

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

January 17, 2018

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for December 20, 2017

Old Business:

New Business:

1. Sign letter for Steven Jandreau
Letter of support for CDBG loan
2. Appoint Corrine Routhier as Clerk and Facilitator of Elections
Corrine will now be Clerk and new employee
will be deputy Clerk
3. Campground Sales Tax
Should have been doing this for years
4. Choose dedication recipient for Town report
5. Quarterly Financial Update
6. Treasurers Warrant

Town Managers Report:

1. Snow – Plow, Sand–Snow – Plow, Sand – Snow – Plow
2. Water problems on Hayward, Cottage and W. Road
3. Christmas Lights are down

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting February 21, 2017

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

PORTAGE LAKE BOARD OF SELECTPERSONS

Record of Regular Meeting

January 17, 2018 at 6:30 pm

Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier; Marcelle Gagnon; Sandra Bartlett; Larry Duchette; Alyce Bryant-Reece; Rob Reece; Steven Jandreau

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

Approval of Minutes:

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

OLD BUSINESS

No old business.

NEW BUSINESS

Jandreau Letter of Support:

At the December meeting, Steven Jandreau had asked the Board to write a letter of support for his taxidermy business because he is trying to get a CDBG loan. David Pierce reads the letter aloud. Board members sign the letter.

Town Clerk:

Taunja Jandreau has submitted her resignation as Town Clerk, effective this Friday. The position is being advertised as a Deputy Clerk position; tonight the Board will name Corrine Routhier as Town Clerk. Applications for the Deputy Clerk position will be taken until January 26, then interviews will be held to hire the best applicant. **Motion made and seconded to appoint Corrine Routhier as Clerk and Facilitator of Elections. Motion carries.**

Campground Sales Tax:

The Town hasn't been collecting lodging tax for people to stay at our municipal campground and should have been for quite some time, so Larry contacted the State about getting the Town registered to do so. He claims this is just keeping us legal. The current lodging tax is 9%. The Town had to pay a bit of a penalty of \$360 for the last three years. This summer the Town will begin to collect the lodging tax for the campers. Dave signs the necessary paperwork to send to the state. Jeanne Jones is the campground attendant, and will continue to make sure campers have the right permits and have paid their fees.

Town Report Dedication:

Tonight the Board will choose who to dedicate the 2017 Town Report. Corrine mentions to Dave that Anita and Bo Theriault would be good candidates because of all of the work they have done for the Town in the past, even though they have moved. Danny suggests Gloria Belanger as a candidate, but he has no problem with Bo and Anita. **Motion made and seconded to dedicate the 2017 Town Report to Anita and Bo Theriault for their service to the Town. Motion carries.**

Quarterly Financial Update:

The Board reviews the quarterly financial report prepared by the Treasurer for the 4th quarter of 2017. Dave commends everyone in the Town for helping the Town increase the reserve accounts over the last several years.

Treasurer's Warrants:

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

TOWN MANAGER REPORT

>Chris Walker has been busy plowing and sanding the roads with the weather we have had in the last few weeks. There were water issues this past weekend on Hayward, Cottage Rd. and West Rd. Ice has become an issue near the Cyr/Cormier camp on Hayward. Danny says Chris has been doing a good job. Beech asks if there is straight salt in the shed; Larry says yes and it will be salted heavily when the weather warms up.

>Christmas lights on the poles were taken down. The Town is charged literally by the bulb and wattage of those bulbs; an inventory of that has to be done.

>Today the well pipes froze for the Town Hall, but it has been fixed.

Public Comments:

>Steve Jandreau asks about the water problem on West Rd. by Jim Collins' that was fixed by Mark Rafford Jr. Larry says Mark has been doing that for years for the Town; he was asked to help widen the road if he notices it is needed. Steve thinks Mark should be recognized for his work.

Next Selectboard meeting is February 21, 2018 at 6:30 p.m.

6:50 pm The Board enters into Executive Session per 1 MRSA § (6) (A)

7:15 pm The Board exits Executive Session

Meeting adjourned at 7:15 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: 2/21/18

Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

Quarterly Selectboard Financial Update

As of December 31, 2017--Fourth Quarter

Revenues vs. Expenses

Total Revenues to date	\$1,245,696.95	
Total Expenses to date	<u>\$1,142,088.88</u>	
Net Gain (Loss)		<u>\$103,608.07</u>

2017 Tax Commitment	Commitment	Received	Remainder	% Remaining
Real Estate	\$856,648.84	\$781,871.25	\$74,777.59	8.73
Personal Prop.	\$65,067.17	\$64,712.12	\$355.05	0.55
	<u>\$921,716.01</u>	<u>\$846,583.37</u>	<u>\$75,132.64</u>	

Checking Account

Checkbook Reconciliation Balance	<u>\$64,007.52</u>
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve	\$99,716.20	
Ministerial School Lot Stumpage		
Savings & CD	\$66,641.15	
Road Reserve Fund	<u>\$221,953.50</u>	
Total at NorState		<u>\$388,310.85</u>

Katahdin:

PW Equipment Reserve ICS	\$20,221.17	
Silviculture ICS	\$200,059.45	
T.I.F. ICS	\$220,051.29	
General ICS	<u>\$285,132.96</u>	(\$55,370.42 available)

Note: General ICS is housing \$229,762.54 for school payments ONLY from January -June 2018

Total at Katahdin	<u>\$725,464.87</u>
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Acadia FCU:

Stumpage: Savings & CD	<u>\$214,677.34</u>	
Total at Acadia FCU		<u>\$214,677.34</u>

TOTAL RESERVES:

\$1,328,453.06

Total Assets in Banks:

\$1,392,460.58

Real & Personal Property Taxes outstanding principle

Real:

2015	\$0.00
2016	<u>\$25,568.74</u>
	\$25,568.74

Pers. Prop:

Quarterly Selectboard Financial Update

YEAR TO DATE as of 12/31/2017

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$29,000.00	\$27,281.98	\$6,401.45	\$8,119.47
Town Hall	\$24,000.00	\$20,098.96	\$881.80	\$4,782.84
TH Improvements	\$42,507.00	\$31,254.84		\$11,252.16
Plan & App. Bds.	\$1,000.00	\$420.00		\$580.00
CEO	\$11,000.00	\$7,533.09	\$1,422.50	\$4,889.41
Annual Dues	\$3,400.00	\$3,416.21		-\$16.21
Twon Officers	\$78,000.00	\$84,648.24	\$9,132.50	\$2,484.26
Assessing	\$8,000.00	\$6,589.00		\$1,411.00
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		\$0.00
TIF Reimbursemnt	\$20,602.69	\$20,602.69		\$0.00
Insurance	\$54,500.00	\$50,478.43	\$1,771.00	\$5,792.57
Genl. Assistance	\$3,766.00	\$150.00		\$3,616.00
Vehicle Excise		\$89,488.07	\$118,072.69	\$28,584.62
Fire Dept.	\$28,000.00	\$20,023.85	\$911.49	\$8,887.64
Animal Control	\$1,125.00	\$1,255.50	\$888.00	\$757.50
Public Works	\$88,000.00	\$81,632.56	\$2,053.58	\$8,421.02
Cont'd. Svcs.	\$4,500.00	\$2,375.00		\$2,125.00
NASWA	\$34,400.00	\$34,400.00		\$0.00
Transfer Station	\$4,500.00	\$3,314.60	\$986.70	\$2,172.10
Cemetery	\$2,500.00	\$1,971.66	\$590.00	\$1,118.34
Beautification	\$1,500.00	\$1,115.09	\$81.00	\$465.91
Rec Dept.	\$750.00	\$431.19	\$20.00	\$338.81
Parks/Beach/Camp	\$16,000.00	\$19,517.81	\$2,220.00	-\$1,297.81
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	\$2,185.65		\$2,068.35
Social Services	\$3,526.00	\$3,523.60		\$2.40
Education Commit	\$459,526.00	\$459,525.02		\$0.98
Education-Subsidy		\$177,998.62	\$177,998.62	\$0.00
Street Lights	\$8,000.00	\$7,818.26		\$181.74
Ashland User Fees	\$17,751.00	\$17,750.77		\$0.23

SELECTPERSONS MEETING SIGN - IN

1/17/2018

Marcelle Gagnon

Shirley Bartlett

Bob + Alyce Beare

Steve Jordan

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

February 8, 2018

5:30 P.M.

Call to Order

Attendance

Old Business:

1. Carol & Wayne Gagnon

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman meeting Feb 17, 2018

PORTAGE LAKE BOARD OF SELECTPERSONS

Record of Special Meeting

February 8, 2018 at 5:30 pm

Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier; Larry Duchette; Wayne Gagnon

Meeting called to order at 5:32 p.m. by David Pierce.

OLD BUSINESS

Wayne Gagnon Land Request:

Wayne and Carol Gagnon have previously approached the Town about purchasing a section of Town beach to enable them to square off their property that is adjacent to the beach. This purchase would have to be approved at Town Meeting. Dave asks what the acreage amount is on the property they want to purchase. The assessor has valued the proposed piece for \$31,000. Wayne is offering \$1,000. Dave feels if it sells for \$1,000 it sets a precedent for selling town land all over town. He brings up two proposals right now for septic or garage lots. Larry points out that it will still be valued for taxes at the \$31,000 amount. The piece of land currently owed by Wayne Gagnon is smaller than the piece he's asking for from the town, and he says he paid \$4,000. Dave feels it is a nicer piece of property, and selling it for \$1,000 is giving it away and could cause problems for the Town down the road. Danny feels easements could be given to those people who wish to purchase Town land for septic or garages. Beech wants to know more about how the \$31,000 value was placed on the land. Larry explains assessor Randy Tarr's formula. Wayne has talked with Randy Tarr and discussed the value with him. Wayne feels the piece they want to purchase is a dead piece of land to the Town right now. The Board discusses the road frontage; a portion of it is ditch for the brook and not usable. Dave reiterates that he is concerned that in the future there may be problems if this piece of land is sold for \$1,000. Wayne would like the Town land to increase access to his property. Dave doesn't feel \$1,000 is enough; Wayne isn't willing to pay more than that for the property because he feels it would be worth more to the Town as a taxable piece of property. Wayne withdraws his offer to purchase the land at this time due to the discrepancy on sale price.

Next regular Selectboard meeting is February 21, 2018 at 6:30 p.m.

Meeting adjourned at 5:51 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: 2/21/18

Date

Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

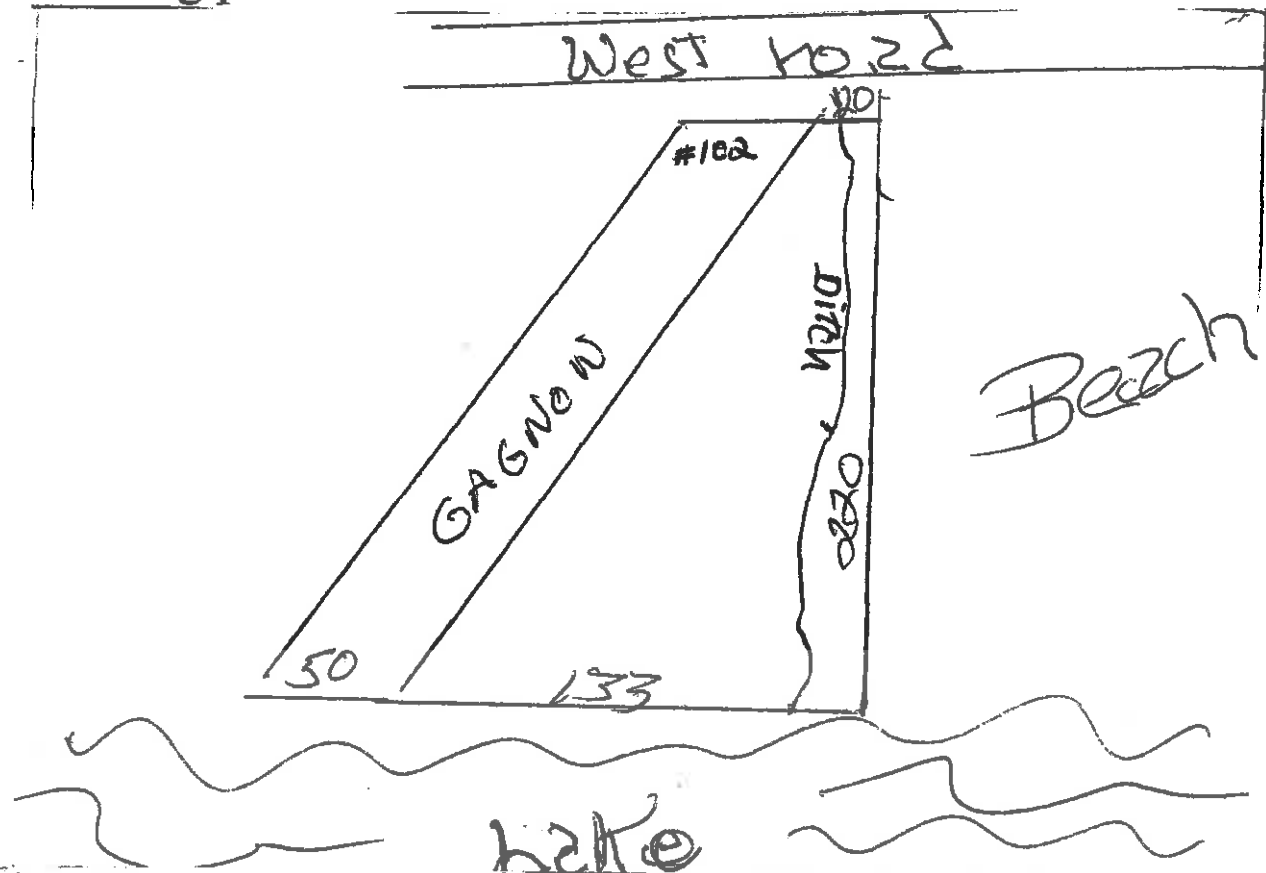
Daniel C. Higgins

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:

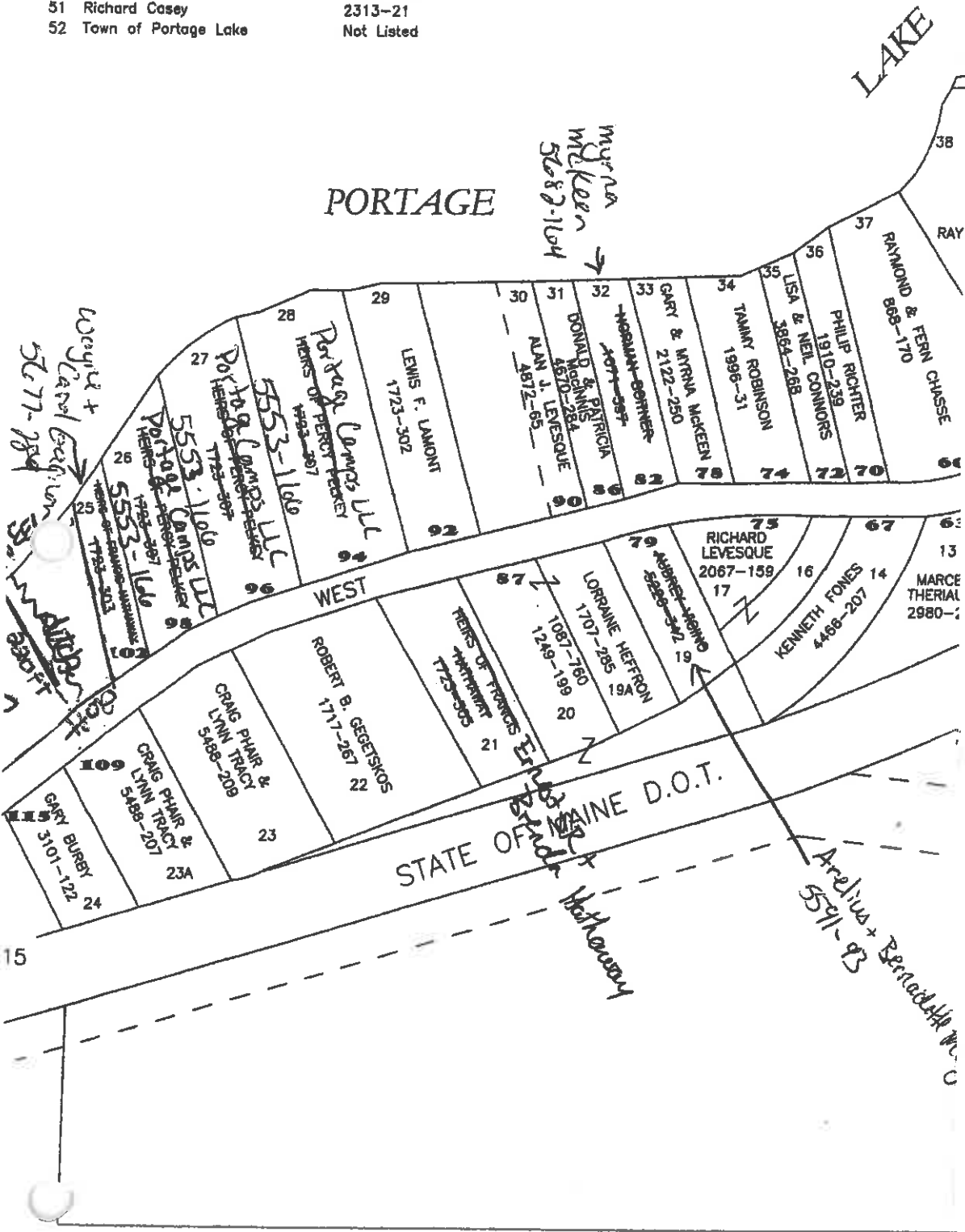


The purchase amount to be determined by the Town of Portage Board of Selectmen.

Thank you for your consideration of this request.

LOT	NAME	BOOK/PAGE
11	Lorraine Theriault	3261-167 & 3678-175
	A.J. Soucy & Son, Inc.	1995-74
47	Danny & Cleveland Long	1913-328
48	Cole & Erin Gagnon	4890-185
49	Cole & Erin Gagnon	5413-150
50	Danny & Cleveland Long	5413-150
51	Richard Casey	4890-185
52	Town of Portage Lake	2313-21
		Not Listed

W E
MAGNETIC NORTH



Value

for portion of Town 107
to Add to 16-25

$$600 \times 1.03 = 618.00 \quad 41406 - 25\% = 31054$$

67EF

Poss. by Add here
7000 ?

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

February 21, 2017

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for January 17, 2018 + Feb 8, 2018 Special Meeting

Old Business:

New Business:

1. Maine Woods TIF presentation.
2. Sign Audit from Felch & Company.
3. Sign quit claim Deed for Wayne Gagnon.
4. Sign Town Warrants
5. Treasurers Warrant.

Town Managers Report:

1. 2017 Plow truck
2. Tristan Perreault
3. New Clerk hired. Sarah Bauzenberger.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting March 21, 2018

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

PORTAGE LAKE BOARD OF SELECTPERSONS

Record of Regular Meeting

February 21, 2018 at 6:30 pm

Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier; Larry Duchette; Dave Farnum; Judy Moreau; Clayton DeMerchant; Sandra Bartlett; Connie Duchette; Arthur Routhier; Scott Ferland; Peter Lennon from Maine Woods Co. LLC

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

Approval of Minutes:

Selectboard reviews the minutes from the January 17, 2018 regular meeting and the February 8, 2018 special meeting. **Motion made and seconded to approve the minutes for the January 17, 2018 and February 8, 2018 special meeting as written. Motion carried.**

OLD BUSINESS

No old business.

NEW BUSINESS

Maine Woods TIF Proposal:

Peter Lennon and Scott Ferland of Maine Woods Company LLC have come before the Board tonight to give an initial proposal for an extension of the TIF plan. The amendment extension to the current TIF would extend the TIF another 10 years; the current TIF will be ending in October if it isn't extended. Peter says there is a good chance the DECD will approve the extension once it is approved by the Townspeople. Peter explains the more recent upgrades done at the mill. Maine Woods will be absorbing the cost of the extension, whether it is approved or not. They are asking for another 10 years at a 50/50 split between the mill and the Town for that time. The Town can re-evaluate its project proposals for the TIF. Dave Farnum asks if the town's TIF retained funds have to be spent before the end of the TIF period; Peter will verify that. Peter gives examples of the ways the Town will benefit, especially by having that tax base sheltered from its valuation for things like the County tax. Larry says there would have to be at least two public hearings before bringing this to a special town meeting. The Town has to approve the extension before the application to DECD can be sent in to them for approval. Dave Farnum and Larry will do some research on what the Town can use the money for. Dave and the Board would like to meet with the TIF committee on Friday March 9 at 1 pm.

Town Audit:

The 2017 audit by Felch & Co. is finished. A letter is given to the Board Chairman for his approval, which will be sent back to the auditor.

Quit Claim Deed:

The Town Office was contacted last week to prepare a quit claim deed to release a lien from 1987 against Wayne Gagnon. The bank is asking for the paperwork to create release that lien free and clear. The Board signs the Quit Claim Deed.

Town Warrant Articles:

The Warrant Articles for the Town Meeting are before the Board tonight to review and sign their approval so they can be included in the Town Report and ready for Town Meeting. Board signs the Warrant Articles.

Treasurer's Warrants:

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

TOWN MANAGER REPORT

- > The 2017 Intl plow has had some issues with the exhaust system; there was a recall on one of the parts. The truck had to be towed to Fort Kent last week; while it was there a couple other warranty items were done. Beech asks if any of the towing fees were covered by the warranty; Larry says he's working on that.
- > Tristan Perrault has applied for his Eagle Scout project to build picnic tables for the Town.
- > Sarah Bauzenberger has been hired to replace Taunja Jandreau at the Deputy Clerk. She is only work two days a week right now until she gets done at another job.

No public comments

Next Selectboard meeting is March 21, 2018 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: 4/18/18

Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins



Maine Woods Company LLC

Board of Selectpersons
Town of Portage Lake
PO Box 255
Portage Lake, ME 04768

February 15, 2018

RE: Tax Increment Financing Extension Request

Dear Selectperson Board,

Please accept this letter as a formal request by Maine Woods Company LLC (MWC) for the Selectperson Board to consider and approve submitting an amended application to the Maine State Department of Economic and Community Development (DECD), requesting a 10-year extension to the Tax Increment Financing (TIF) currently in place with MWC.

The current 20-year TIF that is in place is due to expire in October of this year. TIFs are allowed to extend for a 30-year term which means a ten-year extension amendment can be submitted to the DECD for consideration. The submission must be approved by both the municipality and the business participant in the same manner as the original application, and would require updating the Credit Enhancement Agreement. If both parties agree on the terms and extending, after the required due diligence, the submission could be submitted, which should be as soon as possible, ideally before May 31, 2018.

Operating and maintaining the hardwood mill is very capital intensive. The TIF proceeds that MWC has received have allowed the company to reinvest in plant & equipment, thus increasing the taxable value and taxes to the town. The Town has benefited by "sheltering" the increased value of the mill investments allowing for funding of approved projects. MWC proposes that this dual benefit be continued with a 50/50 split of future 10-year TIF revenues between the Town of Portage and MWC, with MWC paying for all necessary legal costs associated with completing and submitting the amendment. A Concept Proposal, Projected Tax Shift, and Projected TIF Revenue supplements are included showing the potential benefits of extending the TIF.

MWC respectfully requests approval from the Selectperson Board and the Town of Portage Lake to extend the TIF for 10 more years. MWC is extremely grateful for the benefits received from the TIF over the last 20 years and hopes you will continue the support. Thank you for your consideration.

Best regards,

Peter Lennon
Controller, MWC

Scott Ferland
General Manager, MWC

Concept Proposal:
Portage Lake TIF Amendment

<u>Item</u>	<u>Description</u>
<u>Purpose</u>	<ol style="list-style-type: none"> 1. Extend TIF term from 20 to 30 years <ol style="list-style-type: none"> a. <u>Note:</u> currently, the Portage Lake TIF will expire in October 2018 2. Support mill investment/re-investment by providing a 50/50 split on new tax value created by the mill <ol style="list-style-type: none"> a. <u>Note:</u> The mill estimates that it will invest/re-invest approximately \$250,000 per year in the mill (conservative estimates) with a TIF extension to 30 years 3. Provide more time for the Town to spend its TIF revenues and its TIF project list update (if needed)
<u>Town Benefits</u>	<ul style="list-style-type: none"> • Extending TIF provides another 10 years of “sheltering” increased assessed value from mill investments that generate new taxes. • “Sheltering” helps the Town avoid adverse adjustments to county tax, state education aid, and state revenue formulas • By extending the TIF by 10 years, the estimated value of this “sheltering” is approximately \$950,000 to the Town (see <i>attached projections for details</i>) • By having a 50/50 split with the mill, the Town is estimated to realize approximately \$510,000 in TIF revenues for its own use to support local economic development projects (see <i>attached projections for details</i>) • With a 50/50 split, the Town will be supporting and incentivizing the mill to invest and reinvest to protect existing jobs and to grow • For example, in addition to capital improvements, a TIF extension and 50/50 split will help incentivize new equipment purchases by the mill, which benefits the Town with new taxable value or reimbursement through the BETE program • An extension provides the Town with additional time to spend its existing TIF revenues on Town projects (otherwise, Town TIF revenues would have to be spent before the current TIF expires) • An extension also provides an opportunity for the Town to update its TIF project list (if needed)
<u>Mill Benefits</u>	<ul style="list-style-type: none"> • Continued local support of the mill and the jobs it supports • Incentive and support to invest and re-invest in the mill to maintain competitiveness and secure a healthy future (as noted, with a TIF extension this is conservatively estimated to be approximately \$250,000 per year in capital improvements)
<u>TIF Amendment Logistics</u>	<p>A TIF amendment extending the term to 30 years will involve:</p> <ol style="list-style-type: none"> 1. Preparation of TIF Amendment Application 2. Public process (e.g., must have public hearing on TIF Amendment, which can occur on the same day as a Town Meeting; prior public outreach is recommended) 3. Town Meeting approval 4. Submit TIF Amendment Application to DECD 5. DECD Review and Approval

Projected Tax Shift "Shelter" Value with TIF Extension

TIF YR.	FISCAL YEAR	EPS Education Shift	Revenue Sharing Shift	County Tax Shift	Total Tax Shift
21	2018 19	\$46,909	\$1,792	\$16,545	\$65,246
22	2019 20	\$46,573	\$1,782	\$17,010	\$65,366
23	2020 21	\$46,663	\$1,785	\$17,624	\$66,072
24	2021 22	\$48,791	\$1,847	\$17,624	\$68,262
25	2022 23	\$50,918	\$1,910	\$18,929	\$71,757
26	2023 24	\$53,046	\$1,971	\$20,304	\$75,321
27	2024 25	\$55,173	\$2,033	\$23,274	\$80,480
28	2025 26	\$57,301	\$2,094	\$24,875	\$84,269
29	2026 27	\$59,428	\$2,154	\$26,559	\$88,141
30	2027 28	\$61,556	\$2,215	\$28,329	\$92,099
31	2028 29	\$63,683	\$2,274	\$30,189	\$96,146
32	2029 30	\$65,811	\$2,334	\$32,143	\$100,288
18-'29 Projection		\$655,852	\$24,191	\$273,403	\$953,446
Avg. Annual		\$54,654	\$2,016	\$22,784	\$79,454

Note: 2018/19 reflects recent changes in State education formulas regarding special education and other increases that are estimated to result in state education aid to the Town. These changes are anticipated to continue in 2019/20 through 2029/30

Note: Due to Education formulas, there is a two-year lag time, which is why YRS 31 and 32 are included

Projected TIF Revenues in Years 21-30

DISTRICT INCREASED ASSESSED VALUE				DISTRICT REVENUES		CAPTURE		COMMUNITY ALLOCATION		COMPANY ALLOCATION			
TIF YR.	FISCAL YEAR	Real	Personal	Total	Projected Mill Rate	Total NEW Tax Revenue Generated Within District	% of Increased Assessed Value Captured	TIF Revenues	% of TIF Revenues	Amount of TIF Revenues	% of TIF Revenues	Amount of TIF Revenues	
21	18	\$6,500,000	\$0	\$6,500,000	\$13.75	\$89,375	100%	\$89,375	50%	\$43,794	50%	\$43,794	
22	19	\$6,750,000	\$0	\$6,750,000	\$13.75	\$92,813	100%	\$92,813	50%	\$45,478	50%	\$45,478	
23	20	\$7,000,000	\$0	\$7,000,000	\$13.75	\$96,250	100%	\$96,250	50%	\$47,163	50%	\$47,163	
24	21	\$7,250,000	\$0	\$7,250,000	\$13.75	\$99,688	100%	\$99,688	50%	\$48,847	50%	\$48,847	
25	22	\$7,500,000	\$0	\$7,500,000	\$13.75	\$103,125	100%	\$103,125	50%	\$50,531	50%	\$50,531	
26	23	\$7,750,000	\$0	\$7,750,000	\$13.75	\$106,563	100%	\$106,563	50%	\$52,216	50%	\$52,216	
27	24	\$8,000,000	\$0	\$8,000,000	\$13.75	\$110,000	100%	\$110,000	50%	\$53,900	50%	\$53,900	
28	25	\$8,250,000	\$0	\$8,250,000	\$13.75	\$113,438	100%	\$113,438	50%	\$55,584	50%	\$55,584	
29	26	\$8,500,000	\$0	\$8,500,000	\$13.75	\$116,875	100%	\$116,875	50%	\$57,269	50%	\$57,269	
30	27	\$8,750,000	\$0	\$8,750,000	\$13.75	\$120,313	100%	\$120,313	50%	\$58,953	50%	\$58,953	
Projected Values													
							Totals (21-30)	\$1,048,438			\$513,734		\$513,734
							Annual Avg. (21-30)	\$104,844			\$51,373		\$51,373

Notes:

Projected values based upon \$6,500,000 increased assessed value in YR 21, followed by \$250,000 increases in YRS 22-30
 Assumed mill rate of \$13.75
 Assume new equipment purchases are in BETE program

SELECT PERSONS MEETING SIGN - IN

2/21/2018

Clayton De Merchant

Judy R. Mareau

DAVID FARNUM

Dylan An-Comier

Cornie Lucchetto

Leahua Civan

Nichelle Eystrom

Patricia A. Kossow

Sandra Bartlett

**Portage Lake Board of Selectpersons
Agenda
Special Meeting
Wednesday February 28, 2018 at 5 pm**

1. Call to Order
2. Attendance

New Business:

3. 2018 Addendum Warrant Article
Article to update Shore Land Zoning omitted from original Warrant Articles
4. Adjourn

Next regular meeting Wednesday March 21, 2018 at 6:30 pm

PORTAGE LAKE BOARD OF SELECTPERSONS

Record of Special Meeting

February 28, 2018 at 5:00 pm

Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier; Sarah Bauzenberger

Meeting called to order at 5:00 p.m. by David Pierce.

NEW BUSINESS

2018 Addendum Warrant Article:

At the last regular meeting the Board signed the Warrant Articles for the annual town meeting, but the article to see if the Town will vote to approve the update to Shore Land Zoning Ordinance was omitted. Motion made and seconded to approve the Addendum Warrant Article to be included at Town Meeting. Motion carries. Board signs Addendum Warrant.

Meeting adjourned at 5:01 p.m.

Next regular meeting is March 21, 2018 at 6:30 pm.

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

Approved: 4/18/18
Date

Barry J Kenney
Barry Kenney

Signed: David M Pierce
David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

Selectmen's Special Mtg

Feb 28, 2018 5pm

Sign - Pn.

Cerrine Kauthier

Donna Bragawson ✓

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 18, 2018

6:30 PM

Call to Order

Attendance

Approval of minutes for February 21, 2018

Approval of minutes for February 28, 2018 special meeting

OLD BUSINESS

1. PHCC lease agreement

NEW BUSINESS

1. PHCC liquor license renewal
2. CDBG Application support letter
3. Special Town Meeting Warrant—choose date & sign
4. County Tax Bill
5. Assessor's Notice
6. 2018 Annual Appointments
7. Quarterly Financial Update
8. Treasurer's Warrants

Town Manager Report

1. Large fuel spill at 540 West Rd.
2. Sarah now working full schedule

Comments from the Public, as time allows

Next Selectboard meeting May 16, 2018

Adjourn

PORTAGE LAKE BOARD OF SELECTPERSONS

Record of Regular Meeting

April 18, 2018 at 7 pm

Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier; Larry Duchette; Arthur Routhier; Judy Moreau; Shannon Currier; Steve Jandreau; Taunja Jandreau; Connie Duchette; Scott Ferland; Clayton DeMerchant; Adam Soucy; Darey Gagnon; Pat Kelley; Brian Cote; Sarah Bauzenberger; Dylan Cyr-Cormier

Meeting called to order at 7:01 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the February 21, 2018 regular meeting and the February 23, 2018 special meeting. **Motion made and seconded to approve the minutes for the February 21, 2018 and February 28, 2018 special meeting as written. Motion carried.**

OLD BUSINESS

PHCC Lease:

The Portage Hills Country Club lease agreement is ready for signatures. The Board members sign where indicated, and three members of the Country Club sign. This lease was approved by the Town at the local elections the day before the Town Meeting.

NEW BUSINESS

PHCC Liquor License Renewal:

Portage Hills Country Club submits a renewal of their liquor license for the Board to sign in order for the application to be sent to the State for approval. **Motion made and seconded to sign the application. Motion carried.** Board signs the application.

CDBG Application Support Letter:

The Board has already signed a letter in support of Shannon Currier's business for her CDBG application.

Special Town Meeting Warrant:

The Board needs to choose a date for a special town meeting, and sign the Warrant. Larry reads the Warrant Articles for the Board. Danny asks if the railroad could fix the crossing on Cottage Road; Larry says it is on their agenda.

Motion made and seconded to hold a special Town Meeting at 6:30 on May 16, 2018. Motion carried. The Warrant Articles mostly deal with expending funds to fix the rest of West Road and Cottage Road.

County Tax Bill

County Tax has submitted their annual bill for the Board to sign. Board signs where indicated. The amount this year is about \$86,000.

Assessors' Notice:

The Board signs the annual Assessors' Notice for the Town.

Annual Appointments:

The Board makes annual appointments for the Town.

Motion made and seconded to appoint Larry Duchette as Town Manager, tax collector, welfare director, road commissioner and Agent for Overseers of the Poor. Motion carried.

Motion made and seconded to appoint Corrine Routhier as Town Clerk, Treasurer, Motor Vehicle Agent, Inland Fisheries & Wildlife Agent, Registrar of Voters, Freedom of Access Officer and E-911 Officer. Motion carried.

Motion made and seconded to appoint Sarah Bauzenberger as Animal Welfare Agent. Motion carried.

Motion made and seconded to appoint Deanna Clark as Animal Control Officer. Motion carried.

Motion made and seconded to appoint Margaret Pierce Code Enforcement Officer, Health Officer, Plumbing Inspector and Building Inspector. Motion carried.

Motion made and seconded to appoint to the Planning Board Patrick Kelley, Darey Gagnon, Otis Nelson, Terri DeMerchant, and Lucy Hutchinson. Motion carried.

Motion made and seconded to appoint to the Board of Appeals Patrick Raymond, Brian Cote and Michael Bartlett. Motion carried.

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

Quarterly Financial Update:

The Board reviews the quarterly financial statement prepared by the town Treasurer.

Treasurer's Warrants:

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

TOWN MANAGER REPORT

> There was a large fuel spill at 540 West Road about 2 weeks ago. DEP was on the scene. An unknown quantity—possibly 400 to 500 gallons--of oil leaked from the oil tank throughout the winter. The perimeter drain allowed the oil to flow directly to the lake. Clean up was done, but DEP told the Town there will be sheen on the lake this spring that will be flushed out naturally. Beech says the fuel taxes that people pay goes to DEP so that they can do this kind of clean-up at little to no cost to the homeowners. DEP will monitor the situation as the ice goes out.

> Sarah Bauzenberger is now working her full schedule in the office.

Public Comments:

> Scott Ferland from Maine Woods Co. says he was informed the TIF committee decided not to go forward with a TIF extension because the Town was flush with funds and didn't have any more projects to spend the money on. Dave Pierce says after all of the numbers were run, the TIF wasn't as beneficial to the town now as it was when it was first entered into. Judy Moreau, TIF committee member, says that TIF money can only be spent on certain items, most of which have been completed with the TIF money we have already gotten and if the full taxes from the mill were not sheltered each year, it could be spent on anything. Beech says the biggest weighing factor was the County tax and the School, for which adding the mill's valuation to the Town didn't change either very much. Scott says he understands and thanks the Board for their time.

Next Selectboard meeting is May 16, 2018 at 7pm.

Meeting adjourned at 7:31 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: 6/11/18

Date


Barry Kenner

Signed: David M. Pierce

David M. Pierce, Chairperson


Daniel C. Higgins

2018 Appointments

Please make a motion & vote on each name individually: i.e. "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

Corrine Routhier:

Town Clerk Treasurer Motor Vehicle Agent
Inland Fisheries & Wildlife Agent Registrar of Voters
Freedom of Access Officer E-911 Officer

Sarah Bauzenberger: Animal Welfare Agent

Deanna Clark:

Animal Control Officer

Margaret Pierce:

Code Enforcement Officer Health Officer Plumbing Inspector
Building Inspector

Planning Board:

Patrick Kelley
Darey Gagnon
Otis Nelson
Terri DeMerchant
Lucy Hutchinson

Appeals Board:

Patrick Raymond
Brian Cote
Michael Bartlett

Fire Chief:

Brian Cote

Selectboard Meeting Sign-In

Don Higgins

Connie Duckett

Adam Soucy

Scott Ferland

Dylan P Cyr - Cormier

Robert A. Kooze

Brian H

Corrine Rauthen

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

May 16, 2018

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for April 18, 2018

Old Business:

1. Wayne Gagnon

Set %

New Business:

1. Margret Pierce

Cleveland Long

2. PHCC Spec. Amusement Permit

Approve

3. Scholarships

Approve

4. Ballot clerk Appointments

Read and approve.

Town Managers Report:

1. Backhoe repair

CV replacement

2. Cold patch

Almost done!

3. Chris on vacation

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting June 20, 2018

PORTAGE LAKE BOARD OF SELECTPERSONS

Record of Regular Meeting

May 16, 2018 at 7 pm

Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier; Larry Duchette; Judy Moreau; Stephanie Winslow; Raymond Cyr; Elaine Wakefield; Raymond Wakefield; Connie Duchette; Marcelle Gagnon; Brian Cote; Cindy Miller; Ralph Miller

Meeting called to order at 7:01 p.m. by David Pierce.

Approval of Minutes:

Selectboard reviews the minutes from the April 18, 2018 regular meeting. **Motion made and seconded to approve the minutes for the April 18, 2018 meeting as written. Motion carried.**

OLD BUSINESS

Town Land Sale:

In rare cases, there are people who approach the town to sell Town property. At a previous meeting, Wayne Gagnon came to the Town to ask the Board if he could purchase a small section of the public beach that abuts his property in order to square off his property. Nothing was approved because the Board couldn't agree on a selling price for the land, which in turn made them realize that the Town should have a policy for selling town-owned land that isn't tax acquired. The Board has been talking about setting the selling price at a percentage of the valuation of the property to avoid conflict in the future. Danny makes comments about Wayne Gagnon's situation specifically, claiming it's a dead piece of land and has no value to anyone but Wayne. Danny says each piece of land has to be taken individually. Beech says the percentage should be set so it is flat across the board for any sale. The decision to sell Town land resides with the Townspeople, and must be voted on at an open Town meeting. Dave explains the Board doesn't want to set a precedent, so a fair rate needs to be set that works in all circumstances. Discussion continues on the piece of land that Wayne Gagnon would like to purchase. Beech explains that tonight the Board is here to set a fair price to sell the land. **Motion made and seconded to sell Town property at 20% of the valuation, excluding any property acquired by the town for non-payment of taxes. Motion carried.** Discussion continues among Board and Others Present about how the 20% price will be set and implemented if someone comes to the town to purchase a piece of Town land.

NEW BUSINESS

PHCC Special Amusement Permit:

Beech would like to make sure the special amusement permit specifies that the music needs to be pointed away from Town. Also Dave mentions that they were granted until 12 am last year. He says midnight is plenty late for a band, so we have to shut them down at midnight or revoke their permit. **Motion made and seconded to approve the special amusement permit with those two stipulations. Motion carries.** The Board signs the special amusement permit for the Portage Hills Country Club.

Scholarships:

There are 4 students from Portage Lake who have applied for the Town scholarship: Hunter Glenna, Otis Nelson Jr., Mason Deabay, and Asher Valone. There was discussion whether each of these kids are actually living in Portage Lake. **Motion made and seconded to accept the scholarships on the condition that they are living in Portage. Motion carried.** The money goes to their school of choice after the first semester is completed.

Ballot Clerk Appointments:

The Board is handed a paper with potential ballot clerks. **Motion made and seconded to approve ballot clerks for 2018 as written. Motion carries.**

TOWN MANAGER REPORT

- > The backhoe has a bad CV joint on the left front, it will be replaced.
- > Cold patch is almost done; a few places have to be re-done because it peeled up.
- > Chris Walker is on vacation this week.

Public Comments:

- > Danny Higgins asks why some of the culverts put in last year on Cottage Road are marked with an X. Larry says those will be replaced this year because they weren't put in correctly.
- > Judy Moreau asks when the speed bumps will be put in. David says a survey should be done on how many people want them and how many don't; they make a lot of people mad. He says he agrees with the one on School Street. Stephanie Winslow mentions that the vehicles drive dangerously fast on that road (Cottage Road) and the Board should seriously consider installing the speed bump.

Shore Land Zoning:

Maggie Pierce asks the Board to sign the Shore Land Zoning changes that were approved at the Annual Town Meeting this year. The Board signs the necessary paperwork.

Code Enforcement Request Revisited:

Maggie Pierce is asking permission from the Board to pursue legal action against 20 West Road, owned by Cleveland Long. He is in violation of Section 8, Automobile Graveyard, Automotive Recycling and Junkyard. He has been served two notices of violation, and also a request for corrective action. She says he has refused one, and signed for the last two. The last one was notification that she was coming to the Board to ask for permission to pursue legal action for compliance. **Motion made and seconded to give the CEO permission to pursue legal action. Two members approve; one abstains.** Danny Higgins asks about Long's mother's house. Maggie says she is in compliance with the vehicles, but the scrap metal is still an issue. She is trying to work with her to get it cleaned up. Maggie says some municipalities offer a spring clean-up, at which the residents put things at the side of the road and the town picks it up and disposes of it. Maggie says with scrap metal, the prices are so low that it would be more of a goodwill gesture to clean it up rather than be a financial benefit for the landowner. Dave asks if the Town has been in discussion with the landowner. Maggie says there are certain steps to take in this issue; Mrs. Long has indicated that she is working to clean it up as she can so she is being offered the opportunity to do that.

Other:

- > Ray Cyr compliments Public Works; this is the first year that he doesn't have rocks and gravel up very far on his grass.

Next Selectboard meeting is June 20, 2018 at 7pm.

Meeting adjourned at 7:27 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: 6/20/18

Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins

May 16, 2018

SELECT PERSONS MEETING SIGN - IN

5/16/2018

Maull Gagnon

Hub Morrison

Ray Cyl

Judy R. Marsden

Stephane Winslow, non-resident

Elaine Wakefield

Ray Wakefield

Dorinda Duchette

Paul B

Ram M.

Cindy Miller

Margaret M. Pierce

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

June 11, 2016

6:00 P.M.

Call to Order

Attendance

Old Business:

New Business:

1. Sign Warrant for special town meeting
2. Appoint Arthur Routhier to planning board

Town Managers Report:

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PORTAGE LAKE BOARD OF SELECTPERSONS

Record of Special Meeting

June 11, 2018 at 6:00 pm

Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette; Jodi Page

Meeting called to order at 6:00 p.m. by David Pierce.

NEW BUSINESS

Sign Warrant for Special Town Meeting:

Warrant for a loan to repave the Town's roads needed to be resigned, as requested by the Town's legal counsel. A special meeting of Selectpersons was held for said purpose. Motion made and seconded. Board signs warrant.

Appointment of Arthur Routhier to Planning Board:

Motion made to appoint Arthur Routhier to the planning board. Motion was seconded. Motion carries.

Meeting adjourned at 6:01 p.m.

Next regular meeting is June 20, 2018 at 6:30 pm.

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

Approved: 6/20/18

Date

Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins

May 30, 2018

To the members of the Board of Selectpersons:

After much consideration, and I am submitting to the Town Manager my resignation for my position as the Secretary for the Board of Selectpersons. I feel that it is time for me to step down.

Respectfully,


Corrine Routhier

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

June 20, 2018

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for May 16, 2018

Old Business:

New Business:

1. Vote for MMA Committee
Northern Maine representative.

2. Warrants

Sign

Town Managers Report:

1. Office closed on 22 nd for Training
Both clerks out
2. Rich Hoppe out for two weeks
Jack filling in for Rich
3. Cleveland Long met with DEA last night
!!!

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting July 18, 2018

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
June 20, 2018 at 6:30 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Jodi Page; Larry Duchette; Marcelle Gagnon

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

Approval of Minutes:

Selectboard reviews the minutes from the May 16, 2018 regular meeting. **Motion made and seconded to approve the minutes for the May 16, 2018 meeting as written. Motion carried.**

OLD BUSINESS

None

NEW BUSINESS

Vote for MMA Committee Northern Maine Representatives:

There are two managers from northern Maine running for the positions: Dennis Marker from Caribou and Gary Picard from Madawaska. You can also write-in your own candidates. Request was made for the Selectmen to vote for Dennis Marker and Gary Picard. Both candidates were voted for and signed by the Selectmen.

Warrants:

Treasurer's Warrants were reviewed. Warrants were signed at the end of the meeting.

TOWN MANAGER'S REPORT

- Office closed on the 22nd for training – The Town Office will be closed on 06/22/2018 as both clerks will be away for training.
- Rich Hoppe gone for 2 weeks – Jack is filling in while Rich is away.
- Cleveland Long met with DEA 06/19/2018 – MDEA agents assisted by state troopers and the Sheriff's office executed a search warrant at the home of Cleveland Long. Arrests were made.
- Welcome Jodi Page as new Secretary.

Public Comments: None.

Next Selectboard meeting is July 18, 2018 at 6:30 p.m.

Meeting adjourned at 6:35 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: 7/18/18

Date

Barry A. Kenney
Barry Kenney

Signed:

David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

July 18, 2018

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for June 20, 2018

Old Business:

New Business:

1. Deans Special Amusement Permit & Liquor License
2. BYOB Permits
3. Lease Termination.
4. MMA Voting Ballot
5. Ratio Declaration & Reimbursement App.
6. Vote of Selectmen for loan
7. Loan Paperwork
8. Quarterly Selectboard Financial update
9. Tax Commitment
10. Warrants

Town Managers Report:

1. Metal at Transfer station hauled
2. Ditching on West road
3. Culvert at 445 West Rd to reset
4. Trash at Beach & Town Hall

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting August 15, 2018

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
July 18, 2018 at 6:30 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Jodi Page; Larry Duchette; Corrine Routhier; Arthur Routhier

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

Approval of Minutes:

Selectboard reviews the minutes from the June 20, 2018 regular meeting. **Motion made and seconded to approve the minutes from the June 20, 2018 meeting as written. Motion carried.**

OLD BUSINESS

NEW BUSINESS

Tax Commitment: The board reviewed options for a mil rate for the 2018 tax commitment. **Motion made and seconded to approve a mil rate of 14.95. Motion carried.**

Dean's Special Amusement Permit & Liquor License: The public hearing for Dean's reapplication for the special amusement permit was held tonight at 6:15 p.m. No one showed up for the hearing. **Motion made and seconded to accept the special amusement permit.** The Board signs both the liquor license and the special entertainment permit for Dean's Motor Lodge.

BYOB Permits: The Portage Lake Association submits an application for liquor license for their annual meeting/dinner at the town hall. Jenna Stevenson submits an application for liquor license for a wedding party at the pavilion. Both permits were signed by the Board.

Lease Termination: The Board signed paperwork to terminate a lease held by Irving for property that has not been used in years, as a formality.

MMA Voting Ballot: The Board is responsible for voting for positions within Maine Municipal Association (MMA). Board members complete the ballots.

Ratio Declaration & Reimbursement Application: 108% chosen as an evaluation rate...paperwork is signed by the Board.

Vote of Selectmen for loan: The town's legal counsel requests that the Board's Chairperson attest to the fact that all of the paperwork is in order, as a formality. Board reviews paperwork. Paperwork is signed by the Board.

Loan Paperwork: Loan paperwork is reviewed for an obligation bond of \$303k at 3.69%, maturity date June 1, 2021. **Motion made and seconded to accept the paperwork. Motion carried.** Board signs the paperwork for the obligation bond.

Quarterly Selectboard Financial Update: The Board is given the quarterly financial report compiled by the Treasurer. Board members review the report. As of June 30, \$43k is left unpaid by taxpayers. Tax liens and foreclosures discussed. A new firetruck versus a used firetruck was discussed. Discussion was tabled for another time. **Motion made and seconded to extend the curtain to the mill entrance 100 feet at 4 inches. Motion carried.**

Warrants: Board members sign the treasurer's warrants.

TOWN MANAGER'S REPORT

- Metal at Transfer station hauled – the metal was picked up a couple weeks ago and the check was received.
- Ditching on West road - Chris has been working on the ditching on the West Road to get ready for paving.
- Culvert at 445 West Road to reset – Chris will start resetting tomorrow, July 19, 2018, and should be finished within a day without any issues.
- Trash at Beach & Town Hall – The town has been having trouble at the beach and at the town hall with summer residents dumping their trash in the barrels/dumpsters that are provided. Installation of signs was discussed. The town is considering doing away with trash barrels at the beach altogether. Trash would be carry in and carry out with signs stating such. An issue was raised that beach-goers would use the Porta-Potties to dump their trash instead. The Board decided to start with signs, 1 sign on each entrance and a sign on each barrel that reads "NO HOUSEHOLD TRASH, PLEASE KEEP AREA CLEAN, FOR BEACH-GOERS ONLY."

Public Comments:

- Daniel Higgins asked how the town was making out getting rid of the brush. Larry indicated the town was still waiting on TNT to come haul it away.
- The Board discussed sitting down and having a workshop to draft a document regarding road weight for the mill to enforce. A special town meeting will need to be held for the town to accept a road weight limit on West Road to be enforced by the State Police and Sheriff's Department.
- Arthur Routhier mentioned that Irving and the other area mills are combining their resources to make improvements to the mill access road.
- Dave asked about the transfer station with all the summer people in residence in Portage. Rates were discussed. If Portage decides to sign a contract with Ashland, Portage's transfer station will need to be closed. A public hearing will be held in the future.

Next Selectboard meeting is August 15, 2018 at 6:30 p.m.

Meeting adjourned at 7:15 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

2018 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: **Portage Lake with TIF**

Data entry fields

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate 1 **\$66,064,731**
(must match MVR Page 1, line 6)
2. Total taxable valuation of personal property 2 **\$5,070,700**
(must match MVR Page 1, line 10)
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2) 3 **\$71,135,431**
(must match MVR Page 1, line 11)
4. (a) Total exempt value for all homestead exemptions granted 4(a) **\$3,045,600**
(must match MVR Page 1, line 14f)
- (b) Homestead exemption reimbursement value 4(b) **\$1,903,500**
5. (a) Total exempt value of all BETE qualified property 5(a) **\$6,381,180**
(must match MVR Page 2, line 15c)
- (b) Enhanced BETE exemption reimbursement value 5(b) **\$4,522,787**
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b)) 6 **\$77,561,718**

ASSESSMENTS

7. County tax 7 **\$86,219.22**
8. Municipal appropriation 8 **\$434,121.00** **\$3,665,574.00**
9. TIF financing plan amount 9 **\$152,194.05** **\$2,541,130.00**
(must match MVR Page 2, line 16c + 16d)
10. Local education appropriation (Local share/contribution)
(Adjusted to municipal fiscal year) 10 **\$545,348.00** **\$3,973,500.00**
\$10,180,204.00
11. Total appropriations (Add lines 7 through 10) 11 **\$1,217,882.27**

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing 12 **\$13,750.00**
13. Other revenues: All other revenues that have been formally
appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank
interest income, appropriated surplus revenue, etc. (Do Not Include any Homestead or BETE Reimbursement) 13 **\$50,000.00**
14. Total deductions (Line 12 plus line 13) 14 **\$63,750.00**
15. Net to be raised by local property tax rate (Line 11 minus line 14) 15 **\$1,154,132.27**

16. **\$1,154,132.27** x **1.05** = **\$1,211,838.88** Maximum Allowable Tax
(Amount from line 15)
17. **\$1,154,132.27** ÷ **\$77,561,718** = **0.01488** Minimum Tax Rate
(Amount from line 15) (Amount from line 6)
18. **\$1,211,838.88** ÷ **\$77,561,718** = **0.01562** Maximum Tax Rate
(Amount from line 16) (Amount from line 6)
19. **\$71,135,431.00** x **0.01495** = **\$1,063,474.69** Tax for Commitment
(Amount from line 3) (Selected Rate) (Enter on MVR Page 1, line 13)
20. **\$1,154,132.27** x **0.05** = **\$57,706.61** Maximum Overlay
(Amount from line 15)
21. **\$1,903,500** x **0.01495** = **\$28,457.33** Homestead Reimbursement
(Amount from line 4b.) (Selected Rate) (Enter on line 8, Assessment Warrant)
22. **\$4,522,787** x **0.01495** = **\$67,615.67** BETE Reimbursement
(Amount from line 5b.) (Selected Rate) (Enter on line 9, Assessment Warrant)
23. **\$1,159,547.69** - **\$1,154,132.27** = **\$5,415.42** Overlay
(Line 19 plus lines 21 and 22) (Amount from line 15) (Enter on line 5, Assessment Warrant)

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant,
Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

Quarterly Selectboard Financial Update

As of June 30, 2018--First Quarter

Revenues vs. Expenses

Total Revenues to date	\$197,761.52	
Total Expenses to date	<u>\$497,460.47</u>	
Net Gain (Loss)		<u><u>(\$299,698.95)</u></u>

2018 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$0.00	\$0.00	\$0.00
Personal Prop.	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	\$0.00	\$0.00	\$0.00

Checking Account

Checkbook Reconciliation Balance	<u><u>\$27,276.59</u></u>
----------------------------------	---------------------------

Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve	\$100,061.84	
Ministerial School Lot Stumpage		
Savings & CD	\$66,987.09	
Road Reserve Fund	<u>\$222,173.72</u>	
Total at NorState		<u><u>\$389,222.65</u></u>

Katahdin:

Equipment Reserve ICS	\$20,256.24	
Silviculture ICS	\$200,057.52	
T.I.F. ICS	\$220,443.47	
General ICS	<u>\$55,648.86</u>	
Total at Katahdin		<u><u>\$496,406.09</u></u>

Acadia FCU:

Cemetery Perpetual Care	\$11,018.43	
Stumpage: Savings & CD	<u>\$176,744.42</u>	
Total at Acadia FCU		<u><u>\$187,762.85</u></u>

TOTAL RESERVES: \$1,073,391.59

Total Assets in Banks: \$1,100,668.18

Real & Personal Property Taxes outstanding principle

Real:		Pers. Prop:	
2016	\$13,610.81	2016	\$0.00
2017	<u>\$29,854.32</u>	2017	<u>\$0.00</u>
	\$43,465.13		\$0.00

Quarterly Selectboard Financial Update

YEAR TO DATE as of June 30, 2018

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$34,000.00	\$21,084.41	\$1,888.01	\$14,803.60
Town Officers	\$83,500.00	\$42,554.92		\$40,945.08
Assessing	\$7,500.00	\$95.00		\$7,405.00
Town Hall	\$26,000.00	\$9,894.44	\$400.85	\$16,506.41
Plan & Appeals	\$1,000.00	\$37.00		\$963.00
CEO	\$11,000.00	\$3,727.65	\$780.00	\$8,052.35
Discounts	\$13,000.00			\$13,000.00
Abatements	\$4,000.00			\$4,000.00
Annual Dues	\$3,275.00	\$1,597.00		\$1,678.00
Genl. Assistance	\$3,616.00			\$3,616.00
Insurance	\$55,700.00	\$25,335.66		\$30,364.34
Town Hall Improv.	\$11,252.00			\$11,252.00
Fire Dept.	\$27,000.00	\$4,746.74	\$509.05	\$22,762.31
Police Patrol	\$2,068.00			\$2,068.00
Animal Control	\$2,200.00	\$316.62	\$88.00	\$1,971.38
Public Works	\$86,000.00	\$23,928.99	\$240.00	\$62,311.01
NASWA	\$40,000.00	\$19,325.32		\$20,674.68
Transfer Station	\$5,000.00	\$1,108.50	\$68.00	\$3,959.50
Cont'd. Svcs.	\$7,000.00	\$210.00		\$6,790.00
Cemetery	\$3,250.00	\$1,016.25	\$350.00	\$2,583.75
Beautification	\$2,000.00	\$830.00	\$32.00	\$1,202.00
Rec Dept.	\$1,100.00		\$245.00	\$1,345.00
Parks/Beach/Camp	\$16,000.00	\$2,986.41	\$904.80	\$13,918.39
Seaplane Base	\$5,000.00			\$5,000.00
Snomobile Club	\$2,500.00			\$2,500.00
PL ATV Club	\$2,500.00			\$2,500.00
PL Historical Soc.	\$2,000.00			\$2,000.00
Social Services	\$3,100.00			\$3,100.00
Education Commit	\$459,525.00	\$229,762.54		\$229,762.46
Education-Subsidy		\$95,675.68	\$95,675.68	\$0.00
Excise Taxes		\$10,000.60	\$63,751.62	\$53,751.02
Street Lights	\$8,000.00	\$3,656.67	\$429.93	\$4,773.26
Ashland User Fees	\$18,284.00			\$18,284.00

SELECTPERSONS MEETING SIGN - IN

7/18/2018

Corrine Rauthier
Arthur Rauthier

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

August 15, 2018

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for July 18, 2018

Old Business:

1. Signs are on trash barrels

New Business:

1. Sign Concrete Plank Grant
2. Sign 2018 Municipal Valuation Return
3. Oak Point parking & trailer storage
4. Warrants

Town Managers Report:

1. West road ditching done
2. Public hearing for Transfer station
3. Paving sometime in September

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting September 19, 2018

PORTAGE LAKE BOARD OF SELECT PERSONS
Record of Regular Meeting
August 15, 2018 at 6:30 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Jodi Page; Larry Duchette; Corrine Routhier; Arthur Routhier

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

Approval of Minutes:

The Board reviews the minutes from the July 18, 2018 regular meeting. **Motion made and seconded to approve the minutes for the July 18, 2018 meeting as written. Motion carried.**

OLD BUSINESS

SIGNS ARE ON TRASH BARRELS: Signs were just put out on the trash barrels at the beach and town hall this past week in hopes of preventing the summer residents from dumping their trash there. It is too soon to tell whether these signs are working yet. We should know after a couple cycles.

NEW BUSINESS

SIGNATURE CONCRETE PLANK GRANT: The Town was able to get the concrete planks for the boat landing approved from the State with the stipulation that they will be donated by the State, but the Town of Portage is responsible for putting them in. The Town has requested that Mr. Powers be present for consultation as the Town starts the project. Dave Pierce signed the grant for the concrete planks. Once the grant paperwork is received, the Town will be able to pick them up in Ashland. A suggestion was made to add a few extra planks if there are spares as people with larger boats may have some trouble. Also, vehicles not equipped with 4wd are encountering problems getting back out of the water.

SIGN 2018 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.

OAK POINT PARKING & TRAILER STORAGE: The Town is having an issue with parking at the camp ground. People are parking and leaving their trailers for extended periods of time and believing it is their right to leave them for the entire summer. Campers have not been able to stay because people have parked everywhere including the camp sites. Letters have been sent out to numerous people to remove their trailers. The Town would like to put up signs stating that anything left more than 14 days will be deemed abandoned and removed at the owner's expense. The Town would also like to issue Oak Point permits for the residents who own property on Oak Point as they have a right to park at the campground for an indeterminate period of time while they are on Oak Point. Board members agreed Oak Point residents who own land on Oak Point can leave their vehicles and trailers as needed, anyone else is allowed 7 days, after which time their vehicles and trailers will be removed. The Town can obtain the permits at a cost of \$45 for 49 permits. **Motioned made and seconded to approve the signage and permits. Motion carried.**

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

TOWN MANAGER'S REPORT

- West Road Ditching done: The West Road ditching is done. The Cottage Road ditching will be next.
- Public hearing for Transfer station: There will be a public hearing next Wednesday, August 22, 2018, at 6 p.m. There will be 2 representatives present from Ashland to answer questions. No issue with getting out of N.A.S.W.A. contract, no debt incurred. No cleanup costs, checked with Augusta.
- Paving sometime in September: Paving will occur sometime in September. Fill will be brought in on the West Road.

Town Manager's Tax Update: As of August 15, 2018, the Town has received \$439,134 with a balance of \$548,534 and 32 accounts left to be paid. With personal property, the Town has received 11, with 24 left to be paid. As of Monday, August 20, 2018, the discount ends, and in 30 days interest will start accruing.

Public Comments:

Next Selectboard meeting is September 19, 2018 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: 9/19/18
Date
Barry Kenney
Barry Kenney

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

TAXES RECEIVABLE UPDATE AS OF 8/15/2018

2018 Tax Commitment

REAL ESTATE TAXES:

Commit:	\$987,669.04	362 Accts. Left to be paid
Rec'd:	<u>\$439,134.72</u>	
Bal	\$548,534.32	

Percentage received as of 8/15/2018 **44.46%**

PERSONAL PROPERTY TAXES:

Commit:	\$75,807.03	24 Accts. Left to be paid
Rec'd:	<u>\$11,776.14</u>	
Bal	\$64,030.89	

Percentage received as of 8/15/2018 **15.53%**

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

September 4, 2018

6:00 P.M.

Call to Order

Attendance

Old Business:

New Business:

1. Sign warrant article for special town meeting.

Town Managers Report:

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting October 17, 2018

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting
September 4, 2018 at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Barry "Beech" Kenney; Daniel C. Higgins

Others Present: Corrine Routhier;

Meeting called to order at 6:00 p.m. by Barry Kenney.

NEW BUSINESS

Sign Warrant for Special Town Meeting: A special meeting of the Selectboard was held to review and sign a warrant for the convening of a special meeting to be held Wednesday, September 12, 2018, at 6:30 p.m. to see whether the Town will vote to withdraw from the inter-local agreement with Northern Aroostook Solid Waste Association (N.A.S.W.A.), and to enter into an inter-local contract with the Ashland Transfer Station for Portage Lake's garbage disposal. Warrant was reviewed and signed.

Public Comments:

Next Selectboard regular meeting is September 19, 2018, at 6:30 p.m.

Meeting adjourned at 6:03 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: 9/19/18

Barry Kenney
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

9/4/18 Selectboard Special Mtg

Corrine Rauthier

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

September 19, 2018

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for August 15, 2018

Approval of Minutes for September 4, 2018

Special Board meeting on 4th

Old Business:

1. Special Town Meeting.

New Business:

1. Sign GA ordinance.
2. Sign Abatement for Jody Bradeen.
3. Close PLA account with Town.
4. Sand Bid

Town Managers Report:

1. Ditching done on Cottage Rd.
2. Paving to start next week.
3. Sand shed.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting October 17, 2018

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
September 19, 2018 at 6:30 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette

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

Approval of Minutes for August 15, 2018:

Selectboard reviews the minutes from the August 15, 2018, regular meeting. **Motion made and seconded to approve the minutes for the August 15, 2018, meeting as written. Motion carried.**

Approval of Minutes for September 4, 2018:

Selectboard reviews the minutes from the September 4, 2018, special meeting. **Motion made and seconded to approve the minutes for the September 4, 2018, meeting as written. Motion carried.**

OLD BUSINESS

Special Town Meeting:

The Special Town Meeting held to vote on withdrawal from the inter-local agreement with Northern Aroostook Solid Waste Association (N.A.S.W.A) and to enter into an inter-local contract with the Ashland Transfer Station for Portage Lake's garbage disposal went well. Voters present approved the withdrawal from N.A.S.W.A. and agreed to enter into a contract with the Ashland Transfer Station.

NEW BUSINESS

Sign GA Ordinance:

General Assistance ordinance was reviewed by the Board. The Board signed the ordinance.

Sign Abatement for Jody Bradeen:

A building owned by Jody Bradeen was torn down but the property owner was still charged taxes on the torn down property. Jody Bradeen is due an abatement in the amount of \$602.49. **Motion made and seconded to approve the abatement for Jody Bradeen. Motion carried.**

Close PLA Account with Town:

The Portage Lake Association's money was incorporated with the Town's to provide a tax shelter. MMA's legal counsel does not condone this and requires the Town to close the account and return the money to PLA to manage however they see fit. **Motion made and seconded to close PLA's account. Motion carried.**

Sand Bid:

Winning bid discussed from Portage Construction, prices can be renegotiated. If the Town runs out of sand due to a harsh winter, more can be brought in. Last year's price was \$11.75 per yard; this year's price is \$12.00 per yard. **Motion made and seconded to approve the winning bid from Portage Construction. Motion moved.**

TOWN MANAGER'S REPORT

- **Ditching done on Cottage Road:** Ditching on the Cottage Road has been completed.
- **Paving to start next week:** Paving will begin next week.
- **Sand shed:** The Town received a notice from the Town's insurance carrier regarding the hazards of letting the Town's citizens enter the sand shed to get their own sand. The insurance carrier recommended warning signs be placed and to notify the citizens they will no longer be allowed to enter the sand shed. Instead, citizens will be allowed to get their sand from a pile available outside the shed. An ordinance will be drawn up for the Board to sign. Signs are currently being made stating "Employees Only, No Entrance." Citizens are allowed to get 2 buckets per storm.

Public Comments:

West Road Weight Limit:

Larry would like to schedule a couple of public hearings on the weight limit on the West Road so we can start getting the public involved. Signs need to be in place before spring and the citizens need to vote on this during a town meeting. Once the signage is in place, the weight limit will be enforced by the Sheriff's Department and the State Police. Larry would like this done by January so it can be incorporated into the town meeting and be voted on during the town meetings. Considering wording the signage to read "Weight Limit of 80,000 lbs, 5 axle limit, Local Traffic Only."

24

Next Selectboard regular meeting is October ~~17~~²⁴, 2018, at 6:30 p.m.

Meeting adjourned at 6:4 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

September 17, 2018

Board of Selectpersons:

In 2015, the Town entered into an arrangement in which the Town agreed to "house" some funds for the PLA using the Town's Employer Identification Number at Acadia FCU. Since then, it has come to my attention that this is not a situation that MMA legal condones. The PLA has agreed to withdraw its money from the Town's name and create their own account. The bank needs minutes from the Selectboard showing that it was moved and accepted to also close this account in order for the process to begin.

I am asking that the Board approve the closing of the joint account with the PLA.

Thank you.



Corrine Routhier, Treasurer

Town of Portage Lake

SELECTPERSONS MEETING SIGN - IN

9/19/2018

Nobody!

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

October 24, 2018

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for September 19, 2018

Old Business:

New Business:

1. Brian Bouchard abatement
2. Building for Can Am
3. Quarterly Financial Update
4. Tristan Perreault
5. NASWA Letter
6. Letter from AVSWDD
7. Warrant

Town Managers Report:

1. Hathaway Rd. Done
2. Cottage Rd 2/3 done
3. I would like to move the November meeting to 11/14

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting November 21, 2018

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
October 24, 2018 at 6:30 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette; Jodi Page; Tristan Perreault

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

Approval of Minutes for September 19, 2018:

Selectboard reviews the minutes from the September 19, 2018, regular meeting. **Motion made and seconded to approve the minutes for the September 19, 2018, meeting as written. Motion carried.**

OLD BUSINESS

NEW BUSINESS

Brian Bouchard abatement:

Mr. Bouchard had a little building by the mill. An employee of Mr. Bouchard's backed into it and destroyed it. Subsequently, the building was torn down. Mr. Bouchard was mistakenly taxed on the nonexistent building. Mr. Bouchard has a reimbursement in the amount of \$28.41. **Motion made and seconded to approve the reimbursement for Brian Bouchard in the amount of \$28.41. Motion carried.**

Building for Can Am:

Can Am is asking to place a building on the town's property to house 32 sections of 8 foot cedar fence for the Can Am event. The Town Manager has a place available by the hangar for the sander, with the understanding that Can Am will be responsible for taking care of the building. **Motion made and seconded to approve Can Am placing a building on the town's property to house Can Am's fencing. Motion carried.**

Quarterly Financial Update:

The Board reviews the quarterly financial reports. Discounts ended up being a little bit higher than anticipated. The Town had hardly any abatements, however.

Tristan Perreault:

Tristan is observing tonight's meeting as part of a merit badge he is working on for Boy Scouts. He built 4 picnic tables for the boat landing at the campground as his Eagle Scout project.

NASWA Letter:

N.A.S.W.A. is supposed to draft a letter to the Town of Portage Lake. They have made 2 attempts and it is still not correct, the figures are incorrect, information is missing. The Town Manager wanted to present the letter from N.A.S.W.A. to the Board at tonight's meeting but was unable to do so. Hopefully the letter will be correct so it can be presented to the Board at the next meeting. There is an outstanding loan and the Town owes 16.42% of that loan for a trailer the Town purchased. There is also a project going on right now to secure footings on the building where ledge was blowing out, and to do a little bit of ditching on top to divert

October 24, 2018

SELECT PERSONS MEETING SIGN - IN

10/24/2018

No body!

**AROOSTOOK VALLEY SOLID WASTE DISPOSAL DISTRICT
PO BOX 791
ASHLAND, ME 04732**

October 1, 2018

Town of Portage Lake
Larry Douchette, Town Manager
PO Box 255
Portage, Me 04768

RE: Brush at AVSWDD

Dear Larry,

This letter is to inform Town of Portage Lake residents and non-residents that after careful consideration, the AVSWDD Board of Directors has decided to allow Brush whether or not Portage's Transfer Station is kept open or not.

AVSWDD had originally informed Portage that if they kept their Transfer Station open for brush then residents and non-residents would not be allowed to haul to AVSWDD. The Board of Directors agreed to allow the hauling of brush to AVSWDD even if Portage decides to keep their transfer station open.

Sincerely,

AVSWDD Board of Directors
Randy Caron
Beverly Chapman
Linda Milligan



CAN AM CROWN, INC.

P.O. BOX 171, FORT KENT MILLS, ME 04744

September 29, 2018

Portage Lake Town Manager & Selectmen,

The Can-Am Crown directors really appreciate the cooperation between the town office personnel, the citizens of Portage Lake and the Can-Am volunteers. We are all involved in putting on the biggest and best sled dog race in the lower 48 states. Together we have promoted Northern Aroostook County to the rest of the world. We have shown what life is all about in the winters of Northern Maine and the special people who live here. It wouldn't have been possible without our sponsors and the hundreds of dedicated volunteers. We have shown the world that whatever the weather, "We can do it".

This past summer, I built 32 sections of 8ft. cedar fencing plus the stands to hold them up. They were painted red by some Can-Am volunteers. These were built for the Portage Checkpoint. Can-Am would like to store these fences in Portage, to save trucking back and forth in the winter. If stored in Portage, other local organizations would be welcome to use the fence for their events, such as the local snowmobile club sometime in October.

We have a problem with storing the fencing in Portage because Can-Am doesn't have a place for storage. The Can-Am Directors were thinking of purchasing or building a small storage building. Would there be space available for this building next to your Town Garage to be easily accessible in the winter? Thank you.

Sincerely;

Allan Dow

Director/Secretary

Can-Am Crown Inc.

P.O. Box 171

Fort Kent Mills ME. 04744

e-mail=allandow01@gmail.com

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

November 14, 2018

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for October 24, 2018

Old Business:

1. NASWA meeting 11/15

New Business:

1. Appoint Dylan Cormier planning board
2. [REDACTED]
3. Set date for town meeting
4. Warrant

5. Jeanne Long

Town Managers Report:

1. Paving done until next year.
2. Shoulder work done.
3. Happy Thanksgiving!

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting December 19, 2018

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

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
November 14, 2018 at 6:30 p.m.
Portage Lake Municipal Building Conference Room

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

Members Absent: Daniel Higgins

Others Present: Larry Duchette; Jodi Page; Corrine Routhier; Jeanne Long

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

Approval of Minutes for October 24, 2018:

Approval of the October 24, 2018, regular meeting minutes has been tabled until the December meeting.

OLD BUSINESS

NASWA meeting 11/15: N.A.S.W.A. is holding a meeting tomorrow, November 15, 2018, at 2 p.m. Larry will not be attending the meeting but has sent a response to the Board's decision. They did come back with the proper verbiage on their letter to the Board, and Larry presented it to the Board at tonight's meeting.

NEW BUSINESS

Appoint Dylan Cormier planning board:

Dylan Cormier has volunteered to be on the planning board. **Motion made and seconded to appoint Dylan Cormier to the planning board.**

Set Date for town meeting: Meeting date set for March 29, 2019. **Motion made and seconded to approve the date of March 29, 2019, for the town meeting date.**

Warrants:

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

Jeanne Long foreclosure: As of the close of business tomorrow, Thursday, November 15, 2018, the property will enter into foreclosure and become property of the Town of Portage. The Board agreed to let Ms. Long stay in residence and maintain the property, and she has until March 2019 to make four payments of \$500 each. A formal agreement will be drawn up. **Motion made and seconded to accept the formal agreement with Ms. Long.**

TOWN MANAGER'S REPORT

- **Paving done until next year:** Paving is done until next year. They need to come back and do the 2 inches over the 1st mile and 100 feet into the main road.
- **Shoulder work done:** Shoulder work has been completed. Larry is not totally satisfied with the work. They will come back next year and redo anything not to the Town's satisfaction.
- **Happy Thanksgiving!**

Public Comments:

Next Selectman meeting is December 19, 2018, at 6:30 p.m.

Meeting adjourned at 6:55 p.m.

At this time, a motion was made to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(D) for labor negotiations.

Executive Session ended at 7:30 p.m.

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

Approved: 12-19-18

Barry Kenney
Barry Kenney

Signed: _____

David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

SELECT PERSONS MEETING SIGN - IN

11/14/2018

Loiree Pauthier
Jeanne Long

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

December 19, 2018

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for November 14, 2018

Old Business:

New Business:

1. AVSWDD letter for 2019 rates
2. Letter from Mr. Pelkey
3. Closing Tuesday's from Jan - March
4. \$ 200.00 Bonus for Corrine & Sarah out of Town Officers
5. \$ 50.00 each for 9 employees out of \$ 980.00 MMA dividend
6. \$ 200.00 bonus out of CEO budget for Maggie
7. \$ 200.00 bonus out of Public works for Chris
8. Warrants

Town Managers Report:

1. Snow, Snow, Snow
2. Burned the brush pile at transfer station
3. Christmas light up 12/12/18
4. Robert Reece resigned from school board.
5. Closing 12/31/18 - 1/2/19
6. Merry Christmas

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting January 16, 2019

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

PORTAGE LAKE BOARD OF SELECT PERSONS
Record of Regular Meeting
December 19, 2018 at 6:30 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Barry "Beech" Kenney; Daniel C. Higgins

Others Present: Larry Duchette; Jodi Page

Meeting called to order at 6:30 p.m. by Barry Kenney.

Approval of Minutes:

Selectboard reviews the minutes from the November 14, 2018 regular meeting. **Motion made and seconded to approve the minutes for the November 14, 2018 meeting as written. Motion carried.**

OLD BUSINESS

NEW BUSINESS

A.V.S.W.D.D.: The Board reviews the rates for the Aroostook Valley Solid Waste Disposal District. The Board did not receive any formal paperwork to sign from A.V.S.W.D.D. Larry asked that the Board review the rates and sign the meeting minutes so that we can have something on file. There was a 2% increase in the previously discussed rates due to transportation costs. **Motion made and seconded to approve the rates from A.V.S.W.D.D.**

Letter from Mr. Pelkey: A complaint has been formally lodged against our Code Enforcement Office, Mrs. Pierce. The original letter was sent to the Selectboard. However, the letter actually pertains to Maggie. Board reviews Maggie's rebuttal in response to Mr. Pelkey's formal complaint. The town has gone to the property in question and done some preliminary measurements, and Mr. Pelkey's building is actually on someone else's property. Mr. Pelkey's permits have been pulled and are currently null and void. Mr. Pelkey will have to prove his boundaries as he is currently using only a town map to prove what he currently owns. The Board feels that Maggie has always done her due diligence and they stand behind her 100%. The Board has suggested posing a \$5000 fine.

Closing Tuesday's from January - March: The town office will be closed on Tuesdays due to lack of business. This is only for 6 weeks. The Board is in agreement with this arrangement. **Motion made and seconded to approve closing the town office on Tuesdays from January through March.**

\$200.00 Bonus for Corrine & Sarah out of Town Officers: The Board approves the bonuses. **Motion made and seconded to approve the bonuses.**

\$50.00 each for 9 employees out of \$980.00 MMA dividend: The Board approves the bonuses. **Motion made and seconded to approve the bonuses.**

\$200.00 Bonus out of CEO budget for Maggie: The Board approves the bonus. **Motion made and seconded to approve the bonus.**

\$200.00 Bonus out of Public Works for Chris: The Board approves the bonus. **Motion made and seconded to approve the bonus.**

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

TOWN MANAGER REPORT

- Snow, Snow, Snow: We got hit in November with more snow than expected.
- Burned the brush pile at transfer station: Most of the brush pile at the transfer station has been burned. There is a little bit left to burn.
- Christmas light up 12/12/18: Larry has to record the time they are put up and the time they are taken down because we are charged on wattage use based on how many bulbs are out there.
- Robert Reece resigned from school board: Mr. Reece has resigned from the school board due to health issues. A formal letter has been sent to the school board, and Larry received a notice from them. Ginger Nelson will be running for the position.
- Closing 12/31/18 – 01/02/2019: The town office will be closed on December 31st through January 2nd to help close the books out.
- Merry Christmas: Merry Christmas to all!

Public Comments:

Next Selectboard meeting is January 16, 2019 at 6:30 p.m.

At 6:44 p.m., the public portion of this meeting ended. Motion was made to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) to discuss a personnel matter.

Motion made to end executive session at 6:46 p.m.

Regular Selectboard meeting adjourned at 6:47 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

AROOSTOOK VALLEY SOLID WASTE DISPOSAL DISTRICT
PO BOX 267
ASHLAND, ME 07432

December 4, 2018

Town of Portage
PO Box 255
Portage, Me 04768

RE: Town of Portage Disposal Fee 2019 Agreement

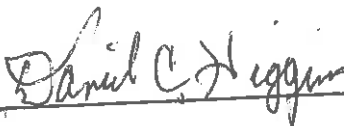
The 2019 Disposal Fee for MSW at AVSWDD will be \$39,654.09 which reflects an increase of 2%(\$777.53) from the original proposed 2018 fees. This increase reflects our costs to dispose of our solid waste at the landfill and operational costs. These fees do not include roadside pick-up or the removal of CDD(construction/demolition debris).

Should CDD be needed, AVSWDD is responsible for the disposal costs of the debris and resident is responsible for the roll-off. The Manager should be contacted before any and all construction or large demolition jobs are brought to the Transfer Station.

This Contracted Letter is for the year of 2019. Fees are subject to change only at the beginning of each year if AVSWDD Operational Costs increases. Town of Portage will be notified in advance of any yearly increases.

Sincerely,

Roberta Belanger, Clerk
Beverly Chapman, Board Chairman
Randy Caron, Board Member
Linda Milligan, Board Member
David Shroat, Manager



Daniel C. Higgins



Beverly Chapman

12/19/18

TOWN OF PORTAGE:		2018 Proposal							
Year around Popluation	273								
x 4.5 lbs per day per person	4.5								
Total lbs per day per person	1228.5								
x 365 day per year	365								
Total lbs per year	448402.5								
divided by 2000 lbs per ton	224.20 tons								
Tipping/Trucking Rate	\$120.27								
TOTAL YEAR ROUND	\$26,964.68								
Seasonal Residents	332								
1/6 of the seasonal res.	55								
x 4.5 lbs per day per person	4.5								
Total lbs per day per person	247.5								
x 365 day per year	365								
Total lbs per year	90337.5								
divided by 2000 lbs per ton	45.17								
Tipping/Trucking Rate	\$120.27								
TOTAL YEAR ROUND	\$5,432.45								
273 Year Round Residents	\$26,964.68								
110 Seasonal Residents	\$5,432.45								
TOTAL	\$32,397.13								
plus 20% extra override	\$6,479.43								
TOTAL	\$38,876.56								
2019 Disposal Increase 2%	\$777.53								
2019 Disposal Rate	\$39,654.09								
	39,711.77								

Total Residents & Seasonal = 273+55=328

(Shingles, small demos, Air Conditioners, Operational, Expenses beyond garbage)

①
I'm writing to you on behave
what we talked about last
Spring. I told you I thought I
Could get my Camp fix. You told
me the three Camps was total
and Couldn't be fix and had to
be turned down. So there fore,
I would have the amish built
me a new one, and that I
wanted it on the back of my
lot away from the water. You
said I had to stay six feet away
from the line, and I did, and I
told you I wanted to ^{put} Crush ledge under
and my new Camp, and I told
you I had my lot graded up to
the old Camp, and you said I Could
graded it up to the bottom of my
Camp, and that's all I did, and
all it took was a feet and half.

Then ^{you} said I had to tear down
my old one, and I said I wanted
to stay in my new Camp well
I was tearing down the old one.
because I spent 12,000 on that
old Camp, because I wanted to

(2)

get the windhouse and tins off
the roof, and you said I had
a year. Peter St Peter was going
to take the rest of it down.

I thought we had everything
settled when they brought the
Camp down, they couldn't get
the Camp between the Pole and
tree, and they call you to see if
they could cut the branches off
some trees and you said no, so
they asked how Roger was
going to get his Camp on his
lot and you said it was his
problem. I call ^{Emera} Emma to move
the Pole, and you said I couldn't
haul any gravel in the wet
land, I was talking with Emera
and I told them I couldn't move
the pole because I couldn't haul
any gravel. I told Emera that I
cut the limbs off the trees and
could get the Camp though, he
told me I did a good job, and
they would have to do it an
time because they was touching the

(3)

Wife, I told Emera it cost me \$6000 to have my Camp haul back out. Well I was talking to Emera you called me, and wanted to know who cut the trees, and I said nobody did, I just cut the branches, and Emera said I did a good job, and you asked who cut the popple tree on my lot, you started harassing me, and I told you I cutted them, because they was ready to blow down, I never wanted them to fall on my new Camp, two of the trees fell on the old Camp, and I told you they never broke a window or knocked down the stove pipe, and there a forth one standing that dangerous, but it's not on my land. You harassed me about the gravel, you said it was five feet on my neighbor land I said than I only own 20 ft wide, and my lot is sixty feet not twenty feet so I asked how you found that out.

(4)

you told me a new owner own that Camp now I ask you who it was and you said you didn't know, and you said he worked there all day Sunday surveying and I was there all day Sunday and nobody was there. I asked how come you took his word for it, but wouldn't take my word and I have been there for 45 years I feel all you are doing ~~his~~ harassing me. I told you he was five to six feet on me and you said that wasn't true after that you said we torn up the road, and I said the road was already torn up in the Spring because of it being under water. So when Peter hauled the gravel down it packed the road and made it smoother, so I told Peter to fix it and it cost me 1500 The City manager came down and gave me a hard time, because of the stuff you said, and said I didn't have legal paper work done

(5)
so I call Augusta, and he came
to check the Camp to make sure
there was no asbestos, and he
found nothing, and he sent you a
~~copy~~ copy, and then we went to
the environmental people on the
base in Presque Isle, and you
was sent a copy of that, and on how
big the Camp was going to be
and the town manager haven't
seen any of those paper

November 14, 2018

Portage Lake Board of Selectmen,

I would like to address some of the statements made in Mr. Pelkey's letter.

- I alone do not have any authority in telling owners they have to tear down their houses or camps. Maine Dangerous Buildings Statute Title 17 ensures that owners have time and public hearings before such a determination is made.
- The camps on both sides of Mr. Pelkey applied to have the footings of their camps repaired. The north camp was approved by the planning board and the south camp retracted their application.
- Portage Lake Land Use ordinance requires structures to be 20' from the rear line, 10' from the side and Portage Lake Shoreland zoning requires replacement camps be setback the greatest practical extent.
- I can not authorize fill within 75' from the normal high-water mark. Mr. Pelkey made no indication in his application to the Portage Lake planning board that fill would be used.
- Camp owners are eligible for old camps to stay as long as the lot does not exceed the 20% non-vegetative cover.
- Portage Lake Shoreland zoning states that 2 dwelling units require 400' of frontage.
- Portage Lake Shoreland zoning allows for a camp to be replaced in the non-conforming location within 18 months after such time the camp must meet the 100 feet from normal high-water setback.
- I did not receive a call from anyone requesting permission to cut trees. I received a call from Tom Birdsey, abutting landowner, informing me of the cutting of trees.
- Scott Belair from MDEP is the only person who can authorize gravel in a wetland.
- Mr. Dwayne Twomey, Mr. Pelkey's abutter to the south, contacted me concerned that the he may be in violation due to the poplar cut by Mr. Pelkey being they were on his property.
- I contacted Mr. Pelkey requesting proof of metes and bounds, a requirement in the Portage Lake Land Use ordinance.
- Mr. Twomey contacted me stating he was withdrawing his application for repairing the footings on his camp since he was in the process of selling it. Until a transfer or deed comes through it is only rumored as to who has purchased the land. Mr. Twomey sent emails with pictures addressing his concerns of Mr. Pelkey's encroachment.
- Danny Higgins requested the road to be repaired and I sent a letter on Mr. Higgins behalf.

Sincerely,

Margaret M Pierce

SELECTPERSONS MEETING SIGN - IN

12/19/2018

Nobody