

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**January 16, 2019**

**6:30 P.M.**

Call to Order

Attendance

Approval of Minutes for December 19, 2018

**Old Business:**

**New Business:**

1. Appoint Sarah Bauzenburger Register of Voters
2. Pick someone to be in Town book
3. Stop taking Silviculture interest out and putting in stumpage.
4. Quarterly Financial Update
5. Jeanne Long Foreclosure update *-Tabled*
6. Warrants

**Town Managers Report:**

1. Working on budget
2. Electrical problem w / plow truck

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

**Next Selectman Meeting February 20, 2019**

**PORTAGE LAKE BOARD OF SELECTPERSONS**  
**Record of Regular Meeting**  
**January 16, 2019 at 6:30 pm**  
**Portage Lake Municipal Building Conference Room**

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

**Others Present:** Larry Duchette; Jodi Page

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

**Approval of Minutes:**

Selectboard reviews the minutes from the January 16, 2019 regular meeting. Motion made and seconded to approve the minutes for the January 16, 2019 meeting as written. Motion carried.

**OLD BUSINESS**

**NEW BUSINESS**

**Appointment of Sarah Bauzenberger Register of Voters:**

Motion made and seconded to appoint Sarah Bauzenberger as Register of Voters. Motion carried.

**Pick someone to be in Town book:**

Tonight the Board will choose who to dedicate the 2018 Town Report to. Larry passed around a sheet with all the past dedications for the Board's perusal. Danny suggests Ida Beaulier. Dave asked about Eldon Gardner, but he was the dedication in 2012. Dave also suggested Judy Moreau, and the Board was in agreement. Motion made and seconded to dedicate the 2018 Town Report to Judy Moreau for her service to the Town. Motion carried.

**Stop taking Silviculture interest out and putting in stumpage:**

When Silviculture was set up, the Town decided to take any interest accrued and put it into stumpage. The Town has decided the process to take the interest and put it into stumpage is too laborious for such a small amount. The Silviculture account is currently maxed out at \$200,000. The Town is suggesting we let the money roll over into the account, which is a matter of about \$600 per year. The Board agrees to roll over the interest into the Silviculture account and to spend it periodically to ensure the account does not grow too large.

**Quarterly Financial Update:**

The Board reviews the quarterly financial report prepared by the Treasurer for the 4<sup>th</sup> quarter of 2018. Financially, the Town is in very good shape.

**Jeanne Long Foreclosure Update:**

Larry suggests the Board call the original agreement null and void and move forward with foreclosure due to Ms. Long's failure to sign the original agreement, as was agreed upon by the Town and Ms. Long at November's meeting. Ms. Long has failed to respond to the Town's many attempts to call her. It was decided to table the discussion until next month's meeting.

**Warrants:**

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

### TOWN MANAGER'S REPORT

- Working on Budget: Larry is proposing he drop the Town's insurance, which currently costs the Town \$995 a month in premiums, and go on Medicare, with the Board paying the monthly premium of approximately \$400 out of the health insurance costs, immediately saving the Town \$6100 this year and \$7296 next year. Motion made and seconded to pay for Larry's monthly Medicare premium. Motion carried.
- Electrical problem with plow truck: The plow truck has been fixed. All but \$36 was covered by the warranty.
- New Fire Truck Purchase: The Board discussed the purchase of a newer Fire Truck to replace the 1984 model.
- Cover Photo for Town Report: The Board selected the cover photo for the 2018 Town Report.

#### Public Comments:

- The Portage Lake Snowmobile Club has nominated Mark Rafford for MSA Business of the Year for his service to the Town and other local communities over the years. Larry wrote a letter in support. Barry read Larry's letter at this time.

Next Selectboard meeting is February 20, 2019 at 6:30 p.m.

Meeting adjourned at 7:05 p.m.

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

Approved: 3/27/19  
Date

Barry Kenney  
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins  
Daniel C. Higgins

**Jeanne Long Foreclosure Update:**

**November 14, 2018:** Jeanne Long attended a Board of Selectpersons meeting to ask for a payment agreement to keep her house and land. Board agreed to let her have until the end of March 2019 to pay all her back taxes, costs and interest. Total owed at the time was approximately \$1,900, all agreed to \$500 per month. The Board asked that an agreement be written and signed by Mrs. Long.

**November 15, 2018:** Town automatically foreclosed on Jeanne Long's property for non-payment of taxes for 2016, 2017 and 2018 tax years.

**November 21, 2018:** Jeanne Long made a payment of \$300 toward her 2016 taxes. She said she would be back within the next few weeks to sign the agreement, as it hadn't yet been written by the Town Clerk.

**December 5, 2018:** Town Clerk called Mrs. Long at the number she gave to tell her the agreement was ready to be signed and to ask when the next payment would be made. No answer, no machine to leave a message.

**December 5, 2018 to January 16, 2019:** Town Clerk has called Mrs. Long over 20 times to tell her the agreement is ready for her signature and to ask when the next payment will be made, each time no answer and no call back by Mrs. Long.

**January 11, 2019:** Clerk asked the Sheriff to do a wellness check on Mrs. Long to make sure she wasn't sick or injured as the reason she wasn't answering her phone. The Sheriff reported that no one answered the door when she knocked, but there were two dogs and a pet bird inside that she could see so someone must be there taking care of them. She left her card in the door for Mrs. Long.

# SELECT PERSONS MEETING SIGN - IN

1/16/2019

Nobody.

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**February 20, 2019**

**6:30 P.M.**

Call to Order

Attendance

**Approval of Minutes for January 23, 2018**

**Old Business:**

1. Jeanne Long

**New Business:**

1. Pamela A. Lilley / Northwood Manor
2. Maine Tree Farm
3. Approve Warrant Articles
4. Approve Insurance payment for Town Manager
5. Felch Audit
6. Approve moving \$120,000 to Road Reserve account
7. Warrants

**Town Managers Report:**

1. Budget finished
2. Fire truck back from K & T

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

**Next Selectman Meeting March 20, 2019**

**PORTAGE LAKE BOARD OF SELECTPERSONS**  
**Record of Regular Meeting**  
**February 20, 2019, at 6:30 p.m.**  
**Portage Lake Municipal Building Conference Room**

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

**Others Present:** Larry Duchette; Jodi Page; Pamela Lilley; Carol Gagnon

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

**Approval of Minutes:**

Selectboard reviews the minutes from the January 16, 2019, regular meeting. **Motion made and seconded to approve the minutes for the January 16, 2019, meeting as written. Motion carries.**

**OLD BUSINESS**

**Jeanne Long:**

The Town received a check today for \$700. She has \$977 left to pay. She still has not come in to sign the agreement that was originally offered to her by the Board. Payments received by the Town were dropped off at the Post Office. As of tonight's meeting, the Town has foreclosed on the house and is now the owner. She has until the end of March to pay the rest owed. Discussion tabled for another month.

**NEW BUSINESS**

**Pamela A. Lilley/Northwood Manor:**

The Town received a letter from Northwood Manor requesting financial assistance in the amount of \$5000 per year to cover operating costs. Carol Gagnon and Pamela Lilley are present tonight to petition the Board. They recently joined the Board of Directors for Northwood Manor in October. In order for the Board of Selectpersons to consider their request for financial assistance, requests need to be made to the Board of Selectpersons by November or December before the Town's budget has been finalized. Financial statements for Northwood Manor for the past 2 or 3 years need to be presented to the Board of Selectpersons at the time of the request.

**Maine Tree Farm:**

Randy Lagasse, County Chair for the Maine Tree Farm program, would like to know if the Town wants to continue to be a part of the Maine Tree Farm system. As it does not benefit the Town, the Board declines at this time.

**Approve Warrant Articles:**

The Board reviews the warrant articles for the budget. The Board approves the warrant articles and signs them. **Motion made and seconded to accept the town warrants as written. Motion carries.**

**Approve Insurance Payment for Town Manager:**

As agreed upon by the Board at January's meeting, Larry is dropping the Town's health insurance in favor of Medicare which will be paid by the Town, thereby saving the Town \$7200 a year. His monthly Medicare premium will be \$387.50, which will be paid to Larry each month. The Board signs the agreement. **Motion made and seconded to approve the monthly Medicare premium payment to the Town Manager. Motion carries.**

**Felch Audit:**

Everything was above board. **Motion made and seconded to accept the Felch audit as written. Motion carries.**

**Approve moving \$120,000 to Road Reserve account:**

Board reads the letter prepared by the Town Treasurer. Board approves the movement of the money from the TIF Reserves into the Road Reserve account and signs the paperwork. Motion made and seconded to approve the movement of the \$120,000 out of the TIF Reserves and into the Road Reserve account. Motion carries.

**Warrants:**

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

**TOWN MANAGER REPORT**

- Budget finished: The budget has been finished and came in at \$50,000 less than the prior year's budget.
- Fire truck back from K&T: The fire truck is back and was picked up yesterday. It will be back in service on Saturday. The Town will be appropriating funds for a newer fire truck.

**Public Comments:**

Next Selectboard meeting is March 20, 2019, at 6:30 p.m.

Meeting adjourned at 7:01 p.m.

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

Approved: 3/27/19  
Date  
Barry Kenney  
Barry Kenney

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



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**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**March 20, 2019**

**6:30 P.M.**

Call to Order

Attendance

**Approval of Minutes for February 20, 2018**

**Old Business:**

1. Jeanne Long

**New Business:**

1. Sign County Tax agreement
2. Sign Assessors Notice
3. Sign Ratio Declaration Application
4. Approve 2019 Ballot Clerks
5. Increase Cemetery lots to \$300.
6. Warrants

**Town Managers Report:**

1. Plow, Sand, Plow, Sand, Plow, Sand
2. Preparing for Town Meeting

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

**Next Selectman Meeting April 17, 2019**

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
March 20, 2019, at 6:30 p.m.  
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette; Jodi Page; Marcelle Gagnon; Steve Jandreau; Arthur Routhier; Corrine Routhier;

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

**Approval of Minutes:**

Selectboard reviews the minutes from the February 20, 2019, regular meeting. **Motion made and seconded to approve the minutes for the February 20, 2019, meeting as written. Motion carries.**

**OLD BUSINESS**

**Jeanne Long:**

Ms. Long still owes \$983.16 in past property taxes which needs to be paid before March 30, 2019. If taxes are paid in full by that date, the Town can Quitclaim deed the property back to Ms. Long. **Motion made and seconded to proceed with sale of the foreclosed property as written by law. Motion carries.**

**NEW BUSINESS**

**Sign County Tax agreement:**

Taxes for the County went down about \$2000. Board members review the County tax agreement and sign it.

**Sign Assessors Notice:**

Board reviews the Assessor's notice and signs it.

**Sign Ratio Declaration Application:**

Last year the Town's ratio was at 110%. This year it is down to 108% which helps the reimbursement for the Homestead. Board reviews the ratio declaration application and signs it.

**Approve 2019 Ballot Clerks:**

Board reviews the list of ballot clerks for 2019 as read by David Pierce: Sandy Bartlett; Angie Burton; Jean Clark; Gloria Curtis; Janice Cyr; Connie Duchette; Frank Frost; Gail Gagnon; Carol Gagnon; Marcelle Gagnon; Jean McPherson; Judy Moreau; Tracy Snow-Cormier; Sandra Soucy; Hallie Baker; Melissa Boutot; Bonnie Condon; Fran Condon; Geraldine Condon; Cathie Farnum; David Farnum; Sheila Kelley; Roberta Belanger; Serena Bonville; Jennifer Brophy; Alice Higgins; Lucinda Jacobs; Jodi Page; Maggie Pierce. **Motion made and seconded to approve the Ballot Clerks as written. Motion carries.**

**Increase Cemetery lots to \$300:**

David reads a letter prepared by Town Clerk/Treasurer, Corrine Routhier, CCM, requesting an increase in the price of cemetery plots from \$200 to \$300. The current fee of \$200 was set in 2012, with half of that going into the Cemetery Perpetual Care bank account and half going into the Town's revenue accounts to offset the expenses for the cemetery yearly budget. **Motion made and seconded to approve the increase in cemetery plots to \$300, effective immediately. Motion carries.**

**Warrants:**

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

**TOWN MANAGER'S REPORT**

- Plow, Sand, Plow, Sand, Plow, Sand: Sand and plow are holding up well.
- Preparing for Town Meeting: Town Meeting March 29, 2019, at 6:30 p.m.

**Public Comments:**

Next Selectboard meeting is April 17, 2019, at 6:30 p.m.

Meeting adjourned at 6:45 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: 4/17/19  
Date

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

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

# SELECT PERSONS MEETING SIGN - IN

3/20/2019

Marcelle Gagnon  
Arthur + Corinne Bouthier

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**April 17, 2019**

**6:30 P.M.**

**Call to Order**

**Attendance**

**Approval of Minutes for March 20, 2018**

**Old Business:**

**New Business:**

- 1. PLSC**
- 2. Wayne Gagnon**
- 3. Application for Veterans Exemption**
- 4. 2019 Appointments**
- 5. Quarterly Selectboard Financial Update**

**Town Managers Report:**

- 1. ACO**
- 2. Part time help**

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

**Next Selectman Meeting May 15, 2019**

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
April 17, 2019, at 6:30 p.m.  
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette; Jodi Page; Mark Rafford; Glenn Cusack; Wayne Gagnon

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

**Approval of Minutes:**

Selectboard reviews the minutes from the March 20, 2019, regular meeting. **Motion made and seconded to approve the minutes for the March 20, 2019, as written. Motion carried.**

**OLD BUSINESS**

**NEW BUSINESS**

**PLSC:**

Glenn Cusack was in attendance to present PLSC's expansion proposal to the Board. Portage Lake Snowmobile Club is looking to expand their equipment maintenance and signage production workspace. They are looking to lease a parcel of land located off the old mill road, just in from the West Road where the snowmobile trail currently crosses. The land is currently jointly owned by the Town of Portage, Irving and Prentiss & Carlisle. PLSC is proposing a 99-year lease for a nominal fee. The parcel of land is approximately 9 acres in size, with only 5 acres being needed for the club's immediate plans. Proposal also includes maintaining a 100-foot woodland buffer. PLSC will be doing their own carpentry on the property. The Town will go in and clear any marketable wood before the Club does any work or clearing to the property. The Selectmen and Town Manager have agreed to a 99-year lease of said property in the amount of \$50 a year. **Motion made and seconded to recommend the 99-year lease for \$50 a year. Motion carried.** Public hearing and Town Meeting will be scheduled for final approval.

**Wayne Gagnon:**

Wayne Gagnon is looking to purchase a piece of land on the West Cottage Road next to the public beach that is adjacent to his property. Selectmen suggested instead of the 50 feet Wayne is looking to purchase, he consider taking the entire piece and using the brook as the property line. Larry recommends a quitclaim deed with the brook as the property line. **Motion made and seconded to sell Wayne Gagnon the property, either the original 50 feet or the entire piece going all the way to the brook. Motion carried.**

**Application for Veterans Exemption:**

Ken Fones is applying for the Veterans Exemption. Application was signed and dated by the Chairman.

**2019 Appointments:**

Larry Duchette – Town Manager, Tax Collector, Welfare Director, Road Commissioner, Agent for Overseers of the Poor; Corrine Routhier – Town Clerk, Treasurer, Motor Vehicle Agent, IF&W Agent, Freedom of Access Officer, E-911 Officer; Sarah Bauzenberger – Animal Welfare Agent; Margaret Pierce – Code Enforcement Officer, Health Officer, Plumbing Inspector, Building Inspector; Brian Cote – Fire Chief; Christopher Walker – Animal Control Officer; Planning Board: Patrick Kelley, Darey Gagnon, Otis Nelson, Arthur Routhier, Dylan Cyr-Cormier; Appeals Board: Patrick Raymond, Brian Cote, Michael Bartlett. **Motion made and seconded to approve the 2019 appointments. Motion carried.**

**Quarterly Selectboard Financial Update:**

The Board reviews the quarterly financial update.

**SELECTMEN CONCERNS**

**Monthly Meeting Time:**

Danny Higgins proposed to have the meetings begin at 6 p.m. instead of 6:30 p.m. **Motion made and seconded to begin the monthly meetings at 6 p.m. Motion carried.**

**TOWN MANAGER'S REPORT**

- **ACO:** The current Animal Control Officer has resigned. Chris Walker has been approved for the position.
- **Part-time help:** William Beaulier was hired.

**Public Comments:**

Next Selectboard meeting is May 15, 2019, at 6 p.m.

Meeting adjourned at 7:06 p.m.

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

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

Date

5/17/19

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

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins

Barry Kenney



# Quarterly Selectboard Financial Update

As of March 31, 2019--First Quarter

## Revenues vs. Expenses

Total Revenues to date	\$258,057.26	
Total Expenses to date	\$294,940.82	
Net Gain (Loss)		<u>(\$36,883.56)</u>

2019 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$0.00	\$0.00	\$0.00
Personal Prop.	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

## Checking Account

Checkbook Reconciliation Balance	<u>\$175,630.61</u>
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## Bank Reserve Accounts Status

### NorState:

Fire Dept. Equip Reserve	\$111,147.39	
Ministerial School Lot Stumpage		
Savings & CD	\$67,514.26	
Road Reserve Fund	\$148,136.57	
<b>Total at NorState</b>		<u>\$326,798.22</u>

### Katahdin:

PW Equipment Reserve ICS	\$30,331.31	
Silviculture ICS	\$200,232.12	
T.I.F. ICS (closed)	\$0.00	
General ICS	\$420,768.86	
<b>Total at Katahdin</b>		<u>\$651,332.29</u>

### Acadia FCU:

Cemetery Perpetual Care	\$11,239.27	
Stumpage: Savings & CD	\$437,046.13	
<b>Total at Acadia FCU</b>		<u>\$448,285.40</u>

**TOTAL RESERVES:** \$1,426,415.91

**Total Assets in Banks:** \$1,602,046.52

## Real & Personal Property Taxes outstanding principle

### Real:

2017	\$14,737.30
2018	\$44,178.71
	<u>\$58,916.01</u>

### Pers. Prop:

2018	<u>\$409.65</u>
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# Quarterly Selectboard Financial Update

YEAR TO DATE as of 3/31/19

## Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$34,000.00	\$10,090.31	\$551.00	\$24,460.69
Town Officers	\$86,500.00	\$23,428.09		\$63,071.91
Assessing	\$5,500.00	\$1,554.00		\$3,946.00
Town Hall	\$25,000.00	\$6,024.78	\$387.15	\$19,362.37
Plan & Appeals	\$1,000.00			\$1,000.00
CEO	\$11,000.00	\$2,445.35		\$8,554.65
Discounts	\$14,000.00			\$14,000.00
Abatements	\$3,369.00			\$3,369.00
Annual Dues	\$3,394.00	\$1,622.00		\$1,772.00
Insurance	\$52,000.00	\$15,170.13	\$109.82	\$36,939.69
Genl. Assistance	\$3,466.00			\$3,466.00
Town Hall Improv.	\$11,252.00			\$11,252.00
Fire Dept.	\$26,000.00	\$5,090.55		\$20,909.45
Police Patrol	\$2,068.00			\$2,068.00
Animal Control	\$2,200.00	\$871.90	\$175.00	\$1,503.10
Public Works	\$80,000.00	\$15,883.08	\$246.00	\$64,362.92
Ash. Transfer Stn.	\$39,660.00	\$9,913.53		\$29,746.47
Transfer Station	\$1,879.00	\$155.00		\$1,724.00
Cont'd. Svcs.	\$4,625.00			\$4,625.00
Cemetery	\$2,500.00			\$2,500.00
Beautification	\$2,000.00		\$2.00	\$2,002.00
Rec Dept.	\$1,600.00			\$1,600.00
Parks/Beach/Camp	\$13,500.00	\$204.03	\$114.12	\$13,410.09
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.	\$2,500.00			\$2,500.00
Social Services	\$3,100.00			\$3,100.00
Education Commit		\$136,337.01		-\$136,337.01
Education-Subsidy		\$64,033.36	\$64,033.36	\$0.00
Excise Taxes		\$1,779.91	\$22,929.22	\$21,149.31
Street Lights	\$8,000.00	\$2,117.73		\$5,882.27
Ashland User Fees	\$18,832.00			\$18,832.00

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**May 15, 2019**

**6:30 P.M.**

**Call to Order**

**Attendance**

**Approval of Minutes for April 17, 2018**

**Old Business:**

**New Business:**

- 1. Camp Ground rate increase**
- 2. Scholarship applications**
- 3. PHCC liquor license**
- 4. Sign certificate of Settlement**
- 5. Sign ATV Grant application**

**Town Managers Report:**

- 1. Spring Clean – up done**
- 2. William Beaulier for summer help**

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

**Next Selectman Meeting June 19, 2019**

**PORTAGE LAKE BOARD OF SELECTPERSONS**  
**Record of Regular Meeting**  
**May 15, 2019, at 6:00 p.m.**  
**Portage Lake Municipal Building Conference Room**

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

**Others Present:** Larry Duchette; Jodi Page; Michelle Eastman; Roland Caron

Meeting called to order at 6:01 p.m. by David Pierce.

**Approval of Minutes:**

Selectboard reviews the minutes from the April 17, 2019, regular meeting. **Motion made and seconded to approve the minutes for the April 17, 2019, as written. Motion carried.**

**OLD BUSINESS**

**NEW BUSINESS**

**Camp Ground Rate Increase:**

Larry would like to increase the campsite rates at the Municipal Campground that have electrical hookup from \$15 per night to \$20 per night due to rate increases for electricity. **Motion made and seconded to approve the rate increase as proposed for the 2019 camping season. Motion carried.**

**Scholarship Applications:**

There are 3 individuals who have applied for the scholarships this year: Jack Routhier, Cassandra Nelson, and Tristan Perreault. **Motion made and seconded to approve all 3 scholarship applications in the amount of \$1000 each. Motion carried.**

**PHCC liquor license:**

The Town has received the application for Portage Hill's Country Club. The Board reviews the application, signs it for approval.

**Sign Certificate of Settlement:**

The Board reviews and signs the certificate of settlement to relieve Larry of any liability and obligation for collecting any taxes in 2016.

**Sign ATV Grant Application:**

The Board reviews the letter as prepared by Rita Belanger on behalf of the Portage Lakers ATV Club to make an application for financial assistance as authorized by the Town of Portage. The Portage Lakers ATV Club is hoping to get a route through from Portage to Ashland so that Portage becomes a loop in hopes of generating more income from trail riders. The Board signs the paperwork.

**TOWN MANAGER'S REPORT**

- **Spring Clean-UP done:** Spring clean up almost done with a few things left to do.
- **William Beaulier for summer help:** William Beaulier was hired to help Chris for the summer.

**Public Comments:**

Michelle Eastman asked if the public walking trail is going to be fixed where it was torn up. Larry stated the walking trail had already been fixed. Roland Caron inquired about the new docks that were put in.

**UPDATE TOWN LAND:**

Irving now owns Prentiss & Carlisle's portion of the town land. This should expedite the Snowmobile Club's lease application.

Next regular Selectboard meeting is June 19, 2019, at 6 p.m.

Meeting adjourned at 6:17 p.m.

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

Approved: 6/19/2019

Date

Barry Kenney  
Barry Kenney

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

David M. Pierce, Chairperson

Daniel C. Higgins  
Daniel C. Higgins

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

**May 21, 2019**

**7:00 P.M.**

Call to Order

Attendance

**New Business:**

1. Approve Special Entertainment Permit

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

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Special Meeting  
May 21, 2019  
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette; Marcelle Gagnon; Michelle Eastman; Josh Spooner; Herb McPherson;

Meeting called to order at 7:00 p.m. by David Pierce.

**OLD BUSINESS**

**Portage Hills Country Club Special Entertainment Permit:**

A special meeting of the Selectboard was held for the purpose of approving the Portage Hills Country Club's special amusement permit. **Motion made and seconded to approve the permit for the Portage Hills Country Club. All in favor. Motion carries.** Board members sign all necessary paperwork.

**Public Comments:**

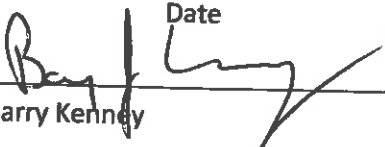
Next regular Selectboard meeting is June 19, 2019, at 6 p.m.

Meeting adjourned at 7:01 p.m.

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


Approved: 6/19/2019

Date

  
Barry Kenney

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

David M. Pierce, Chairperson

  
Daniel C. Higgins

# SELECT PERSONS MEETING SIGN – SHEET

5/15/2019

Michelle Eastman

Richard Allen



**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**June 19, 2019**

**~~6:30~~ P.M.**

*6.00*

**Call to Order**

**Attendance**

**Approval of Minutes for May 15, 2018** + *Special Meeting May 21*

**Old Business:**

**New Business:**

- 1. Tourism Committee.**
- 2. Sign warrant articles for Special  
Town Meeting**
- 3. Warrants**

**Town Managers Report:**

- 1. Floors done**
- 2. Paving done**
- 3. Generator done.**
- 4. Shoulder work pending**
- 5. CHECK EMAIL ACCOUNTS PLEASE!!**

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

**Next Selectman Meeting July 17, 2019**

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
June 19, 2019, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier; Jodi Page; Steve Jandreau

Meeting called to order at 6:12 p.m. by Barry Kenney.

**Approval of Minutes:**

Selectboard reviews the minutes from the May 15, 2019, regular meeting and the May 21, 2019, special meeting.

**Motion made and seconded to approve the minutes for the May 15, 2019, and May 21, 2019, meetings as written.**

**Motion carries.**

**OLD BUSINESS**

**NEW BUSINESS**

**Tourism Committee:**

The Tourism Committee no longer exists. Before they disbanded, they voted to give the Town of Portage Lake the funds in their account to go towards promoting the Town. The Committee gifted the Town of Portage Lake \$7604.24 which will go into its own account to be used for tourism.

**Sign warrant articles for Special Town Meeting:**

The Board reviews the warrant articles and signs them for approval. **Motion made and seconded to accept the warrant articles as written. Motion carries.**

**Warrants:**

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

**TOWN MANAGER'S REPORT**

- **Floors done:** Floors are done.
- **Paving done:** Paving is done.
- **Generator done:** Generator is done.
- **Shoulder work pending:** Shoulder work is pending.
- **CHECK EMAIL ACCOUNTS PLEASE!!** All Selectmen need to check their Town email accounts.

**Public Comments:** Steve Jandreau was present to thank the Board for their help with his grant, which he did receive.

Next regular Selectboard meeting is July 17, 2019, at 6 p.m.

Meeting adjourned at 6:17 p.m.

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

Approved: 8/21/19

Date

Barry Kenney  
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins  
Daniel C. Higgins

June 17, 2019

To the Board of Selectboard:

At the Selectboard meeting on August 17, 2011 the Board at the time agreed to allow the Town to be in charge of any money the Tourism Committee at that time had in their bank account. This money was never physically moved to a Town account, and in May of 2017 the Tourism Committee at the time voted to disband and let the Town handle any tourism related issues.

On behalf of the former Tourism Committee, I would like to formally gift to the Town of Portage Lake \$7,604.24, with a stipulation that these funds only be used for advertising and promotion of Portage Lake, and for events such as the Whoopie Pie Festival to increase tourism in our area.

This gift officially closes out the Tourism Committee bank account, and honors the wishes of the former Tourism Committee members who voted to disband and let the Town Office handle any tourism activity.

Sincerely,



Corrine Routhier

Former Portage Lake Tourism Committee president

# SELECT PERSONS MEETING SIGN – SHEET

6/19/2019

Corrine Rauther

Jodi Page

Steve Jandrum

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**July 17, 2019**

**6:00 P.M.**

**Call to Order**

**Attendance**

**Approval of Minutes for June 19, 2018**

**Old Business:**

**New Business:**

- 1. Set Mill Rate**
- 2. Sign Special Town meeting Warrant**
- 3. Sign PLA BYOB Permit**
- 4. Consider Setting new monthly rate for campground**
- 5. Sign application for Phase II GDBG grant  
for Wildlife Artistry**
- 6. Quarterly Selectboard Financial Update**
- 7. Vote and sign MMA Voting Ballot**
- 8. No Simi Trucks on West rd. after 5 pm and not  
Before 6 am signs are ready to go up with your approval.**
- 9. AP Warrants**
- 10. Approve Liquor License for Dean Motor Lodge**

**Town Managers Report:**

- 1. Playground equipment at Beach taken down for repairs**
- 2. Fire Hydrant should be done next week**
- 3. West rd. shoulder work done**
- 4. Electronic speed signs up on West Rd.**

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

**Next Selectman Meeting August 21, 2019**

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
July 17, 2019, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette; Jodi Page; Corrine Routhier

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

**Approval of Minutes:**

Selectboard reviews the minutes from the June 19, 2019, regular meeting. **Motion made and seconded to approve the minutes for the June 19, 2019, meeting as written. Motion carries.**

**OLD BUSINESS**

**NEW BUSINESS**

**Set Mill Rate:** Selectboard reviews and discusses the various mill rates; 14.95 is the current mill rate. Selectboard chooses a rate of 13.75 and signs the paperwork. **Motion made and seconded to approve a mill rate of 13.75 for the upcoming year. Motion carries.**

**Sign Special Town meeting Warrant:** Selectboard signs the special town meeting warrant for Wednesday, July 24, 2019. **Motion made and seconded for the Special Town meeting. Motion carries.**

**Sign PLA BYOB Permit:** Selectboard reviews the paperwork, signs and prints their names. Selectboard designates Larry Duchette as the designated signer of the BYOB permits. **Motion made and seconded to approve Larry as the designated signer on the BYOB permits. Motion carries.**

**Consider Setting new monthly rate for campground:** Selectboard approves a discounted daily rate at the campground to \$17 per day, rather than the single-day rate of \$20 for campers staying at the Municipal campground for longer periods. **Motion made and seconded to approve the discounted daily rate of \$17. Motion carries.**

**Sign application for Phase II GDBG grant for Wildlife Artistry:** Selectboard reviews and signs the Phase II GDBG grant application for Wildlife Artistry.

**Quarterly Selectboard Financial Update:** Selectboard reviews the quarterly financial update.

**Vote and Sign MMA Voting Ballot:** Board reviews the nominees and signs the paperwork.

**No Semi Trucks on West Rd. after 5 pm and not before 6 am signs are ready to go up with your approval:** Board approves the signs. Signs will be installed tomorrow morning. **Motion made and seconded to approve the signs. Motion carries.**

**AP Warrants:** Board reviews the Accounts Payable Warrants and signs them for approval.

**Approve Liquor License for Dean's Motor Lodge:** Board approves the liquor license for Dean's Motor Lodge. **Motion made and seconded to approve the liquor license for Dean's Motor Lodge. Motion carries.**

#### **TOWN MANAGER'S REPORT**

- **Playground equipment at Beach taken down for repairs:** The equipment was rotted. The plan is to repair and put back together and place at a different spot on the beach for parents to keep an eye on their children.
- **Fire Hydrant should be done next week:** Work to be scheduled to coincide with a job in Madawaska to help reduce our cost.
- **West Rd. shoulder work done:** Decent work. Just needs to settle a bit more.
- **Electronic speed signs up on West Rd.:** Signs are up and working fine.

#### **Public Comments:**

Next regular Selectboard meeting is August 21, 2019, at 6 p.m.

Meeting adjourned at 6:22 p.m.

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

Approved: 8/21/19

Date

Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins  
Daniel C. Higgins



## Proposal for Monthly Camping Rates at the Municipal Campground

### Selectboard Members:

Over the last 2 years, the Town Office has had many calls asking if we offer season rates or monthly rates for the use of the Municipal Campground. We currently do not, but the Town Office staff feels it might be a good idea.

We are proposing the monthly rate at the campground to be \$17 per day, rather than the single-day rate of \$20. It will give those renting a bit of a discount for staying with us for the longer period, while still allowing the campground to be profitable.

### Put another way:

Daily rate of \$20 for 31 days: \$620

Monthly rental rate of \$17/day: \$527

Thank you for your consideration,

Corrine Routhier, Clerk & Treasurer

Sarah Bauzenberger, Deputy Clerk & Deputy Treasurer

# Quarterly Selectboard Financial Update

As of June 30, 2019--Second Quarter

## Revenues vs. Expenses

Total Revenues to date	\$387,400.30	
Total Expenses to date	\$565,044.45	
Net Gain (Loss)		<u>(\$177,644.15)</u>

2019 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$0.00	\$0.00	\$0.00
Personal Prop.	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

## Checking Account

Checkbook Reconciliation Balance	<u>\$70,585.02</u>
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## Bank Reserve Accounts Status

### NorState:

Fire Dept. Equip Reserve	\$111,697.51	
Ministerial School Lot Stumpage		
Savings & CD	\$67,690.28	
Road Reserve Fund	\$213,180.35	
Total at NorState		<u>\$392,568.14</u>

### Katahdin:

PW Equipment Reserve ICS	\$30,357.78	
Silviculture ICS	\$200,406.89	
T.I.F. ICS (closed)	\$0.00	
General ICS	\$242,690.12	
Total at Katahdin		<u>\$473,454.79</u>

### Acadia FCU:

Cemetery Perpetual Care	\$11,246.28	
Stumpage: Savings & CD	\$483,146.93	
Total at Acadia FCU		<u>\$494,393.21</u>

### TOTAL RESERVES:

\$1,360,416.14

### Total Assets in Banks:

\$1,431,001.16

## Real & Personal Property Taxes outstanding principle

### Real:

2017	\$11,314.86
2018	\$20,796.03
	<u>\$32,110.89</u>

### Pers. Prop:

2018	<u>\$0.00</u>
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# Quarterly Selectboard Financial Update

YEAR TO DATE as of 6/30/2019

## Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$34,000.00	\$28,423.17	\$1,869.65	\$7,446.48
Town Officers	\$86,500.00	\$44,500.29		\$41,999.71
Assessing	\$5,500.00	\$3,625.50		\$1,874.50
Town Hall	\$25,000.00	\$29,080.79	\$18,486.39	\$14,405.60
Plan & Appeals	\$1,000.00			\$1,000.00
CEO	\$11,000.00	\$4,474.60	\$432.50	\$6,957.90
Discounts	\$14,000.00			\$14,000.00
Abatements	\$3,369.00			\$3,369.00
Annual Dues	\$3,394.00	\$3,098.57		\$295.43
Insurance	\$52,000.00	\$25,146.45	\$902.82	\$27,756.37
Genl. Assistance	\$3,466.00			\$3,466.00
Town Hall Improv.	\$11,252.00	\$28,382.00	\$28,382.00	\$11,252.00
Fire Dept.	\$26,000.00	\$9,923.40		\$16,076.60
Police Patrol	\$2,068.00			\$2,068.00
Animal Control	\$2,200.00	\$1,000.90	\$217.00	\$1,416.10
Public Works	\$80,000.00	\$32,493.51	\$246.00	\$47,752.49
Ash. Transfer Stn.	\$39,660.00	\$19,827.06		\$19,832.94
Transfer Station	\$1,879.00	\$278.36		\$1,600.64
Cont'd. Svcs.	\$4,625.00			\$4,625.00
Cemetery	\$2,500.00	\$581.58	\$75.00	\$1,993.42
Beautification	\$2,000.00	\$438.00	\$11.00	\$1,573.00
Rec Dept.	\$1,600.00			\$1,600.00
Parks/Beach/Camp	\$13,500.00	\$6,975.98	\$414.12	\$6,938.14
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.	\$2,500.00			\$2,500.00
Social Services	\$3,100.00			\$3,100.00
Education Commit	\$568,695.00	\$272,674.04		\$296,020.96
Education-Subsidy		\$95,920.46	\$95,920.46	\$0.00
Excise Taxes		\$8,562.06	\$61,283.08	\$52,721.02
Street Lights	\$8,000.00	\$4,078.29		\$3,921.71
Ashland User Fees	\$18,832.00			\$18,832.00

# SELECT PERSONS MEETING SIGN – SHEET

7/17/2019

Corrine Routhier

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
August 21, 2019, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette; Jodi Page; Mr. & Mrs. Beaupre and son

Meeting called to order at 6:01 p.m. by David Pierce.

**Approval of Minutes:**

Selectboard reviews the minutes from the July 17, 2019, regular meeting. **Motion made and seconded to approve the minutes for the July 17, 2019, meeting as written. Motion carries.**

**OLD BUSINESS**

**NEW BUSINESS**

**Robert & Nancy Morris Abatement:** Mr. Morris is already receiving a 50% reduction in taxes on his 2<sup>nd</sup> lot. A suggestion was made to put the larger property in tree growth if he wants a reduction in taxes. Mr. Morris is asking for a 40% reduction on one lot and 100% reduction on the other lot. The Board decided Mr. Morris is already receiving a fair reduction in his taxes and the only way to receive another reduction is if he puts his larger property into tree growth. **Motion made and seconded to send a letter to Mr. Morris regarding the recommendation of putting the larger property into tree growth. Motion carries.**

**Beaupre driveway:** The Town approached Mr. Beaupre about running a pipe underneath his driveway. He was assured by the Town there would be no damage done to his driveway. Mr. Beaupre agreed to the work. The work was completed, but the driveway was damaged in the process. Photos were presented to the Board of the damage that occurred. Triple L was brought in for an assessment of the damage. Their recommendation was to cap the driveway and gave Mr. Beaupre an estimate. Mr. Beaupre brought the estimate from Triple L to Larry whereupon Larry informed Mr. Beaupre he needed 3 estimates. Mr. Beaupre was unable to get 3 estimates as some of the companies that were called never showed up. Mr. Beaupre was able to get 2 estimates, and the Town procured an estimate as well. The Board decided to go with the Lane Construction estimate. **Motion made and seconded to pave the driveway, seal the cracks, cap the driveway, and reset the stones. Motion carries.**

**Corrine Routhier, BYOB permit:** Corrine is requesting a BYOB permit for a family reunion at the Pavilion or Town Hall weather depending. Permit reviewed and signed by the Board. **Motion made and seconded to accept the BYOB permit for the Routhier family. Motion carries.**

**Warrants:** Board reviews the warrants and signs them for approval.

**TOWN MANAGER'S REPORT**

- **Chub tournament a success:** 462 pounds of chub caught.
- **Summer Round-Up a success:** The event was a success despite being held inside.
- **Working on driveway culverts:** Driveway culverts on Larry's road are being worked on.
- **Boat landing repaired:** Boat landing has been repaired, all new concrete put in.
- **Lawnmower broke:** The lawnmower is broke.

**Public Comments:**

Next regular Selectboard meeting is September 18, 2019, at 6 p.m.

Meeting adjourned at 6:34 p.m.

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

Approved: 10/4/19  
Date  
Barry Kenney  
Barry Kenney

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

## **TAXES RECEIVABLE UPDATE AS OF 8/21/2019**

### **2019 Tax Commitment**

#### **REAL ESTATE TAXES:**

Commit:	\$913,036.75	<b>260 Accts. Left to be paid</b>
Rec'd:	<u>\$620,500.23</u>	
Bal	\$292,536.52	

Percentage received as of 8/21/2019 **67.96%**

#### **PERSONAL PROPERTY TAXES:**

Commit:	\$70,515.58	<b>15 Accts. Left to be paid</b>
Rec'd:	<u>\$67,396.01</u>	
Bal	\$3,119.57	

Percentage received as of 8/21/2019 **95.58%**

# SELECTPERSONS MEETING SIGN – SHEET

8/21/2019

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**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**September 18, 2019**

**6:00 P.M.**

**Call to Order**

**Attendance**

**Approval of Minutes for August 21, 2019**

**Old Business:**

**New Business:**

- 1. North Wood Manor**
- 2. General Assistance Ordinance**
- 3. Certificate of Settlement**
- 4. Abatement Request—Lucy Hutchinson**
- 5. 2019 Tax Receipts Update**
- 6. Quit Claim Deed for Danica Hartman**
- 7. AP Warrants**

**Town Managers Report:**

- 1. Roof almost done**
- 2. Hydrant done**
- 3. Culverts done for this year**
- 4. Mowing almost done**
- 5. 2017 Tax Foreclosure Notices going out Oct 3**

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

**Next Selectman Meeting October 16, 2019**

**PORTAGE LAKE BOARD OF SELECTPERSONS**  
**Record of Regular Meeting**  
**September 18, 2019, at 6:00 p.m.**  
**Portage Lake Municipal Building Conference Room**

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

**Others Present:** Larry Duchette; Jodi Page; Steve Jandreau, Dawson Jandreau, Jim McAulay.

**Meeting called to order at 6:01 p.m. by David Pierce.**

**Approval of Minutes:** Selectboard reviews the minutes from the August 21, 2019, regular meeting. **Motion made and seconded to approve the minutes for the August 21, 2019, meeting as written. Motion carries.**

**OLD BUSINESS**

**NEW BUSINESS**

**North Wood Manor:** North Wood Manor is requesting assistance. Four out of 6 occupants of the Manor are Portage residents. Legalities were discussed. **Motion made and seconded to put it on a warrant to be discussed at a Town meeting. Motion carries.**

**General Assistance Ordinance:** The Selectboard set the new standards for the General Assistance Ordinance. The Selectboard needs to adopt it. Selectboard reviews the ordinance and signs it for approval.

**Certificate of Settlement:** The Board reviews and signs the Certificate of Settlement.

**Abatement Request – Lucy Hutchinson:** Lucy Hutchinson had a building on her property that was torn down prior to it being assed. She was taxed on the nonexistent building. Abatement approved in the amount of \$198.61. **Motion made and seconded to approve the abatement request for Lucy Hutchinson.**

**2019 Tax Receipts Update:** We are ahead of last year and doing very well.

**Quit Claim Deed for Danica Hartman:** A lien from 2007 was never signed off on and recorded in the books. A new Quit Claim Deed was filled out and filed by the Town and the lien will be removed from Danica Hartman's credit report.

**AP Warrants:** Board reviews the Accounts Payable warrants.

**TOWN MANAGER'S REPORT**

- **Roof almost done:** Roof was finished today...final inspection needs to be done.
- **Hydrant done:** Hydrant is done...grass is growing.
- **Culverts done for this year:** 3 culverts done on Larry's road, ditched and seeded. Culvert replaced on Corrine's road.
- **Mowing almost done:** Mowing is almost done. William has moved on as he wasn't getting enough hours.
- **2017 Tax Foreclosure Notices going out Oct. 3:** 2017 tax foreclosure notices will be going out.

**Public Comments:**

Next regular Selectboard meeting is October 16, 2019, at 6 p.m.

Meeting adjourned at 6:34 p.m.

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

Approved: 10/16/19  
Date

Barry Kenney  
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins  
Daniel C. Higgins

**AQATWBS**

**Oct '17 - Sep 18**

**Ordinary Income/Expense**

**Income**

4000 · Rentals- Cost of Care	110,014.30
4001 · Income - Room & Board Self Pay	103,767.92
4020 · Contributions Income	14,540.40
4026 · Interest Income	17.90
6000 · Other Income	0.00

**Total Income** 228,340.52

**Expense**

4023 · Subscriptions	30.17
4023a · Subscriptionsa	-30.17
5035 · Automobile Expense	
Fuel Expense-Van	511.38
Registration & Inspection	133.10
Van Maintenance	430.13
<b>Total 5035 · Automobile Expense</b>	<b>1,074.61</b>
5050 · Bank Service Charge	78.15
5051 · Hiring Expenses	31.00
5075 · Building Maintenance Expense	1,604.15
5100 · Depreciation Expense	23,065.21
5116 · Dues & Subscriptions	69.07
5120 · Heating Contracted Services	
Mechanical Services	1,524.88
<b>Total 5120 · Heating Contracted Services</b>	<b>1,524.88</b>
5370 · Property Insurance	2,599.04
5372 · Van Insurance	1,601.62
5373 · Worker's Comp Insurance	2,999.46
5376 · Gen Lia/Medical & Prof	5,297.89
5377 · Employee Benefits	
FICA/Employer Medicare/State	11,358.62
<b>Total 5377 · Employee Benefits</b>	<b>11,358.62</b>
5400 · Mortgage Interest	3,806.43
5430 · Licenses & Permits	186.00
5475 · Miscellaneous	451.14
5481 · Northwood Manor	
Groceries	17,085.81
House Supplies	123.46
<b>Total 5481 · Northwood Manor</b>	<b>17,209.27</b>
5575 · Payroll Expenses	136,895.96
5576 · Repay for payroll error	-430.00
5580 · Payroll Services Expense	1,522.90
5620 · Postage	277.39
5624 · Accounting Fees	1,201.55

AQATINBAS	Oct '17 - Sep 18
5625 · Consulting	
Consulting Fees-Pharmacy	300.00
Total 5625 · Consulting	300.00
5630 · Program Expenses	306.00
5675 · Repairs - Buildings	206.30
5800 · Supplies	
Office Supplies-Bookkeeper	151.61
Office Supplies-Manager	453.76
5800 · Supplies - Other	70.30
Total 5800 · Supplies	675.67
5815 · Medical Supplies	481.64
5820 · Activity Supplies	1,215.18
5850 · Telephone, Telecommunications	
Fairpoint-Bas/L..Dist/Internet	1,040.97
Verizon-Cell	725.22
Total 5850 · Telephone, Telecommunications	1,766.19
5940 · Utilities Electricity	3,006.79
5943 · Water/Sewer	-48.86
5944 · Cable	797.62
5947 · Trash Expense	827.50
5948 · Heating Oil	5,198.57
5949 · Yard Expenses	
Expense-Plowing	1,800.00
Total 5949 · Yard Expenses	1,800.00
5951 · Katahdin Loan Payment	0.00
5954 · Mileage	47.96
Total Expense	229,004.90
Net Ordinary Income	-664.38
Other Income/Expense	
Other Expense	
80000 · Ask My Accountant	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	-664.38

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**October 16, 2019**

**6:00 P.M.**

**Call to Order**

**Attendance**

**Approval of Minutes for September 18, 2019**

**Old Business:**

**New Business:**

- 1. Award Boston Post Cane to Elden Gardener**
- 2. Proposal for drawing for \$25.00 for registering Dog on time.**
- 3. Approval to transfer \$50,000 from Stumpage Super savings account to Stumpage CD Account**
- 4. Warrants**

**Town Managers Report:**

- 1. Sand in barn.**
- 2. Set Town meeting date 3/27/20**
- 3. Working on all plowing equipment.**
- 4. 1 Ton in shop for inspection and all new brakes.**

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

**Next Selectman Meeting November 20, 2019**

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

**PORTAGE LAKE BOARD OF SELECTPERSONS**  
**Record of Regular Meeting**  
**October 16, 2019, at 6:00 p.m.**  
**Portage Lake Municipal Building Conference Room**

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**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.**

**Approval of Minutes:** Selectboard reviews the minutes from the September 18, 2019, regular meeting. **Motion made and seconded to approve the minutes for the September 18, 2019, meeting as written. Motion carries.**

**OLD BUSINESS**

**NEW BUSINESS**

**Award Boston Post Cane to Elden Gardener:** Mr. Elden Gardener is the oldest resident. Certificate signed. **Motion made and seconded to award the Boston Post Cane to Elden Gardener. Motion carries.**

**Proposal for drawing for \$25.00 for registering Dog on time:** As an incentive to residents for registering their dogs in a timely manner and before the deadline, the Town is holding a drawing for residents who register their dog(s) between October 15 and December 15, 2019. The drawing is for a \$25.00 gift certificate to the vet of the winner's choosing. The money will come out of the dog agent fees. **Motion made and seconded to hold a drawing for a \$25 gift certificate for registering your dog on time. Motion carries.**

**Approval to transfer \$50,000 from Stumpage Super savings account to Stumpage CD Account:** The Board discusses transferring \$50,000 from the Stumpage savings account to a Stumpage CD account. The Town would like to add \$50,000 to the \$110,000 already in the CD. The savings account is drawing interest at 0.4%, while the CD account is drawing interest at 1.66%. **Motion made and seconded to transfer \$50,000 from the Stumpage Super savings account to the Stumpage CD Account. Motion carries.**

**Warrants:** Board reviews the Accounts Payable warrants and signs them.

**TOWN MANAGER'S REPORT**

- **Sand in barn:** There is 400 yards of sand in the barn.
- **Set Town meeting date 03/27/2020:** Board picks the date of the Last Friday in March.
- **Working on all plowing equipment:** The town is working on all of the plowing equipment, tires, servicing all equipment, etc.
- **1-Ton in shop for inspection and all new brakes:** The 1-ton is in the shop for all new brakes and inspection, will be out tomorrow.

**Public Comments:**

Next regular Selectboard meeting is November 20, 2019, at 6 p.m.

Regular meeting ended at 6:19 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 adjourned at 6:45 p.m.**

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

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

11/20/19

Date

Barry Kenney

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

David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins




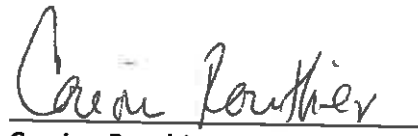
September 23, 2019,

As an incentive to have people register their dogs in the correct time frame, (Oct 15<sup>th</sup> – Dec 15<sup>th</sup>), we would like to propose that we take money from our Dog Agent Fees and enter those people into a drawing for a \$25 for the vet of their choice.

We make enough in Agent Fees throughout the year to cover the \$25, so this will not affect taxes.

Thank you for your consideration,

  
Sarah Bauzenberger,  
Animal Welfare Agent

  
Corrine Routhier,  
Treasurer

COPY

October 7, 2019

To the Board of Selectpersons of Portage Lake:

As Treasurer, I would like your permission to transfer \$50,000 from the Town's Stumpage Super savings account into the Stumpage CD Account (this is a renewable 6 month CD; if approved the transfer will take place when the CD comes to maturity).

Current account balances are below:

Stumpage Super (rate of 40%)	\$354,656.14
Stumpage CD (rate of 1.66%)	\$110,775.83

Corrine Routhier



Town of Portage Lake Treasurer

# SELECTPERSONS MEETING SIGN – SHEET

10/16/2019

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**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**November 20, 2019**

**6:00 P.M.**

**Call to Order**

**Attendance**

**Approval of Minutes for October 16, 2019**

**Old Business:**

**New Business:**

- 1. Adopt new rates for Agent Fees.**
- 2. Proposal for Town Hall Fee Change**
- 3. Quarterly Selectboard Financial Update.**
- 4. Attendant for campground?**
- 5. Planning board appointments,  
Mike Mapley, Dennis Toizier**
- 6. Warrants**

**Town Managers Report:**

- 1. All equipment ready for winter.**
- 2. Safety Enhancement Grant from MMA.  
4 air packs for the Fire department.**
- 3. Working on leveling sites at campground.**
- 4. Sand for driveways now next to recycle bins.**
- 5. Researching new Assessing program offered by  
the County.**

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

**Next Selectman Meeting December 18, 2019**

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
November 20, 2019, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

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

**Others Present:** Larry Duchette; Jodi Page.

**Meeting called to order at 6:02 p.m. by David Pierce.**

**Approval of Minutes:** Selectboard reviews the minutes from the October 16, 2019, regular meeting. **Motion made and seconded to approve the minutes for the October 16, 2019, meeting as written. Motion carries.**

**OLD BUSINESS**

**NEW BUSINESS**

**Adopt new rates for Agent Fees:** The Board reviews the new rates as imposed by the State of Maine. **Motion made and seconded to increase the Agent Fees within the limits shown in the legislative action. Motion carries.**

**Proposal for Town Hall Fee Change:** The Board reviews the proposed fee changes. The fees for smaller parties has decreased, while the rate for larger parties will remain the same. David mentioned including BYOB. Insurance rider was discussed. **Motion made and seconded to accept the fee changes as read with the exception of including the BYOB for the \$60 insurance rider. Motion carries.**

**Quarterly Selectboard Financial Update:** The Board reviews the Quarterly Financial report. Inquiries were made regarding any delinquencies, and the Board discussed the 4 properties going into foreclosure. Minimum bid of \$10,000 discussed on any foreclosed properties that go out for bid. Replacing aging equipment discussed. **Motion made and seconded to place a minimum bid of \$10,000 on the foreclosed properties that go out for bid. Motion carries.**

**Attendant for campground:** Sylvio Dubois is interested in spending the summer at the campground. With the activity that goes on there, the town believes it is beneficial to have an attendant present. The Board discussed having Mr. Dubois be the attendant for the campground. Discussion tabled for another meeting after more research is done and after speaking to Mr. Dubois.

**Planning board appointments, Mike Mapley, Dennis Tozier:** Planning board is shorthanded. **Motion made and seconded to accept Mike Mapley and Dennis Tozier to the planning board. Motion carries.**

**Warrants:** Board reviews the Accounts Payable warrants and signs them.

**SELECTBOARD CONCERN**

The Board discussed the planned harvest for the town forest and current stumpage rates. The 2020 Stumpage permit was reviewed and signed.

**TOWN MANAGER'S REPORT**

- **All equipment ready for winter:** The Town has gone through all equipment to get them ready for winter.

- **Safety Enhancement Grant from MMA:** The Town received approval. MMA will pay 66% of the cost of 4 air tanks for the Fire Department.
- **Working on leveling sites at campground:** The Town has started working on leveling out the sites at the campground. Sites 6 and 7 have had continual complaints.
- **Sand for driveways now next to recycle bins:** The sand has been moved to beside the recycle bins.
- **Researching new Assessing program offered by the County:** Mr. Tarr is no longer with us. The County received a grant and is putting together a regional assessing office. If we go with them, the first 3 years are free and the Town will be charged nothing. After the 3<sup>rd</sup> year, rates will be assessed on the amount of work they do for each town.

**Public Comments:**

Next regular Selectboard meeting is December 18, 2019, at 6 p.m.

**Selectboard Meeting adjourned at 6:49 p.m.**

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

Approved: 12/18/19  
Date  
Barry Kenney  
Barry Kenney

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

## Proposal for Town Hall Rental Fee Change

November 2019

As Clerk and Treasurer, one thing I hear about is the rate for use of the Town Hall, and whether there is a lesser fee for birthday parties and other smaller events. Currently we do not have different fees, and the cost of rental can be considered very high for a small party. I would like to ask The Board to consider changing the fee scale for the rental of the Town Hall to incorporate such events, and to decrease the refundable security deposit fee for the Big Room.

### Current Prices

Security Deposit for use of Big Room (refundable):	\$75
Facility Rental (Big Room):	\$100

### Proposal:

Security Deposit for Big Room (refundable):	\$50
Facility Rental (Big Room): Parties of 30 people or more-	\$100
Parties of Less than 30 people-	\$50
Children's birthday parties-	\$25

Keep in mind that renters must also purchase an insurance rider that adds a cost of at least \$60 to their rental fees.

The Town does not charge a rental fee for fund raisers or funeral luncheons.

I appreciate your consideration on this matter.

Respectfully,

Corrine Routhier, CCM  
Town Clerk/Treasurer

October 2019

To the Board of Selectpersons:

Recently the State approved an increase in Agent Fees for Motor Vehicles with LD 917. This law allows municipal agents to charge higher service fees for registrations for motor vehicles, from \$3 to \$5 for renewals and from \$4 to \$6 for new registrations. TRIO did an automatic update to reflect this, but the Town needs to officially adopt the new rates in order for the Clerks to receive them.

I would like your approval of these rates that are within the limits shown in legislative action.

Sincerely,

  
Corrine Routhier, CCM

Motor Vehicle Agent



# Quarterly Selectboard Financial Update

As of September 30, 2019--Third Quarter

## Revenues vs. Expenses

Total Revenues to date	\$1,349,913.53	
Total Expenses to date	\$1,022,135.47	
Net Gain (Loss)		<u>\$327,778.06</u>

2019 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$913,036.75	\$761,604.19	\$151,432.56
Personal Prop.	\$70,515.58	\$68,952.53	\$1,563.05
	<u>\$983,552.33</u>	<u>\$830,556.72</u>	<u>\$152,995.61</u>

## Checking Account

Checkbook Reconciliation Balance	<u>\$301,747.65</u>
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## Bank Reserve Accounts Status

### NorState:

Fire Dept. Equip Reserve & Savings	\$122,291.66	
Ministerial School Lot Stumpage		
Savings & CD	\$67,868.69	
Road Reserve Fund	\$117,620.46	
<b>Total at NorState</b>		<u>\$307,780.81</u>

### Katahdin:

PW Equipment Reserve ICS	\$40,385.01	
Silviculture ICS	\$200,583.73	
General ICS	\$461,619.86	*Inc. school pmts for 2020
<b>Total at Katahdin</b>		<u>\$702,588.60</u>

### Acadia FCU:

Cemetery Perpetual Care	\$11,253.37	
Stumpage: Savings & CD	\$484,169.28	
<b>Total at Acadia FCU</b>		<u>\$495,422.65</u>

## TOTAL RESERVES:

\$1,505,792.06

## Total Assets in Banks:

\$1,807,539.71

## Real & Personal Property Taxes outstanding principle

### Real:

2017	\$8,190.57
2018	\$19,789.32
	<u>\$27,979.89</u>

### Pers. Prop:

2018 \$0.00

# Quarterly Selectboard Financial Update

YEAR TO DATE as of 9/30/2019

## Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$34,000.00	\$32,135.31	\$8,655.15	\$10,519.84
Town Officers	\$86,500.00	\$69,140.29		\$17,359.71
Assessing	\$5,500.00	\$4,549.50		\$950.50
Town Hall	\$25,000.00	\$34,876.95	\$18,650.54	\$8,773.59
Plan & Appeals	\$1,000.00			\$1,000.00
CEO	\$11,000.00	\$7,174.35	\$950.00	\$4,775.65
Discounts	\$14,000.00	\$13,193.93		\$806.07
Abatements	\$3,369.00	\$198.61		\$3,170.39
Annual Dues	\$3,394.00	\$3,403.57		-\$9.57
Insurance	\$52,000.00	\$39,238.60	\$1,843.82	\$14,605.22
Genl. Assistance	\$3,466.00			\$3,466.00
County Tax	\$85,408.00	\$85,408.00		\$0.00
Town Hall Improv.	\$11,252.00	\$90,882.00	\$83,844.80	\$4,214.80
Fire Dept.	\$26,000.00	\$53,097.54	\$40,992.23	\$13,894.69
Police Patrol	\$2,068.00			\$2,068.00
Animal Control	\$2,200.00	\$1,073.60	\$217.00	\$1,343.40
Public Works	\$80,000.00	\$53,826.85	\$6,496.00	\$32,669.15
Ash. Transfer Stn.	\$39,660.00	\$29,740.59		\$9,919.41
Transfer Station	\$1,879.00	\$1,158.36		\$720.64
Cont'd. Svcs.	\$4,625.00	\$2,150.00		\$2,475.00
Cemetery	\$2,500.00	\$1,499.08	\$675.00	\$1,675.92
Beautification	\$2,000.00	\$438.00	\$24.00	\$1,586.00
Rec Dept.	\$1,600.00	\$548.25	\$92.00	\$1,143.75
Parks/Beach/Camp	\$13,500.00	\$16,524.94	\$2,704.12	-\$320.82
Seaplane Base	\$5,000.00			\$5,000.00
Snomobile Club	\$2,500.00	\$2,500.00		\$0.00
PL ATV Club	\$2,500.00	\$2,500.00		\$0.00
PL Historical Soc.	\$2,500.00	\$2,500.00		\$0.00
Social Services	\$3,100.00	\$3,085.10		\$14.90
Education Commit	\$568,695.00	\$420,684.49		\$148,010.51
Education-Subsidy		\$162,836.02	\$162,836.02	\$0.00
Excise Taxes		\$17,649.83	\$93,369.78	\$75,719.95
Street Lights	\$8,000.00	\$6,042.53		\$1,957.47
Ashland User Fees	\$18,832.00	\$18,831.79		\$0.21

## SELECTPERSONS MEETING SIGN – SHEET

11/20/2019

[illegible]

**TOWN OF PORTAGE LAKE  
SELECTBOARD MEETING AGENDA**

**December 18, 2019**

**6:00 P.M.**

**Call to Order**

**Attendance**

**Approval of Minutes for November 20, 2019**

**Old Business:**

1. Review our decision on selling Tax acquired property

**New Business:**

1. Warrant article request for Fireworks \$2500.
2. Warrant article request for PLHS \$2500.
3. Proposed stipend for Planning + Appeals Boards of \$150 yr.
4. Town book dedication Name.
5. Bonus out of MMA rebate. \$125. Each
6. ACAP Information.
7. Quit Claim Deed \$
8. Warrants

**Town Managers Report:**

1. Budgetary price of \$128,000 for new Cat Backhoe
2. Working on budget
3. Installing new Furnace
4. I will be out the week of 12/23/19
5. Merry Christmas and Happy New Year!!

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

**Next Selectman Meeting December 18, 2019**

**PORTAGE LAKE BOARD OF SELECTPERSONS**  
**Record of Regular Meeting**  
**December 18, 2019, at 6:00 p.m.**  
**Portage Lake Municipal Building Conference Room**

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

**Others Present:** Larry Duchette, Jodi Page, Corrine Routhier.

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

**Approval of Minutes:** Selectboard reviews the minutes from the November 20, 2019, regular meeting. **Motion made and seconded to approve the minutes for the November 20, 2019, meeting as written. Motion carries.**

**OLD BUSINESS**

**Review our decision on selling tax-acquired property:** Board discussed placing a minimum bid on tax-acquired property; 2 out of 4 properties that were going into foreclosure paid what was due bringing the properties out of foreclosure, leaving only 2 properties remaining going into foreclosure. There are several parties interested in these properties. The Board has decided to keep the minimum bid of \$10,000 on the tax-acquired property going out for bid. A date was set for these bids to be in by. Bids need to be in by February 14, 2020.

**Motion made and seconded to strike the statement regarding BYOB and the \$60 insurance waiver from the November 20, 2019, meeting. Motion carries.**

**NEW BUSINESS**

**Warrant article request for Fireworks \$2500:** Board decides to add the fireworks request on the warrant article due to the increased cost to purchase the fireworks. **Motion made and seconded to place the \$2500 Fireworks request on the warrant articles for the town meeting. Motion carries.**

**Warrant article request for PLHS \$2500:** **Motion made and second to place a \$2500 warrant article for the PLHS, the Portage Lake ATV club and the Portage Lake Snowmobile club. Motion carries.**

**Proposed stipend for Planning & Appeals Board of \$150 yr.:** This is per person per year. Board discussed stipends based on meeting attendance. **Motion made and seconded to approve a \$20 per meeting, per person, per year stipend for the Planning Board & Board of Appeals. Motion carries.**

**Town book dedication Name:** Board discussed the list of names for the Town book dedication. **Motion made and seconded to dedicate the 2019 town report to Claude Plourde. Motion carries.**

**Bonus out of MMA rebate \$125 each:** Five people receiving bonuses: Corrine, Sarah, Larry, Chris and Maggie. **Motion made and seconded to approve a portion of the MMA rebate for the \$125 bonus for each of the 5 town employees. Motion carries.**

**ACAP Information:** Board members receive a packet explaining how many people are served by ACAP in the Town of Portage, what services they offer, etc.

**Quit Claim Deeds:** Two tax-acquired properties were paid today. Board signed the two (2) Quit Claim Deeds.

**Warrants:** Accounts Payable warrants reviewed and signed by the board.

### TOWN MANAGER'S REPORT

**Budgetary price of \$128,000 for new CAT backhoe:** Larry has only 1 quote for a new backhoe as Volvo no longer makes them.

**Working on budget:** The budget is about half done at this time. It should be complete by the 31<sup>st</sup>.

**Installing new furnace:** The town lost a furnace a week or so ago, furnace ruptured and started flooding the basement. The town has 2 furnaces that rotate, we are down to 1 furnace currently. A new furnace should be installed next week. A crew will be sent over as soon as it arrives and should be completed in a day or day-and-a-half. A new furnace installation will cost the town about \$8000.

**I will be out the week of 12/23/19:** Larry will be in Pennsylvania next week.

Merry Christmas and Happy New Year!!

### Public Comments:

Next regular Selectboard meeting is January 15, 2020, at 6 p.m.

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: \_\_\_\_\_

2/19/2020

Date

Barry Kerney

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

David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins

# Quarterly Selectboard Financial Update

As of December 31, 2019--Fourth Quarter

## Revenues vs. Expenses

Total Revenues to date	\$1,411,456.67
Total Expenses to date	\$1,292,619.55
Net Gain (Loss)	<u>\$118,837.12</u>

2019 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$913,036.75	\$832,736.12	\$80,300.63
Personal Prop.	\$70,515.58	\$39,502.54	\$31,013.04
	<u>\$983,552.33</u>	<u>\$872,238.66</u>	<u>\$111,313.67</u>

## Checking Account

Checkbook Reconciliation Balance

\$162,434.73

## Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$122,905.96
Ministerial School Lot Stumpage	
Savings & CD	\$68,158.63
Road Reserve Fund	\$143,858.63
<b>Total at NorState</b>	<u>\$334,923.22</u>

Katahdin:

PW Equipment Reserve ICS	\$40,420.62
Silviculture ICS	\$200,760.73
General ICS	\$460,464.65
<b>Total at Katahdin</b>	<u>\$701,646.00</u>

\*Inc. school pmts for 2020

Acadia FCU:

Cemetery Perpetual Care	\$12,160.69
Stumpage: Savings & CD	\$466,195.30
<b>Total at Acadia FCU</b>	<u>\$478,355.99</u>

**TOTAL RESERVES:**

\$1,514,925.21

**Total Assets in Banks:**

\$1,677,359.94

Real & Personal Property Taxes outstanding principle

Real:

2017	\$0.00
2018	\$15,930.76
	<u>\$15,930.76</u>

Pers. Prop:

2018	<u>\$0.00</u>
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**Total Tax Acquired:** \$5,692.48

# Quarterly Selectboard Financial Update

YEAR TO DATE as of 12/31/2019

## Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$34,000.00	\$35,078.81	\$10,119.90	\$9,041.09
Town Officers	\$86,500.00	\$89,533.73	\$4,825.00	\$1,791.27
Assessing	\$5,500.00	\$4,622.00		\$878.00
Town Hall	\$25,000.00	\$41,775.68	\$19,200.54	\$2,424.86
Plan & Appeals	\$1,000.00	\$400.00		\$600.00
CEO	\$11,000.00	\$9,536.15	\$1,392.50	\$2,856.35
Discounts	\$14,000.00	\$13,193.93		\$806.07
Abatements	\$3,369.00	\$198.61		\$3,170.39
Annual Dues	\$3,394.00	\$3,403.57	\$9.57	\$0.00
Insurance	\$52,000.00	\$48,268.06	\$1,843.82	\$5,575.76
Genl. Assistance	\$3,466.00			\$3,466.00
County Tax	\$85,408.00	\$85,408.00		\$0.00
Town Hall Improv.	\$11,252.00	\$90,882.00	\$83,844.80	\$4,214.80
Fire Dept.	\$26,000.00	\$67,801.74	\$44,539.13	\$2,737.39
Police Patrol	\$2,068.00			\$2,068.00
Animal Control	\$2,200.00	\$1,512.60	\$431.00	\$1,118.40
Public Works	\$80,000.00	\$74,953.06	\$6,496.00	\$11,542.94
Ash. Transfer Stn.	\$39,660.00	\$39,654.09		\$5.91
Transfer Station	\$1,879.00	\$1,158.36		\$720.64
Cont'd. Svcs.	\$4,625.00	\$2,150.00		\$2,475.00
Cemetery	\$2,500.00	\$1,499.08	\$1,050.00	\$2,050.92
Beautification	\$2,000.00	\$935.27	\$25.00	\$1,089.73
Rec Dept.	\$1,600.00	\$548.25	\$92.00	\$1,143.75
Parks/Beach/Camp	\$13,500.00	\$17,322.73	\$3,822.73	\$0.00
Seaplane Base	\$5,000.00			\$5,000.00
Snomobile Club	\$2,500.00	\$2,500.00		\$0.00
PL ATV Club	\$2,500.00	\$2,500.00		\$0.00
PL Historical Soc.	\$2,500.00	\$2,500.00		\$0.00
Social Services	\$3,086.00	\$3,085.10		\$0.90
Education Commit	\$568,695.00	\$568,695.00		\$0.00
Education-Subsidy		\$162,836.02	\$162,836.02	\$0.00
Excise Taxes		\$89,474.36	\$116,715.92	\$27,241.56
Street Lights	\$8,000.00	\$8,008.79	\$8.79	\$0.00
Ashland User Fees	\$18,832.00	\$18,831.79		\$0.21



# SELECT PERSONS MEETING SIGN – SHEET

12/18/2019

Corrine Ben Thier