.00
Abatements	\$4,000.00	\$143.10		\$3,856.90
County Tax				\$0.00
TIF Reimbursemnt.				\$0.00
Insurance	\$54,500.00	\$16,228.40	\$906.00	\$39,177.60
Genl. Assistance	\$3,766.00			\$3,766.00
Vehicle Excise		\$3,078.14	\$23,674.19	\$20,596.05
Fire Dept.	\$28,000.00	\$1,269.17	\$406.49	\$27,137.32
Animal Control	\$1,125.00	\$162.63	\$502.00	\$1,464.37
Public Works	\$88,000.00	\$22,582.59	\$557.43	\$65,974.84
Cont'd. Svcs.	\$4,500.00			\$4,500.00
NASWA	\$34,400.00	\$8,599.98		\$25,800.02
Transfer Station	\$4,500.00	\$146.00		\$4,354.00
Cemetery	\$2,500.00		\$20.00	\$2,520.00
Beautification	\$1,500.00	\$490.00		\$1,010.00
Rec Dept.	\$750.00			\$750.00
Parks/Beach/Camp	\$16,000.00	\$234.14		\$15,765.86
Seaplane Base	\$5,000.00			\$5,000.00
Portage Lake Assn.	\$500.00			\$500.00
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	\$2,500.00			\$2,500.00
Sheriff Coverage	\$4,254.00	\$743.38		\$3,510.62
Social Services	\$3,525.00			\$3,525.00
Education Commit		\$114,881.25		-\$114,881.25
Education-Subsidy		\$54,881.96	\$54,881.96	\$0.00
Street Lights	\$8,000.00	\$2,361.40		\$5,638.60
Ashland User Fees	\$17,751.00			\$17,751.00

\$304,502.57

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**May 17, 2017**

**6:30 P.M.**

Call to Order

Attendance

**Approval of Minutes for April 19, 2017**

**Old Business:**

**New Business:**

1. Award Scholarships
2. PHCC liquor license
3. Sign Assessor's Notice
4. Sign Pledge form for Ashland Economic  
Development Committee
5. Approve updates to Personnel Policy
6. Warrants

**Town Managers Report:**

1. 17 attended CPR training
2. Power restored at Campground,  
Pavilion and back pole at shop.
3. New sign to be installed at town square.
4. Rebuilding 1 ton dump body.
5. Automated doors installed
6. MMA safety inspection
7. Public works Projects

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

**Next Selectman Meeting June 21, 2017**

PORTAGE LAKE BOARD OF SELECTPERSONS  
REGULAR MEETING MINUTES--**CORRECTED**  
MAY 17, 2017 at 6:30 P.M.  
PORTAGE LAKE TOWN HALL

---

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

Others Present: Corrine Routhier; Larry Duchette; Taunja Jandreau; Sandy Bartlett; Judy Moreau; Clayton DeMerchant; Marcelle Gagnon; Connie Duchette; Dylan Cyr-Cormier; Jan Cyr; Jeff Poirier; Brian Cote; Steve Jandreau; Reuben Caron; Alyce Bryant-Reece

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

**Approval of Minutes:**

Selectboard reviews the minutes from the April 19, 2017 regular meeting. **Motion made and seconded to approve the minutes from the April 19, 2017 meeting as written. Motion carries.**

**OLD BUSINESS**

No old business

**NEW BUSINESS**

**Award Scholarships:**

There are two applications this year, but only one is from a resident of Portage Lake. Scholarships are \$1000 per student. **Motion made and seconded to approve the scholarship to Kyle Beaulier the Portage Lake scholarship, but not approve the second since the applicant is not a resident of Portage Lake. Motion carried.**

**PHCC Liquor License:**

The PHCC liquor license will be tabled until the next meeting due to violations against the Club currently. The Club has submitted a request for extension on the current liquor license. Taunja mentions that the liquor license cannot be granted until their water test is completed. Dylan Cyr-Cormier says he should know by this Friday if the water test passed, and that information will be directly transmitted to the State. Larry would like a copy of the water test results also. **Motion made and seconded to approve the extension of the liquor license contingent on approval of a clear water sample. Motion carries.** The extension will start on May 24<sup>th</sup>, which is the day their current license expires. Board members would like the expiration date to be May 30<sup>th</sup>, the Tuesday after Memorial Day weekend. **CORRECTION per Board meeting June 21, 2017: Extension expiration should state June 30, 2017.** The annual liquor license will be taken up at a special Board meeting.

**Assessor's Notice:**

The Board needs to sign the Assessor's Notice for the Town to be posted. Board members sign the notice.

**Ashland Economic Development Committee:**

The Ashland Economic Development Committee has been working on setting up a program to get younger people in our area ready for work. The Committee is asking for a pledge of \$500, pending an ability to get a grant. The grant is partly for a work-ready program so young people can learn how to be a valuable employee. Beech says this committee is trying to do economic development in the Ashland Industrial Park. Portage Lake will benefit indirectly; people will need a place to live. Larry says his committee is also trying to get the local mills to purchase energy from the biomass mill, instead of that power going to Canada. **Motion made and seconded to give \$500 to the Ashland Economic Development Committee. Motion carried.**

**Personnel Policy:**



There are two new updates to the Town's personnel policy. One of the changes is to include the wording in the policy regarding the use of marijuana in the workplace now that marijuana has been legalized in Maine. The other change was to change Town Manager to Road Commissioner for a stipend of \$400 per year for road travel. Board members sign their approval of the changes to the Personnel Policy.

**Treasurer's Warrants:**

The Board reviews the Treasurer's warrants and signs them for approval.

**TOWN MANAGER REPORT**

- >Last month the Fire Department held CPR training for the Department and other locals. Judy wants to know if the names and phone numbers of those who attended can be released to have it for reference.
- >Power has been turned on for the campground, Pavilion and the back pole near the Public Works garage.
- >A new sign will be installed in the Town Square that is donated by the State having to do with the Scenic Byway.
- >The 1-ton dump body is being remodeled, but unfortunately Vaughn Devoe got steel and rust in his eye and will be out until Monday. This sets back the repairs on the truck.
- >The automated doors are completed for handicap accessibility.
- >MMA will hold a safety inspection on June 13; they will let us know of any deficiencies and give us time to fix them without any repercussions.
- >Rich Hoppe is working for the Town this summer, along with Joe Chouinard, as a grounds maintenance and Public Works help. Larry hands the Board members a list of upcoming Public Works projects for them to review at their leisure.

**Public Comments:**

- >Danny asks if Larry can work out an ordinance with Maggie about the complaints that the Town has been getting about unkempt properties.
- >Danny would also like to install cameras on this building for the fitness path and back yard due to the use of ATVs on the Town property. Dave says it would be good to look into the cost of the camera. Jeff Poirier says you can put motion detection on them. Larry says this is something that could be done this year.
- >Alyce Bryant-Reece wants the Board to know that she sends complaints about ATVs to several departments, so if there is a complaint it should be forwarded to her and she will address it. She also states that there is a community clean-up day this Saturday. Judy mentions that there are two dirt-bikes and an ATV that have torn up the school lot.
- >Dylan Cyr-Cormier would like to thank the Town for getting the railroad tracks fixed, for grading the Golf Course Road, and for letting him use the Town's loading docks the other day to unload golf carts.

Next Selectboard meeting is June 21, 2017 at 6:30 p.m.

Meeting adjourned at 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: 7/19/17  
Date

Barry Kenney  
Barry Kenney

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

**PORTAGE LAKE BOARD OF SELECTPERSONS  
REGULAR MEETING MINUTES  
MAY 17, 2017 at 6:30 P.M.  
PORTAGE LAKE TOWN HALL**

---

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

**Others Present:** Corrine Routhier; Larry Duchette; Taunja Jandreau; Sandy Bartlett; Judy Moreau; Clayton DeMerchant; Marcelle Gagnon; Connie Duchette; Dylan Cyr-Cormier; Jan Cyr; Jeff Poirier; Brian Cote; Steve Jandreau; Reuben Caron; Alyce Bryant-Reece

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

**Approval of Minutes:**

**Selectboard reviews the minutes from the April 19, 2017 regular meeting. Motion made and seconded to approve the minutes from the April 19, 2017 meeting as written. Motion carries.**

**OLD BUSINESS**

**No old business**

**NEW BUSINESS**

**Award Scholarships:**

**There are two applications this year, but only one is from a resident of Portage Lake. Scholarships are \$1000 per student. Motion made and seconded to approve the scholarship to Kyle Beaulier the Portage Lake scholarship, but not approve the second since the applicant is not a resident of Portage Lake. Motion carried.**

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**Public Comments:**

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Next Selectboard meeting is June 21, 2017 at 6:30 p.m.

Meeting adjourned at 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: 6/21/17  
Date

Barry Kenney  
Barry Kenney

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

Daniel C. Higgins  
Daniel C. Higgins

PORTAGE LAKE BOARD OF SELECTPERSONS  
SPECIAL MEETING MINUTES  
MAY 26, 2017 at 5 P.M.  
PORTAGE LAKE TOWN HALL

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

Others Present: Corrine Routhier; Larry Duchette; Connie Duchette; Marcelle Gagnon; Dylan Cyr-Cormier; Pat Kelley; Jim Kelley; Michelle Eastman; Reuben Caron; Craig McFarland; Roland Caron; Linda Caron; Steven Jandreau; Mike LaFrenier; Beverly Clark; Marcel Theriault

Meeting called to order at 5:03 p.m. by David Pierce.

**OLD BUSINESS**

**Portage Hills Country Club License & Permit:**

The Selectboard meets tonight to approve the Portage Hills Country Club special amusement permit, liquor license and cart license. **Motion made and seconded to approve the permits and licenses for the Portage hills Country Club. All in favor. Motion carries.** Board members sign all necessary paperwork.

Meeting adjourned at 5:04 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

6/21/17

Barry Kenney

Signed: \_\_\_\_\_

David M. Pierce, Chairperson

Daniel C. Higgins

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**June 21, 2017**

**6:30 P.M.**

Call to Order

Attendance

**Approval of Minutes for May 17, 2017**

**Old Business:**

**New Business:**

1. Sign franchise Agreement  
w/ Charter Communications.
2. PHCC game of chance application.
3. Warrants.

**Town Managers Report:**

1. Campground all set up.
2. Speed Bumps on W. Cottage and Cottage..
3. Docks in.
4. Beach Buoys in.
5. 1 ton dump body done.

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

**Next Selectman Meeting July 19, 2017**

Portage Lake Board of Selectpersons  
RECORD OF REGULAR MEETING  
JUNE 21, 2017 at 6:30 P.M.  
PORTAGE LAKE TOWN HALL

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

Others Present: Corrine Routhier; Larry Duchette; Judy Moreau; Marcelle Gagnon; Clayton DeMerchant; Dylan Cyr-Cormier; Jennifer Pitcairn; Linda Caron; Reuben Caron; Rob Reece; Alyce Bryant-Reece; Sandra Bartlett

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

**Approval of Minutes:**

Selectboard reviews the minutes from the May 17, 2017 regular meeting and the May 26, 2017 special board meeting. Beech mentions that the only thing he noticed to be changed in the May 17 meeting was that the liquor license extension was until June 30, not May 30; correction will be made. **Motion made and seconded to approve the minutes from the May 17, 2017 meeting with correction to date of liquor license extension. Motion carries.** **Motion made and seconded to approve the minutes for the special meeting on May 26, 2017 meeting as written. Motion carries.**

**OLD BUSINESS**

No old business

**NEW BUSINESS**

**Franchise Agreement:**

Charter Communications has an agreement with the Town that has come up for renewal. He says Fox Hill will not benefit from this agreement, but there is a clause about the minimum requirements to extend service. This company services for Time Warner Cable, which has recently been purchased by Spectrum Communications. **Motion made and seconded to approve the agreement. Motion carries.** Board members sign the necessary papers.

**PHCC Game of Chance:**

Portage Hills Country Club has submitted an application to be signed by the Board of Selectpersons for a game of chance machine at the Country Club. Larry explains that the Town was told that it could ask for additional information from the Country Club along with the application, he hands a list of those to the Board members. The reason for the additional information is because they are a new application; the Department of Safety at the State will ask for the same information. Dylan Cyr-Cormier, president of the PHCC, explains that the game of chance is a machine with lottery tickets that are printed by the company; the machine has a computer generated slot machine-like game, and the prizes are given out by the PHCC. He says a lot of places like the Elks Club and VFW halls have these kinds of games. He says no minors will be allowed to play this game. The state gives the license for the machine, but the tickets and machine are from a separate vendor that doesn't involve the state at all. PHCC will be purchasing the machine. Dylan says he doesn't have everything put together on the list that the Board was given, but he will have it by the time they send the application to the state. He feels the Town shouldn't need to have everything on the list, but they need the Board's approval before the application is sent in. Dylan says the Town isn't required to have this information, but it has the right to request the information. He is concerned that if they wait until the next Board meeting, it won't be profitable. The Board can approve the application without the additional information. Beech mentions that the only thing the Board needs to do is approve the application showing that the Board is allowing it for the Town. **Motion made and seconded to approve this game of chance application. Motion carries.** Board members sign the necessary paperwork.

**Treasurer's Warrants:**

The Board reviews the Treasurer's warrants and signs them for approval.

**TOWN MANAGER REPORT**

- >The campground is all set up; picnic tables and fire rings are out. Two of the fire rings have been stolen.
- >Speed bumps are in on West and Cottage roads.
- >The docks are in at the Seaplane Base; and Dave Pierce has been able to secure 5 more docks. Two of those have already been delivered.
- >Buoys at the beach are out for the protection of the swimmers.
- >The 1-ton dump body has been fixed, painted and undercoated. It was repaired in Eagle Lake and will cost about \$2,000; it will last probably another 5 years.

**Public Comments:**

- > Dave Pierce talks about the prices for stumpage that were discussed at the Forest Committee meeting last night. Some of the rates have increased slightly for some species. Board members discuss the health of the Town forests. Danny asks about Silviculture; Dave mentions that 35 acres of pre-commercial thinning will be done this year, and some planting over the next two years. Judy asks how much the Town got from the cutting of the School Lot this past winter; Larry says about \$46,000.
- >Dave mentions that there will be more float docks coming, some will be put at the boat landing and the others will be put at the Seaplane Base.
- >Reuben Caron asks if the public can pull out dead-heads---logs that are sticking out of the water. Dave says that is Ok to do.
- >Alyce Bryant-Reece says she has been asked to present to the Selectboard the fact that the first house on the right past the railroad tracks to be cleaned up. Larry says that person has been sent a letter recently to clean up some of the vehicles. The Board concurs that there is a problem there and they are trying to work on cleaning it up.
- >Dylan Cyr-Cormier asks the Board to re-sign their liquor license for the PHCC; the last application was never received by the state.

Next Selectboard meeting is July 19, 2017 at 6:30 p.m.

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.

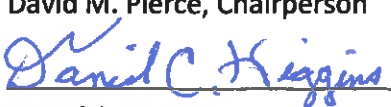
Approved: 7/19/17

Date

  
Barry Kenney

Signed: 

David M. Pierce, Chairperson

  
Daniel C. Higgins

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**July 19, 2017**

**6:30 P.M.**

Call to Order

Attendance

**Approval of Minutes for June 21, 2017**

**Old Business:**

1. Sign corrected May 17, minutes.

**New Business:**

1. Maine Woods, Scott Ferland.
2. Portage Lakeside Cabins.
3. Dean's Motor Lodge.
4. Online Boat Registrations and  
property tax payments request.
5. Quarterly Selectboard Financial Update.
6. MMA Voting Ballot.
7. Tax commitment.
8. Warrants

**Town Managers Report:**

1. Approve bid for Hathaway ditch.
2. Docks at seaplane Base are out.
3. Ditching Hathaway rd.
4. Salt will cost \$82.00 per ton.

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

**Next Selectman Meeting August 16, 2017**



# PORTAGE LAKE BOARD OF SELECTPERSONS

## Record of Regular Meeting

July 19, 2017

Portage Lake Municipal Building Conference Room

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

**Others Present:** Corrine Routhier; Larry Duchette; Roland Caron; Linda Caron; Alyce Bryant Reece; Joe Chouinard; Diane Chouinard; Shawn Haley; Shannon Currier; Taunja Jandreau; Connie Duchette; Louis Miller; Dylan Cyr-Cormier; Ralph Miller; Cindy Miller; Dominic Santangelo; Loretta Santangelo; Sandra Bartlett; Ken Fones; Alden Routhier; Jeff Poirier; Judy Drissel; Scott Ferland; Jim Dumond; Steve Dempster

Meeting called to order at 6:31 p.m. by David Pierce. Dave mentions the presence of Alden Routhier, who is attending the meeting today to earn a merit badge for Boy Scouts.

### Approval of Minutes:

Selectboard reviews the minutes from the June 21, 2017 regular meeting. **Motion made and seconded to approve the minutes for the June 21, 2017 meeting as written. Motion carries.**

## OLD BUSINESS

### Corrected Minutes:

Board members are asked to sign the corrected minutes from May 17, 2017 meeting.

## NEW BUSINESS

### Maine Woods & West Road:

Scott Ferland, manager of Maine Woods Co., is here tonight to speak about the trucking issue on the West Road. He explains that the truck traffic has increased on West Rd. over the last few years. There is a DEP agreement with the land owners, and since Maine Woods is at the head of the road they have become the "policemen" by default. He says most of the trucks that come to Maine Woods aren't hired by Maine Woods—they have no recourse to deter the trucks from using West Road. He is asking the Board for some help from the Town to try to make sure those trucks aren't using West Road. Beech explains at one time it was understood that the finished wood products would come out West Road, and all other trucks would use the other road. Dave says that is hard to enforce. Discussion ensues about how to regulate the trucks using West Road. Dave says the landowner who maintains the new truck road would have to be better at fixing the problems; you can't blame the truckers who don't want to drive over the bad road. Larry says if the road is posted, then law enforcement can do something about it. DEP doesn't want the trucks to use West Road because of the constant siltation of the lake, and Dave says they are about ready to levy fines. Residents argue that the problem is the slope of the road, and that truckers will get angry if they have to travel 7 miles out of their way in order to get to their rooms at Dean's. Residents wonder who will be getting the fine from DEP? Scott would like the Board to think about options to handle the situation. Residents also talk about the speed of the trucks on West Road and the use of Jake brakes in the residential areas; bringing the issue to the Townspeople is suggested. Danny mentions that this issue is hard to enforce if there aren't any signs. Maine Woods is waiting for a copy of the DEP agreement with the landowners. Roland Caron recommends putting together a committee with membership from the landowners, mill and town and let them work on a shared services agreement.

#### Portage Lakeside Cabins:

Shannon Currier, owner of Portage Lakeside Cabins, comes before the Board to let them know that she would like to begin doing an annual September Fest at her facility to increase awareness to her business and location. It will be a day event, and in order to do it she has to get licenses and permits. She is coming before the Board to get a BYOB permit for her event. She would like to present a chance for the community to check things out during her open house, and there will be a meal and a dance. Dave asks if abutters are informed; Shannon says that they are. The Board is presented with a BYOB permit for Portage Lakeside Cabins; Board members sign the required paperwork. Taunja Jandreau, Town Clerk, also acknowledges that Shannon will be back before the Board to get a special amusement permit.

#### Dean's Motor Lodge:

A public hearing was held tonight concerning the special amusement permit for Dean's Motor Lodge, at which there was no opposition to granting the permit. Motion made and seconded to approve the Special amusement permit. Motion carried. **Motion made and seconded to approve Dean's liquor license. Motion carried.**

#### Online Boat Registrations & Tax Payments:

The Town Office staff is requesting the Board approve allowing the Town to let residents register their boat registrations online and property tax payments online. Dave reads the request aloud. Board members like the idea. **Motion made and seconded to accept the online payment requests. Motion carries.**

#### Quarterly Financial Update:

The Town Treasurer has compiled quarterly financial update for the Board to review. Board looks over the report. Board members talk about revenue from stumpage this year and next. **Motion made and seconded to accept the quarterly financial report. All in favor.**

#### MMA Voting Ballot:

Larry hands the Board members a ballot to vote for MMA president and Board members. The Board members request that Larry sign the ballot in their stead.

#### Tax Commitment:

The Board is given five different options for mil rates for the 2017 tax commitment. Board members discuss the options. **Motion made and seconded to approve the mil rate of 12.88. Motion carries.** Board members sign the necessary paperwork for commitment.

#### Treasurer's Warrants:

The Board reviews the Treasurer's warrants and signs them for approval.

### **TOWN MANAGER REPORT**

- >Larry thinks most of the work on Hathaway Road can be done by Public Works instead of hiring a contractor. Danny feels the big ditch should not be changed there because of the volume of water in the spring. Board members and Larry discuss the lay of the ditch and the cross culverts on Hathaway Road, and the water run-off in that area. Dave suggests approaching the land owner before the ditch is actually done to get their opinion.
- >Docks at the Seaplane Base are out, and there is now a "T" at the end. Dave says marine paint was donated to the Town for the docks. Danny mentions the boat landing; Dave says there will be a grant next year to fix it.
- >Ditching on Hathaway Road is going well.
- >Salt this year will cost \$82 per ton, similar to last year.

**Public Comments:**

>Dylan Cyr-Cormier, president of Portage Hills Country Club, to speak to the Board about renewing the lease for the land with the Town. He discusses some older equipment for which they need a loan, and in order to get a loan they will need a current lease in place. Danny says he would like to see a petition from the Citizens of Portage Lake to sign it to show that they support it, and a petition from camp owners and others to sign their support for the Country Club. He feels this will allow the Board to know what kind of support they have. Dave suggests holding some work sessions to start working things out. Scott Ferland, a board member of PHCC, asks what the process is for renewing the lease; Dave says the lease will be looked at and they will have to check out the approval options after that.

>Judy Drissel would like the speed bump on Cottage Road moved or taken out. Dave says the Board will look into changing the placement of the speed bump. Judy also mentions that there is a cable coming out of the ground near the railroad crossing on Cottage Road.

>Linda Caron would like to hear what the steps are for the Golf Course because it seems vague. Dave says they don't know how the process goes because it has been 50 years. Beech says they aren't sure of the legalities of signing a new lease if the other lease isn't up, they will check through the wording of the current lease.

>Roland Caron would like to be on the agenda at the next meeting so they can follow up on the request letter that he sent the Board.

Next Selectboard meeting is August 16, 2017 at 6:30 p.m.

Meeting adjourned at 7:23 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: 8-16-17

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 June 30, 2017--First Quarter

## Revenues vs. Expenses

Total Revenues to date	\$398,635.64 (Includes school \$\$ transfers from savings)
Total Expenses to date	<u>\$397,733.21</u>
Net Gain (Loss)	<u><u>\$902.43</u></u>

2017 Tax Commitment	Commitment	Received	Remainder
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>

## Checking Account

Checkbook Reconciliation Balance	<u><u>\$33,997.60</u></u>
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## Bank Reserve Accounts Status

### NorState:

Fire Dept. Equip Reserve	\$89,389.30	
Ministerial School Lot Stumpage		
Savings & CD	\$66,452.51	
Road Reserve Fund	<u>\$141,630.31</u>	
<b>Total at NorState</b>		<u>\$297,472.12</u>

### Katahdin:

Equipment Reserve ICS	\$10,190.54	
Silviculture ICS	\$200,057.54	
T.I.F. ICS	\$115,899.33	
General ICS	<u>\$103,060.67</u>	
<b>Total at Katahdin</b>		<u>\$429,208.08</u>

### Acadia FCU:

Stumpage: Savings & CD	<u>\$205,230.68</u>	
<b>Total at Acadia FCU</b>		<u>\$205,230.68</u>

## TOTAL RESERVES:

\$931,910.88

## Total Assets in Banks:

\$965,908.48

## Real & Personal Property Taxes outstanding principle

Real:		Pers. Prop:	2016	
2015	\$13,599.72			\$543.84
2016	<u>\$30,729.28</u>			<u>\$543.84</u>
	\$44,329.00			

# Quarterly Selectboard Financial Update

YEAR TO DATE as of 6/30/2017

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$29,000.00	\$20,779.34	\$2,580.40	\$10,801.06
Town Hall	\$24,000.00	\$7,037.14	\$654.80	\$17,617.66
TH Improvements	\$18,507.00	\$8,150.45		\$10,356.55
Plan & App. Bds.	\$1,000.00			\$1,000.00
CEO	\$11,000.00	\$3,542.00	\$652.50	\$8,110.50
Annual Dues	\$3,400.00	\$3,101.21		\$298.79
Tw'n Officers	\$78,000.00	\$41,862.52	\$4,500.00	\$40,637.48
Assessing	\$8,000.00	\$3,588.50		\$4,411.50
Discounts	\$14,000.00			\$14,000.00
Abatements	\$4,000.00	\$143.10		\$3,856.90
County Tax				\$0.00
TIF Reimbursemnt.				\$0.00
Insurance	\$54,500.00	\$26,936.74	\$906.00	\$28,469.26
Genl. Assistance	\$3,766.00			\$3,766.00
Vehicle Excise		\$9,692.17	\$61,993.47	\$52,301.30
Fire Dept.	\$28,000.00	\$5,455.99	\$511.49	\$23,055.50
Animal Control	\$1,125.00	\$404.50	\$504.00	\$1,224.50
Public Works	\$88,000.00	\$33,996.75	\$1,307.43	\$55,310.68
Cont'd. Svcs.	\$4,500.00	\$315.00		\$4,185.00
NASWA	\$34,400.00	\$17,199.96		\$17,200.04
Transfer Station	\$4,500.00	\$1,093.99	\$60.00	\$3,466.01
Cemetery	\$2,500.00	\$736.69	\$470.00	\$2,233.31
Beautification	\$1,500.00	\$1,026.00	\$69.00	\$543.00
Rec Dept.	\$750.00	\$125.00		\$625.00
Parks/Beach/Camp	\$16,000.00	\$11,490.18	\$220.00	\$4,729.82
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	\$2,500.00			\$2,500.00
Sheriff Coverage	\$4,254.00	\$743.38		\$3,510.62
Social Services	\$3,525.00			\$3,525.00
Education Commit	\$459,525.00	\$229,762.56		\$229,762.44
Education-Subsidy		\$82,322.98	\$82,322.98	\$0.00
Street Lights	\$8,000.00	\$4,183.06		\$3,816.94
Ashland User Fees	\$17,751.00			\$17,751.00

Roland K. Caron  
PO Box 289  
Portage Lake, Maine 04768

June 29, 2017

Lawrence J. Duchette, Town Manager  
Town of Portage Lake  
PO Box 255/20 School Street  
Portage Lake, Maine 04768

Dear Mr. Duchette,

Please accept this letter as a legal request for information under the Freedom of Information Act.

Please provide me with the following job descriptions, with the most recent minutes and dates of revision and/or approval by the Board of Selectpersons:

Deputy Clerk  
Deputy Tax Collector  
Deputy Treasurer  
Facilitator of Elections  
Registrar of Voters  
Town Clerk  
Treasurer

\*Nashville Registrar of voters

\*Nashville Town Clerk (If calls are made or answered during time in Portage Town Office.)

Records relevant to Portage an ATV open community, ie., minutes of relevant meetings, public hearings, and votes.

The front cover of the Portage Lake brochure reads, "Portage Lake's greatest asset is the people. Our hospitality and friendliness will make you want to come back again!"

A harmonious town government where employees, as public servants, work in the best interest of our small town is what makes Portage Lake a place of hospitality and friendliness. Our first obligation as citizens is to promote our town and work in the best interest of its future- not only for our children but citizens of all ages and neighboring taxpayers.

It is my hope that a better understanding of the responsibilities of our public servants, while working for our town government, will help refocus what is best for our town and the people in it.

Best Wishes,

  
Roland K. Caron

CC: David Pierce, Danny Higgins, Barry Kenney

# TOWN OF PORTAGE LAKE, MAINE



[www.townofportage.org](http://www.townofportage.org)

*Incorporated March 24, 1909*

PO Box 255/20 School St.

Portage Lake, ME 04768

207-435-4361/FAX: 207-435-6229

[townofportage.clerk@gmail.com](mailto:townofportage.clerk@gmail.com)

[townofportage.manager@gmail.com](mailto:townofportage.manager@gmail.com)

[townofportage.treasurer@gmail.com](mailto:townofportage.treasurer@gmail.com)

7/18/2017

Mr. Roland Caron,

In response to your request dated 7/29/2017 please review the information provided and let me know if I can be of further service. As you will see we do not have job descriptions nor are we required to by the State of Maine for the positions you requested. I have never liked a document that could be used against the town to enable someone to say that is not in my job description. We have provided the information from MMA that describes what the responsibilities of each position require. All employees employed by the Town of Portage understand that we are a team and will do whatever it takes to see that we follow the rules set forth by the State of Maine. Whether it is Motor vehicle, elections, Clerk, Treasurer or Tax collector we follow the information provided by MMA as per our many hours of training. We have been contracting with Nashville since 10/20/2015. I have included a copy of the agreement. I have also included a copy of all Select board meeting minutes and the fee schedule relevant to the decision to contract with Nashville.

The information on the ATV club is also included. I want to thank you for bringing this to my attention. I was unaware that an ATV use permit was ever approved by the town.

-----  
Lawrence Duchette  
Town Manager  
Portage Lake, Maine

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Special Meeting  
August 8, 2017 at 5:35 P.M.  
Portage Lake Municipal Building

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

Others Present: Corrine Routhier, Taunja Jandreau, Cindy Soucier, Chelsea Cyr-Cormier, Roland Caron, Linda Caron, Reuben Caron.

Meeting called to order at 5:35 p.m. by David Pierce.

**OLD BUSINESS**

**Portage Lakeside Cabins Special Entertainment Permit:**

The Selectboard meets tonight to discuss Portage Lakeside Cabins special amusement permit at 4 Almond Drive. A public hearing was held before tonight's meeting, there were no residents against the event. The Board asks Shannon Currier, owner of Portage Lakeside Cabins about parking. Shannon says she has plenty of parking on her property. The Board wants to make sure people aren't blocking the road with vehicles. Discussion about the time the music/entertainment should end; Dave mentions that noise carries around the lake and that should be kept in mind. Shannon explains she has music scheduled to play until 11 pm. The Board gets more information from Shannon about the event. Dave asks about the BYOB permit, Shannon has taken care of it. **Motion made and seconded to approve the special amusement permit for Portage Lakeside Cabins. All in favor. Motion carries.** Board members sign all necessary paperwork.

Meeting adjourned at 5:41 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: 8-16-17

Date

Barry Kenney  
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins



**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**August 16, 2017**

**6:30 P.M.**

Call to Order

Attendance

**Approval of Minutes for July 19, 2017**

**Old Business:**

**New Business:**

1. Roland Caron
2. [REDACTED]
3. Sign MVR
4. Cindy S. Soucier BYOB
5. Portage Lake Association BYOB
6. Warrants

**Town Managers Report:**

1. Ditching almost done on Hathaway rd.
  2. Rafford will install 3 new culverts
- Our equipment is not large enough.

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

**Next Selectman Meeting September 20, 2017**

# PORTAGE LAKE BOARD OF SELECTPERSONS

Record of Regular Meeting  
August 16, 2017 at 6:30 pm

Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier; Judy Moreau; Clayton DeMerchant; Sandy Bartlett; Roland Caron; Linda Caron; Alyce Bryant Reece; Rena Belanger; Ralph Miller; Cindy Miller

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

## Approval of Minutes:

Selectboard reviews the minutes from the July 19, 2017 regular meeting and August 8, 2017 special meeting.

**Motion made and seconded to approve the minutes for the July 19, 2017, with a change from Danny to indicate he mentioned an ATV in the cemetery at the last meeting.** Danny would like Alyce Bryant Reece to get two new signs for the cemetery to indicate there should be no ATVs in the cemetery. Discussion on who should be responsible for putting up the signs; Roland Caron says it is the Town's responsibility and the Town needs to contact the state so they can be installed by DOT. **Motion carries. Motion made and seconded to approve the minutes for the August 8, 2017 special meeting as written. Motion carries.**

## OLD BUSINESS

No old business.

## NEW BUSINESS

### Roland Caron:

Roland Caron presents the Board members with a copy of a letter to the Board about his address to the Board tonight. Tonight's address is about his letter to the Town earlier this summer asking about the job descriptions for the employees. He feels this is a troubling situation and encourages the Board to create job descriptions for the employees. He goes on to explain that no job descriptions can lead to lack of accountability. He suggests the Board should also post their meeting agendas in a timely manner to allow for the public to be better informed about what is going on. The Board members agree there can be some changes implemented.

### MVR (Municipal Valuation Return):

The board reviews the Municipal Valuation Return, which is to be sent to the State after tax commitment. The Board members sign the necessary paperwork.

### Cindy Soucier BYOB Permit:

Cindy Soucier submitted a BYOB permit for a wedding reception at Portage Lakeside Cabins. **Motion made and seconded to approve Cindy Soucier's BYOB permit. Motion carries.**

*Side:* Dave Pierce explains that the Town does have a noise ordinance and it ends at 10 pm; there are two special entertainment permits that have been granted in Portage Lake that have the end time after 10 pm. Discussion from the floor turns to the lack of correct information that is provided by the Town about ordinances and other things of this of that nature.

**Portage Lake Assn. BYOB Permit:**

The Portage Lake Assn. submitted a BYOB permit for a function at the Pavilion. **Motion made and seconded to approve PLA's BYOB permit. Motion carries.**

**Treasurer's Warrants:**

The Board reviews the Treasurer's warrants and signs them for approval.

**TOWN MANAGER REPORT**

>Ditching is almost done on Hathaway Road. Mark Rafford will install 3 new culverts there because the Town equipment isn't large enough. After it is prepared, the road will be chip sealed. Beech mentions that the new road drainage will help keep the road in good condition.

**Public Comments:**

>David Pierce mentions that Portage Lake received an award for Best Lake.

Next Selectboard meeting is September 20, 2017 at 6:30 p.m.

Meeting adjourned at 6:53 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: 9/20/17  
Date

Barry Kenney  
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins  
Daniel C. Higgins

August 16, 2017

Mr. Chairman and members of the Board of Selectman.

Thank you for setting time aside for me to address the Board this evening.

I asked to address you as a follow-up to my letter to and response from your Town Manager of June 29th, 2017.

As most of you know I have over 30 years administrative experience running both private and non-profit organizations as well as private and public schools. Finding out that your employees have no job descriptions is quite alarming to me. This is a sign of no clear lines of authority or accountability. I believe that this should also be very troubling to you. I would hope that you consider developing these job descriptions to limit the town's and your individual liability. I have always needed job descriptions to justify positions in all my experience with the state and federal government.

Examples of this lack of accountability is the question of who is responsible for the signage for the ATV club, the appointment of town officers, and the knowledge of and enforcement of state rules and regulations.

I have been informed by this office that it is the responsibility of the ATV club. However, the state says it is the responsibility of the Town to order the signs from the state and the state prefers to install them themselves to assure the proper installations. No doubt, the ATV club has done a commendable job attempting to correct this situation. But the truth here is that, no one locally is accountable. Another concern is the difference in your directory of town officials of 2016 as it pertains to your subsequent reappointments on April 19, 2017.

The misinterpretation of state rules and regulations continues to be a problem in the office, and who is responsible or accountable for this problem? Recently there have been errors relevant to vehicle registration. Again, who is responsible, and who is accountable.

However, I believe that with your progressive efforts to utilize the internet for citizens to pay their taxes, and register their vehicles is a more 21<sup>st</sup> century fashion of doing business. It provides you with a unique time to review the job functions of your staff, their roles and responsibilities.

Invite the public to participate in that review. Provide for a more transparent form of governing, for example be proactive and post your agendas seven days in advance, like the school district, and Planning Board. Provide opportunities for the public to be informed prior to your decisions not after the fact.

Once again, thank you for this opportunity to address you this evening.



**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**September 20, 2017**

**6:30 P.M.**

Call to Order

Attendance

**Approval of Minutes for August 16, 2017**

**Old Business:**

**New Business:**

1. Sign General Assistance Ordinance

Same as previous years.

2. Gift of land and building. 2726 Portage Rd

Do we want it?

3. Sand Bid to StPeter \$11.75 yd.

Only bidder. Same price as last Yr.

4. MMA dividend check \$865.00

Would like you to consider splitting

this with employees.

5. Thomas York III. Abatement

6. Otis Nelson. Seaplane Base lease

7. Treasurers Warrant

**Town Managers Report:**

1. New Public works employee is

Chris Walker. Only applicant.

Will start 9/25/17

2. Milfoil signs are down

3. Seaplane dock is put away.

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

**Next Selectman Meeting October 20, 2017**

# PORTAGE LAKE BOARD OF SELECTPERSONS

## Record of Regular Meeting

September 20, 2017 at 6:30 pm

Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier; Judy Moreau; Clayton DeMerchant; Arthur Routhier; Thomas York; Leisa Lowrey; Jonathan Lowrey; Sandra Bartlett; Otis Nelson; Ginger Nelson; Kassandra Nelson

### Approval of Minutes:

Selectboard reviews the minutes from the August 16, 2017 regular meeting. **Motion made and seconded to approve the minutes for the August 16, 2017. Motion carried.**

### **Selectboard Comments:**

>Danny would like Clayton DeMerchant to check with Alyce Bryant Reece, the ATV Club president, to find out the status of the Gravel boy on Fox Hill Road who was in the cemetery with his ATV.

>Danny compliments the girls in the office for the work that they do, saying the girls have always been polite and courteous to him.

>Danny would like to make sure the golf course gets paid; he is assured that they have.

>Danny would like to see if something can be done by about the house across the railroad tracks, asking if there is a way to get that property cleaned up. Corrine will ask Maggie if there is an ordinance in the works with the Planning Board. Danny believes the landowner is in violation with motor vehicles on his property. He just wants to make sure the Town stays looking nice.

**No old business.**

## **NEW BUSINESS**

### General Assistance Ordinance:

The Board reviews the paperwork for the annual General Assistance Ordinance. This has to be filed with the Dept. of Health and Human Services. Judy asks if there is a range of income in that ordinance; Beech reads off the income guidelines. Board members sign necessary paperwork.

### Gift of Property to the Town:

The owners of 2726 Portage Road have offered to give their property and building to the Town of Portage Lake. The building and land is located across the end of Fox Hill Road at the bottom of the hill. Dave says their options are to take the land and tear the building down or approach either of the abutters about purchasing the property. Danny doesn't want the town to acquire any more land; says the only thing the Town would do with it is sell it. Beech agrees that the Town doesn't want the property, partly due to the cost of tearing down the building. Beech feels it should be tabled and to have the Code Enforcement Officer check it out to see if it can be disposed of on-site. All members are in agreement. Discussion turns to fishing in Fox Brook.

### Winter Sand Bid:

The bid for winter sand goes to Portage Construction at a cost of \$11.75 per yard. This was the only bid received by the Town. This is the same price as last year. **Motion made and seconded to approve the winter sand bid. Motion carries.**

#### **MMA Dividend Check:**

The Town received a dividend check of \$865 because the Town employees have been accident free. Dave mentions last year's dividend was split, 1 half was distributed among the employees as a bonus and the other half would go to the Town's general fund. Danny would like to have it split between Taunja and Corrine in the office; Corrine reminds them that the dividend check is partly due to the safe work of the employees mowing the lawns, at the Transfer Station, etc. **Motion made and seconded to give half to the general fund, and the other half split between the employees. Motion carries.**

#### **Thomas York Abatement:**

Thomas "Tim" York is here to ask for an abatement because he didn't receive homestead exemption. He says he was told he didn't qualify because he hasn't lived in the community for 1 year, but he says that is only a one-time thing. He continues, saying he tried to pay his taxes the other day less the exemption amount, and the office staff wouldn't let him do that. He says he was told that he didn't fill out the exemption application form in the office; he claims he filled out the form when he bought his property. He says he turned it in, but he doesn't know what happened to it. Dave Pierce explains he was told by all employees in the office that they never received the paperwork. Tim York says they may have told them that, but what he told the Board that he filled the form out; he's been through this process enough to know. He says he is eligible for the exemption and he's not paying his taxes; he offered to pay his taxes less the exemption. He says all he is asking is to pay his fair share. Dave says Mr. York should have a copy of the application in his paperwork, and to bring a copy in to the office to show he previously applied. Tim York claims he doesn't have a copy of the application. The disagreement continued. Tim York leaves the meeting warning the Board that they will be contacted by his lawyer. The Board does not approve the abatement request.

#### **Otis Nelson Seaplane Base Lease:**

Otis Nelson is an owner of a seaplane and he wondered if the Town would be willing to let him get some fuel at the Seaplane Base. Danny says the first place to start would be with the CEO. Otis says the fuel tank will be above ground portable, credit card activated and self-serve. Dave thinks it is a great idea, and possibly this could lead to a fly-in. Beech says the Board doesn't oppose this. He says he doesn't want to lease it. Judy Moreau says there has to be a lease on the land and the building if it is going to be used. Arthur Routhier asks if the Town would have to be bonded for potential environmental mishaps. Otis says he talked with the Town Manager about maybe doing some maintenance on the base itself. Judy Moreau says the lease for the Seaplane Base doesn't have to go to a Town vote; the Board can give approval for the building and the land. The Board is receptive about this proposal. Otis says this isn't going to be used for a personal camp, but there has to be a phone and maybe a porta-potty. He would just like to have a place for other float planes to get fuel. Otis will do more research and get back to the Board.

#### **Treasurer's Warrants:**

The Board reviews the Treasurer's warrants and signs them for approval. As of today, 83% of the 2017 Real Estate taxes have been received.

### **TOWN MANAGER REPORT**

>Vaughn Devoe resigned effective August 30; Chris Walker was hired as his replacement. He was the only applicant for the position. Chris will start work on September 25.

>Milfoil signs are down for the winter.

>Seaplane dock is put away. Otis says this was a bit early. Dave also mentions that there is marine paint for the floating docks if anyone would like to volunteer to paint them.

No public comments.

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

Meeting adjourned at 7:03 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: 10/18/17

Date

Barry Kenney  
Barry Kenney

Signed:

David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins



**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**October 18, 2017**

**6:30 P.M.**

**Call to Order**

**Attendance**

**Approval of Minutes for September 20, 2017**

**Old Business:**

**New Business:**

1. Request to abate Personal Property
2. Request Ministerial Stumpage " CD Request"
3. Quarterly Selectboard Financial Update
4. Treasurers Warrant

**Town Managers Report:**

1. Hathaway culverts are done.
2. Mowing is done.
3. Transfer shuts down 10/28/17
4. Sand will be in next week.
5. Elections on 11/7/17

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

**Next Selectman Meeting November 18, 2017**

# PORTAGE LAKE BOARD OF SELECTPERSONS

## Record of Regular Meeting

October 18, 2017 at 6:30 pm

Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier; Judy Moreau; Clayton DeMerchant; Arthur Routhier; Alyce Bryant-Reece; Sandra Bartlett; Brian Cote; Roland Caron

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

### Approval of Minutes:

Selectboard reviews the minutes from the September 20, 2017 regular meeting. **Motion made and seconded to approve the minutes for the September 20, 2017. Motion carried.**

## OLD BUSINESS

No old business.

## NEW BUSINESS

### Personal Property Abatement Request:

There is a request to abate \$7.92 for the 2016 personal property tax billed to Wells Fargo Vendor Financial Services. They were issued a tax bill on a lease for a photocopy machine at the Forestry. After research by Just Value Associates, it was determined that Wells Fargo was issued the tax in error. Assessing agent Mike MacPherson has recommended abatement for this. **Motion made and seconded to abate these taxes for Wells Fargo Vendor Financial Services. Motion carries.**

### Ministerial Stumpage CD Request:

The Town's Ministerial school lot CD is set to expire on November 7; Treasurer Corrine Routhier is asking the Board's permission to combine the funds in that CD with what is currently in the Ministerial savings account and put those amounts into a 2 year CD with an interest rate of 1.04%. The new CD would be generated on the same day the 1 year CD expires. This would make a total of \$66,511.89 plus interest in that CD. The next year the Ministerial account can be used is 2020. Danny asks if Silviculture has been done on the School Lot, specifically replanting. Dave says the natural regeneration is looking good, so no planting was done this year. Dave and Danny discuss the cutting planned in the Oak Point area this winter. **Motion made and seconded to approve the Ministerial School account 2 year CD. Motion carries.**

### Quarterly Treasurer's Financial Update:

The Board members review the quarterly financial report prepared by the Town Treasurer. Board members question what the surplus would be. Dave says the finances are looking good; he mentions that another round of paving will be done within the next year.

### Treasurer's Warrants:

The Board reviews the Treasurer's warrants and signs them for approval.

## TOWN MANAGER REPORT

- >Hathaway Road culverts have been replaced and that project is done.
- >Mowing is done in the Town for the year.
- >Transfer Station's last weekend is October 28, 2017.

October 18, 2017

>Winter sand will be delivered next week.

>Elections will be held on November 7 for bond issues.

**Public Comments:**

>Judy Moreau asks the Selectboard to write a letter to the Portage Hills Country Club requesting an itemized accounting of the \$2,500 that was given to them this year. She also asks that the Board send it return receipt requested so there is verification that the PHCC has received the letter. She is concerned because this is her tax money and she would like to know how it has been spent. Brian Cote says he heard that the check hasn't been issued; Dave says at the last meeting it was determined that the check was issued.

>ATV trails are officially closing on October 31.

Next Selectboard meeting is November 15, 2017 at 6:30 p.m.

Meeting adjourned at 6:49 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: 11-15-17

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 September 30, 2017--First Quarter

## Revenues vs. Expenses

Total Revenues to date	\$1,232,018.76	
Total Expenses to date	<u>\$924,600.40</u>	
Net Gain (Loss)		<u>\$307,418.36</u>

2017 Tax Commitment	Commitment	Received	Remainder	% Remaining
Real Estate	\$856,648.84	\$723,915.79	\$132,733.05	15.49
Personal Prop.	\$65,067.17	\$63,051.46	\$2,015.71	3.10
	<u>\$921,716.01</u>	<u>\$786,967.25</u>	<u>\$134,748.76</u>	

## Checking Account

Checkbook Reconciliation Balance	<u>\$230,304.30</u>
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## Bank Reserve Accounts Status

### NorState:

Fire Dept. Equip Reserve	\$89,546.65	
Ministerial School Lot Stumpage		
Savings & CD	\$66,512.30	
Road Reserve Fund	<u>\$141,701.72</u>	
<b>Total at NorState</b>		<u>\$297,760.67</u>

### Katahdin:

Equipment Reserve ICS	\$20,203.35	
Silviculture ICS	\$200,057.54	
T.I.F. ICS	\$177,833.37	
General ICS	<u>\$332,951.57</u>	
<b>Total at Katahdin</b>		<u>\$731,045.83</u>

### Acadia FCU:

Stumpage: Savings & CD	<u>\$205,866.00</u>	
<b>Total at Acadia FCU</b>		<u>\$205,866.00</u>

## TOTAL RESERVES:

\$1,234,672.50

## Total Assets in Banks:

\$1,464,976.80

## Real & Personal Property Taxes outstanding principle

Real:		Pers. Prop:	2016	\$7.92
2015	\$8,434.37			\$7.92
2016	<u>\$26,075.37</u>			
	\$34,509.74			

# Quarterly Selectboard Financial Update

YEAR TO DATE as of 9/30/2017

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$29,000.00	\$24,144.33	\$3,818.40	\$8,674.07
Town Hall	\$24,000.00	\$9,591.94	\$884.80	\$15,292.86
TH Improvements	\$18,507.00	\$13,650.45		\$4,856.55
Plan & App. Bds.	\$1,000.00			\$1,000.00
CEO	\$11,000.00	\$5,458.50	\$1,092.50	\$6,634.00
Annual Dues	\$3,400.00	\$3,416.21		-\$16.21
Twn Officers	\$78,000.00	\$64,928.24	\$4,582.50	\$17,654.26
Assessing	\$8,000.00	\$6,441.00		\$1,559.00
Discounts	\$14,000.00	\$12,795.17		\$1,204.83
Abatements	\$4,000.00	\$143.10		\$3,856.90
County Tax		\$82,416.75		-\$82,416.75
TIF Reimbursemt.		\$20,602.69		-\$20,602.69
Insurance	\$54,500.00	\$42,065.44	\$1,771.00	\$14,205.56
Genl. Assistance	\$3,766.00			\$3,766.00
Vehicle Excise		\$15,177.53	\$93,750.20	\$78,572.67
Fire Dept.	\$28,000.00	\$6,919.42	\$511.49	\$21,592.07
Animal Control	\$1,125.00	\$404.50	\$508.00	\$1,228.50
Public Works	\$88,000.00	\$55,419.67	\$1,656.43	\$34,236.76
Cont'd. Svcs.	\$4,500.00	\$2,375.00		\$2,125.00
NASWA	\$34,400.00	\$25,799.94		\$8,600.06
Transfer Station	\$4,500.00	\$2,803.07	\$954.70	\$2,651.63
Cemetery	\$2,500.00	\$1,936.80	\$590.00	\$1,153.20
Beautification	\$1,500.00	\$1,026.00	\$79.00	\$553.00
Rec Dept.	\$750.00	\$125.00		\$625.00
Parks/Beach/Camp	\$16,000.00	\$17,153.36	\$1,460.00	\$306.64
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		\$0.00
PL Tourism Cmte.	\$2,500.00	\$2,500.00		\$0.00
PL ATV Club	\$2,500.00	\$2,500.00		\$0.00
PL Historical Soc.	\$2,000.00	\$2,000.00		\$0.00
Country Club	\$2,500.00	\$2,500.00		\$0.00
Sheriff Coverage	\$4,254.00	\$743.38		\$3,510.62
Social Services	\$3,526.00	\$3,523.60		\$2.40
Education Commit	\$459,525.00	\$344,643.78		\$114,881.22
Education-Subsidy		\$146,106.74	\$146,106.74	\$0.00
Street Lights	\$8,000.00	\$6,001.16		\$1,998.84
Ashland User Fees	\$17,751.00	\$17,750.77		\$0.23

October 11, 2017

To the Board of Selectpersons of Portage Lake:

The Town's Ministerial School Lot 1 year CD is set to expire on November 7, 2017.

As Treasurer, I would like your permission to transfer \$45,552.41 plus accrued interest from the Town's Ministerial School Lot savings account and combine that with \$20,959.89 plus accrued interest currently in the 1 year CD to create a new 2 year CD with an interest rate of 1.04%. The new 2 year CD would be generated on November 7 if this transfer is approved. This would make a total of \$66,511.89 plus accrued interest in the 2 year CD.

The next year that the Ministerial account can be used is 2020 to reduce our school tax budget.

Corrine Routhier

Town of Portage Lake Treasurer

## Request to Abate Personal Property Tax in Full

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10/11/2017

In 2016, Wells Fargo Vendor Financial Services, LLC, was issued a tax bill for the lease on the photo copier machine at the State of Maine Forestry building in Portage Lake. After much research by personal property assessing agent Just Value Associates, it was determined that Wells Fargo was issued the tax in error.

Assessing agent Mike MacPherson recommends that the 2016 tax of \$7.92 be abated in its entirety.

  
Corrine Routhier

Treasurer/Deputy Tax Collector

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**November 15, 2017**

**6:30 P.M.**

**Call to Order**

**Attendance**

**Approval of Minutes for October 18, 2017**

**Old Business:**

**New Business:**

1. Carol & Wayne Gagnon
2. Pay \$25.00 to Chris for cell phone per month
3. Set date for Town Meeting
4. Treasurers Warrant

**Town Managers Report:**

1. Taunja completed correcting voter registration cards. Was 396 now 288.
2. Chris now has his class 2 license.
3. 1 ton ready for plowing.
4. Surveillance system installed.
5. International ready for plowing
6. 1 foreclosure pending

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

**Next Selectman Meeting December 20, 2017**



# PORTAGE LAKE BOARD OF SELECTPERSONS

## Record of Regular Meeting

November 15, 2017 at 6:30 pm

Portage Lake Municipal Building Conference Room

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

Members Absent: Daniel Higgins

Others Present: Corrine Routhier; Clayton DeMerchant; Arthur Routhier; Judy Moreau; Alyce Bryant-Reece; Wayne Gagnon; Carol Gagnon; Connie Duchette; Pat Kelley; Jeff Poirier

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

### Approval of Minutes:

Selectboard reviews the minutes from the October 18, 2017 regular meeting. **Motion made and seconded to approve the minutes for the October 18, 2017 as written. Motion carried.**

## OLD BUSINESS

No old business.

## NEW BUSINESS

### Carol & Wayne Gagnon Request:

Carol & Wayne Gagnon come before the Board tonight to ask to purchase a small part of the Town's land at the beach which abuts a property that they recently purchased. They would like to purchase the strip of land so they can have an access for a driveway into their property which has been determined would be the best place for access to them. The strip of land is really a pie shape that is too small for the Town to do anything with. Their parcel is 50 feet wide; if they purchase this property it would more than double their lake frontage. Larry mentions that the Gagnon's would be responsible for the survey and it would go at market value and Randy Tarr would have to determine that. Beech wants to make sure that ditch is kept open via an easement. The Board is in agreement that squaring up the property is a good idea. Larry says the sale would have to go to Town Meeting. The Gagnon's will make contacts and return to the Board with an update when they have more information.

### Chris Walker Cell Phone:

The Public Works cell phone will be discontinued, and the Town will instead pay Chris Walker \$25 per month toward his personal cell phone bill. This is a similar situation that the Town has with Larry for his phone.

**Motion made and seconded to pay Chris \$25 per month for his cell phone. Motion carried.**

### Town Meeting Date:

It was brought to the Board's attention that the normal Town Meeting night would be Good Friday, and there would be conflict with some people who want to attend church so there has been a request to move it to Friday March 23<sup>rd</sup>. **Motion made and seconded to set 2018 Town Meeting date to March 23<sup>rd</sup>. Motion carried.** One reason for the Board to choose Town Meeting date now is due to municipal election timeline. Nomination papers for Selectboard and School Board will be available around December 11, 2017.

### Treasurer's Warrants:

The Board reviews the Treasurer's warrants and signs them for approval.

## TOWN MANAGER REPORT

- >Town Clerk Taunja Jandreau has been working on correcting the voter list/registration cards. The number of registered voters has been updated to reflect deaths and people who have moved. Taunja has put a lot of work into verifying the people who were on the list.
- >Chris Walker now has his class 2 license.
- >The 1 Ton and International are ready for plowing. There were some major issues with the 1-ton sander.
- >Surveillance system has been installed. There are six different cameras that will record up to 18 days, and then lapses back over.
- >There is one tax lien foreclosure pending. If payment is not received as of this coming Monday it will go into foreclosure.

### Selectmen Comments:

- >Dave says his office was approached to widen the road near the railroad tracks at the back side of the chip mill; some of that is town-owned land. This would make it safer for the crossing; provide a wider line of sight. There was talk of removing the stop sign there, but there is concern about the dangers of doing that. Beech says he thinks they were talking about having solar powered lights there for the train crossing. Dave says the State is looking for permission from the Town to be able to cut the line of sight in that area. Larry would like some documentation and maps to go along with this proposal. **Motion made and seconded to allow the cutting along the Town land near the chip mill crossing. Motion carries.**
- >Dave is planning on cutting a load or two of poplar on his property, but the only good place to land it is on the pavement. He was going to do this during the winter when the ground is frozen and on top of some plywood. He wanted to have this in the record to let the townspeople know. He says all of the wood would be off of the road away from the plow.

### Public Comments:

- >Judy Moreau wants to know if there is any more cutting on the School Lot; she had seen some trucks coming and going with loads of wood. Larry says everything should be done on that lot, but Frank Currier is cutting on his property.
- >Clayton DeMerchant asks if they are cutting in the Mosquito Brook area; Beech confirms that they are. Dave says that cut is all for Irving, not on the joint-owned land. Dave says there will be a Forestry Committee meeting soon to discuss the cuts done this year and the plan for next year's harvest.

Next Selectboard meeting is December 20, 2017 at 6:30 p.m.

Meeting adjourned at 6:56 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

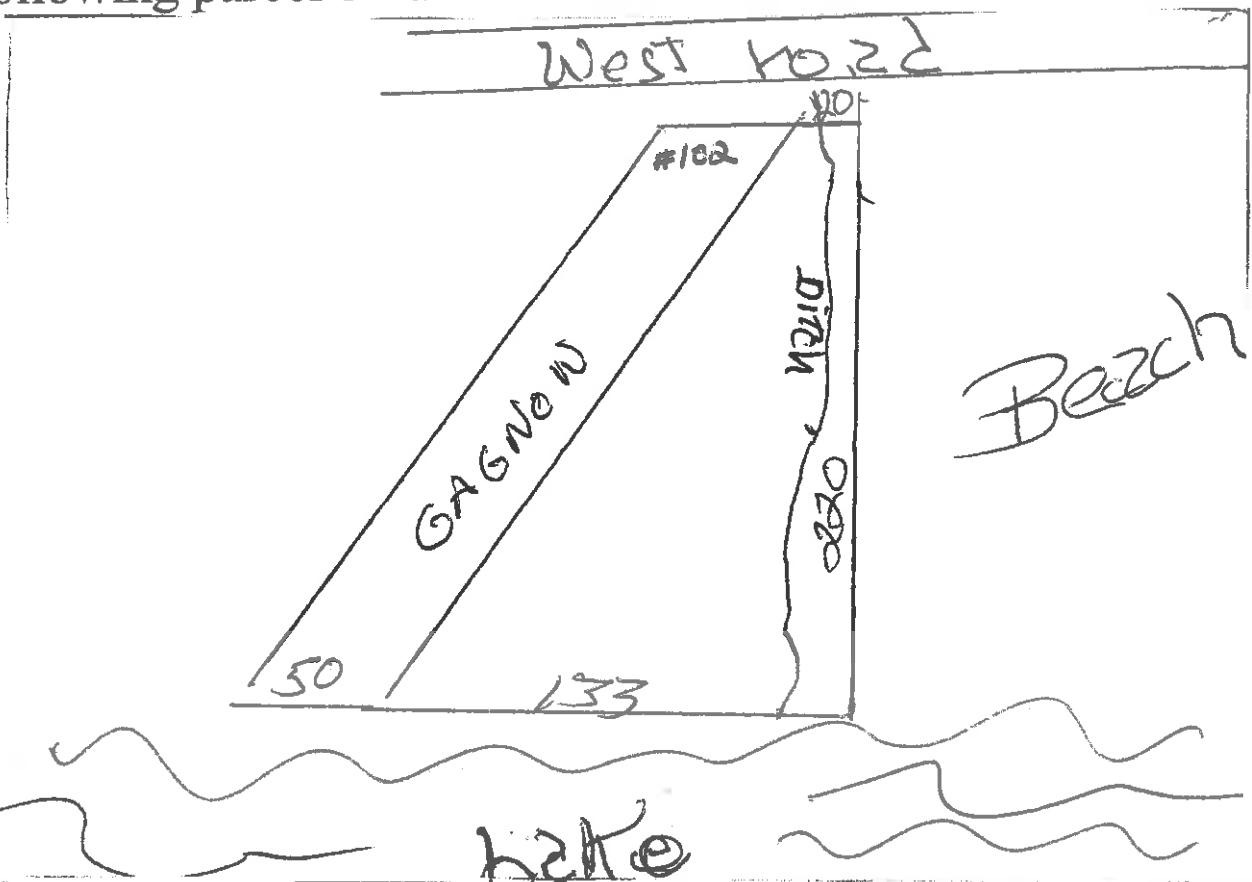
Daniel C. Higgins

11/15/2017

To the attention of the Town of Portage Lake Selectmen

Request from Wayne Gagnon and Carol Gagnon  
2100 Portage Road  
Portage, Maine

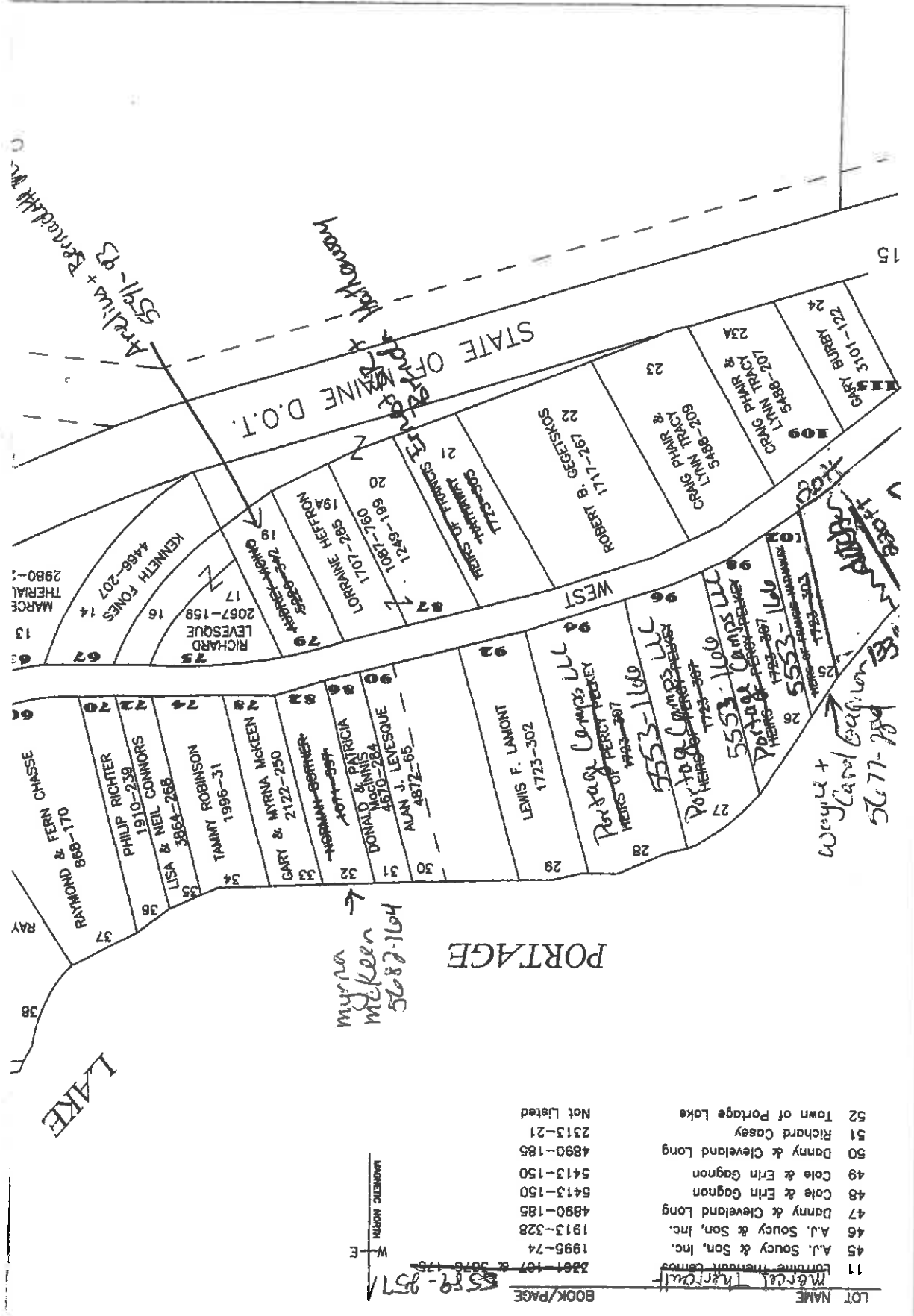
We, the above listed residents of Portage, wish to purchase the following parcel of land:



The purchase amount to be determined by the Town of Portage Board of Selectmen.

Thank you for your consideration of this request.

map 2



myrna  
mckeen  
5082-101

Wayle +  
Carol Gagnon  
5077-288

LOT NAME	BOOK/PAGE
11 Corinne Mendenhall	5589-957
45 A.J. Soucy & Son, Inc.	2801-107 & 3076-175
46 A.J. Soucy & Son, Inc.	1913-328
47 Danny & Cleveland Long	4890-185
48 Cole & Erin Gagnon	5413-150
49 Cole & Erin Gagnon	5413-150
50 Danny & Cleveland Long	4890-185
51 Richard Casey	2313-21
52 Town of Portage Lake	Not Listed

W  
E  
MAGNETIC NORTH

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**December 20, 2017**

**6:30 P.M.**

**Call to Order**

**Attendance**

**Approval of Minutes for November 15, 2017**

**Old Business:**

**New Business:**

1. TIF explanation  
Joe Salley Maine revenue
2. Sign Audit report.
3. Sign Certificate of Settlement
4. Sign Assessor Notification
5. Treasurers Warrant

**Town Managers Report:**

1. Plow now available for backhoe.
2. New Portage Lake Town Office Sign
3. Christmas Lights are up.

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

**Next Selectman Meeting January 17, 2017**

# PORTAGE LAKE BOARD OF SELECTPERSONS

Record of Regular Meeting

December 20, 2017 at 6:30 pm

Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier; Steven J. Salley, Maine Revenue Services; Marc Russell, Maine Revenue Services; Judy Moreau; Clayton DeMerchant; David Farnum; Patrick Kelley; Steve Jandreau; Jeff Poirier; Roland Caron; Rob Reece; Alyce Bryant-Reece; Jennifer Pitcairn; Dylan Cyr-Cormier

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

## Approval of Minutes:

Selectboard reviews the minutes from the November 15, 2017 regular meeting. **Motion made and seconded to approve the minutes for the November 15, 2017 as written. Motion carried.**

## **OLD BUSINESS**

No old business.

## **NEW BUSINESS**

### 2017 TIF Tax Explanation:

Joe Salley and Marc Russell from Maine Revenue Services are here tonight to explain a discrepancy with the TIF plan amount used this year to commit 2017 taxes. During the tax commitment process, the TIF district was underfunded due to the failure to recognize that the percentages within the TIF agreement that is now tilted in favor of the Town where 75% is coming back from the Town. There are only a handful of TIFs in Maine that were in existence before the BETE program was implemented. He says this is the only one that he knows of where the percentage changes this late in the game to be in the Town's favor. Joe says the standard reimbursement for the BETE program is at 50% right now, so now that the Town is getting 75% back from the TIF (municipal retention) the State has to reimburse the Town 75% on the value within that TIF district. He says this is good for the Town; it gets more money in the BETE reimbursement. But that money has to be used to fund TIF, and the original tax paperwork didn't reflect that. Joe says there is a shift of some of the money in the original tax commitment because TIF needs to be fully funded. But to fully fund the TIF, the money effectively has to be taken out of overlay, which would have put overlay into a negative situation if the figures on the commitment papers were to remain the same. But the Town has a Warrant article where the Board could appropriate \$25,000 out of surplus for emergencies. So in essence, the money from overlay moves into the TIF account, if that \$25,000 is appropriated toward fixing this problem. Dave Farnum asks where the \$25,000 will be going? Corrine Routhier, town Treasurer, explains it will go into the Town's cash/checking account and a portion of the BETE reimbursement will be going into the TIF savings account. Only the BETE for Maine Woods is eligible for the 75% reimbursement because they are the only company in the TIF district because this TIF was approved before the BETE program was implemented in 2008. Judy Moreau would like a lookback at the BETE for the last 3 years to see how much the Town should have been putting into TIF from BETE. **Motion made and seconded to approve \$25,000 from surplus to alleviate the tax commitment problem. Motion carried.** The Board signs corrected tax commitment papers to reflect the new TIF plan amount.

**Felch & Co. Audit Agreement:**

The Board is presented with the audit agreement from Felch & Co. to perform the yearly audit for 2017. Board members sign the agreement; it will be sent back to Felch & Co. this week.

**Certificate of Settlement:**

The Board is presented with the Certificate of Settlement for the 2015 taxes, both real and personal property. This means all of the taxes committed for 2015 have been collected. Board signs settlement paperwork.

**Assessor's Notification:**

The Board is presented with an 801A form for Dead River Company for their personal property. They are asked to sign as the Town's Assessors in lieu of Assessing Agent Mike MacPherson, who has retired. Board signs the paper.

**Treasurer's Warrants:**

The Board reviews the Treasurer's warrants and signs them for approval.

**TOWN MANAGER REPORT**

- >Chris Walker made a plow to fit the front of the backhoe.
- >There is a new sign for the Town Office, located just above the large office windows.
- >Christmas lights are up.

**Public Comments:**

- >Judy Moreau says at the last meeting she asked if there was any cutting being done on either 100% or joint-owned land because there was destruction going on near Mosquito Brook, and Dave said the cutting wasn't on Town land. Judy is concerned that it was done on Town land. Dave says they haven't had a Forest Committee meeting yet to discuss it. Board members agree that Irving owns land in the next township. Beech says the Mosquito Brook Road is on that other property; it could be there. Dave says they will look into where the cutting is and get back to her.
- >Judy Moreau also wants to know when the Town lines were surveyed. Dave says a few sections were done fairly recently. Judy says the lines have to be done every 5 years; Dave has never heard of that.
- >Steve Jandreau is trying to get financing with NMDC for his business to update equipment and getting a bigger building. He is looking for preliminary approval from the Board of Selectmen on the fact that he could invest some money. Steve is just looking for verbal approval by the Board. Board members agree that this is something that will benefit Steve's business and the Town, and agree that he should move ahead with help from NMDC.

Next Selectboard meeting is January 17, 2018 at 6:30 p.m.

Meeting adjourned at 7:00 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: 1/17/18  
Date

Barry Kenney  
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins  
Daniel C. Higgins

- ART. 10 To see if the Town will vote to authorize the Selectpersons to appropriate \$25,000 from surplus, as they deem advisable, to meet emergencies that occur during the calendar year.  
**SB RECOMMENDS YES**
- ART. 11 To see if the Town will vote to deposit into the Public Works Road Reserve account all monies received for the 2017-2018 year from the Maine Department of Transportation Local Road Assistance Program.  
**SB & BUDGET COMMITTEE (BC) RECOMMEND YES**
- ART. 12 To see if the Town will vote to appropriate \$65,000 from anticipated revenue sources for the purpose of reducing the 2017 tax commitment.  
**SB RECOMMENDS YES**
- ART. 13 To see if the Town will vote to raise and appropriate \$5,000 for the Revaluation Reserve Account on the Town books in anticipation of the next 10 year total town property revaluation.  
**SB & BC RECOMMEND YES**
- ART. 14 To see if the Town will vote to appropriate \$70,000 from anticipated motor vehicle excise revenue for the Road Reserve account.  
**SB & BC RECOMMEND YES**
- ART. 15 To see if the Town will vote to raise and appropriate \$20,000 for the following reserve accounts:  
Portage Lake Fire Department Reserve Account \$10,000 ✓  
Public Works Equipment Reserve Account \$10,000 ✓  
**SB & BC RECOMMEND YES**
- ART. 16 To see if the Town will vote to raise and appropriate \$1,500 for Vital & Municipal record preservation and to allow all fees collected from vital record transactions to be used for the same.  
**SB & BC RECOMMEND YES** ✓
- ART. 17 To see if the Town will vote to raise and appropriate \$24,834 in addition to \$4,166 carried forward for a total budget of \$29,000 for the General Administration operating account, and to allow any reimbursements and fees to be used for the same.  
**SB & BC RECOMMEND YES** ✓
- ART. 18 To see if the Town will vote to raise and appropriate \$71,506 in addition to \$6,494 carried forward for a total budget of \$78,000 for Town Selectpersons, Town Manager, Town Clerk, and Town Treasurer.  
**SB & BC RECOMMEND YES** ✓
- ART. 19 To see if the Town will vote to raise and appropriate \$8,000 for real & personal property assessing and registry fees.  
**SB & BC RECOMMEND YES** ✓
- ART. 20 To see if the Town will vote to raise and appropriate \$12,787 in addition to \$11,213 carried forward for a total budget of \$24,000 for Municipal Building operating expenses and to allow the rental fees and any reimbursements to be used for the same.  
**SB & BC RECOMMEND YES** ✓
- ART. 21 To see if the Town will vote to carry forward the balance of \$18,507 for Town Hall Improvements to re-surface the final side of the municipal building with vinyl siding and re-surface ½ of the Municipal Building roof.  
**SB RECOMMEND YES**