

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

January 15, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for December 18, 2019

Old Business:

1.

New Business:

1. BYOB for PLSC
2. Quarterly Financial Update
3. Application for Veteran Tax Exemption
4. Warrants

Town Managers Report:

1. Still waiting for information about an Assessor for this year
2. Harvest started this week on Oak Point

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting February 19, 2020

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
January 15, 2020, at 6:00 p.m.
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.

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

OLD BUSINESS

NEW BUSINESS

BYOB for PLSC: Portage Lake Snowmobile Club is applying for a BYOB with the function to be held at the Town Hall. A Constable will be present. PLSC has already submitted their insurance naming the town as the insured. Board members review the application and sign it.

Quarterly Financial Update: Board reviews the quarterly financials. Approximately \$80,000 in real estate and \$31,000 in personal property taxes are still outstanding.

Application for Veteran Tax Exemption: Steven Dempster is now a year-round resident and is applying for the Veteran Tax Exemption. Board reviews the application and signs it for approval.

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

SELECTBOARD CONCERN

Board discusses the Town's plans for posting and enforcing the beach road weight limit. The Road Commissioner still plans on posting the road. However, the Town cannot enforce the limit because the Sheriff's Department and State Police will not back us. The Road Commissioner has been trying to work with the Town of Ashland. Ashland's Town Council has discussed it and feel they cannot cover sending out additional officers to enforce the weight limit on the beach road in Portage.

TOWN MANAGER'S REPORT

- **Still waiting for information about an Assessor for this year:** Larry will be making a call to Mr. Tarr to see if he would be interested in continuing to be Portage's Assessor for another year.
- **Harvest started this week on Oak Point:** Harvest is starting this week on Oak Point. The road has been built, and they will begin cutting tomorrow.

Public Comments:

Next regular Selectboard meeting is February 19, 2020, at 6 p.m.

Selectboard Meeting adjourned at 6:08 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 Kenney

Signed: _____

David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins

SELECT PERSONS MEETING SIGN – SHEET

1/15/2020

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

February 19, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for January 15, 2019

Old Business:

New Business:

- 1. Open bids**
- 2. 2 – year appointments for ballot clerks**
- 3. Choose a picture for town report book**
- 4. Warrants**

Town Managers Report:

- 1. County will be our Assessor for this year**
- 2. On vacation 3/9 – 3/12**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting March 18, 2020

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
February 19, 2020, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette, Jodi Page, Corrine Routhier, Arthur Routhier, Steve Jandreau, Tammy Curran, John Bernier, Dawn Bernier.

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

Approval of Minutes: Selectboard reviews the minutes from the January 15, 2020, regular meeting. **Motion made and seconded to approve the minutes for the January 15, 2020, meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

1. **Open bids:** Board opens the bids received on the 2 tax-acquired properties. Bids are as follows:
 - a. First bid from Drummond and Drummond Partnership, Portland, Maine for Map 4, Lot 18 Oak Point – bid for \$12,620.
 - b. Second bid for Map 16, Lot 51 Richard Casey property from Kenneth and Judy Swanton – bid for \$17,200.
 - c. Third bid from Frank Frost for Map 16, Lot 51 Richard Casey property for \$30,275.
 - d. Fourth bid from John and Dawn Bernier for Map 16, Lot 51 Richard Casey property for \$40,000.
 - e. **Motion made and seconded to accept the high bid of \$40,000 from John and Dawn Bernier on the Richard Casey property Map 16, Lot 51. Motion carries.**
 - f. **Motion made and seconded to accept the bid of \$12,620 from Drummond and Drummond Partnership for the Oak Point property Map 4, Lot 18. Motion carries.**
2. **2-year appointments for ballot clerks:** A list of ballot clerks was submitted to the Board. Dan read off the names to everyone present. **Motion made and seconded to accept the 2-year appointments for ballot clerks as presented. Motion carries.**
3. **Choose a picture for town report book:** The Board looks at the pictures received and selects one of the lake view photographs for the town report book. **Motion made and seconded to go with the lake view picture. Motion carries.**
4. **Warrants:** Board reviews the Treasurer's warrants and signs them for approval. **Motion made and seconded to accept the warrants on the ballet as written. Motion carries.**

TOWN MANAGER'S REPORT

- **County will be our Assessor for this year:** The County's Assessor has already been in and looked things over.
- **On vacation 3/9 to 3/12/2020:** Larry will be on vacation.

Public Comments: Steve Jandreau asked about a piece a property that may have been tax-acquired and if it was still available; however, the property is current with their taxes and not available for bid. The PLSC would like to thank the Town of Portage for allowing them to rent the town hall for their benefit pie auction.

Next regular Selectboard meeting is March 18, 2020, at 6 p.m.

Selectboard Meeting adjourned at 6:18 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: 3/18/2020
Date
Barry Kenney
Barry Kenney

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

2-year appointment for ballot clerks:

Democrats:

Sandra Bartlett
Gloria Curtis
Janice Cyr
Connie Duchette
Gail Gagnon
Carol Gagnon
Marcelle Gagnon
Katherine Gagnon
Jean McPherson
Judy Moreau
Tracy Snow-Cormier
Sandra Soucy

Republicans:

Hallie Baker
Bonnie Condon
Fran Condon
Geraldine Condon
Michelle Eastman
Cathie Farnum
David Farnum
Debra Holmes
Kimberly Mapley

Unenrolled:

Roberta Belanger
Serena Bonville
Jennifer Brophy
Alice Higgins
Lucinda Jacobs
Jodi Page
Margaret Pierce

**Portage Lake Board of Selectpersons
Agenda
Special Meeting
Monday March 9, 2020 at 5:30 pm**

1. Call to Order
2. Attendance

Old Business:

3. Municipal Quit Claim Deeds
Tax acquired properties Map 4 lot 18 & Map 16 lot 51

New Business:

4. Other
5. Adjourn

Next regular meeting Wednesday March 18, 2020 at 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting
March 9, 2020, at 5:30 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier.

Meeting called to order at 5:40 p.m. by David Pierce.

OLD BUSINESS

Municipal Quit Claim Deeds: Board reviews the two (2) Quit Claim Deeds for tax-acquired properties sold at Map 4 lot 18 and Map 16 lot 51 and signs them for approval. **Motion made and seconded to sign the Municipal Quit Claim Deeds for the two (2) tax-acquired properties sold at Map 4 Lot 18 and Map 16 lot 51. Motion carries.**

NEW BUSINESS

Public Comments:

Next regular Selectboard meeting is Wednesday, March 18, 2020, at 6 p.m.

Special Selectboard Meeting adjourned at 5:44 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: _____

3/18/2020

Date

Barry Kenney

Signed: _____

David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

March 18, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for February 19, 2020

Old Business:

1. **Approval of Minutes Special Selectpersons Meeting. March 9, 2020**

New Business:

1. **Sign Assessors Notice**
2. **Sign ATV Use Permit**
3. **Warrants**

Town Managers Report:

1. **Wheelchair lift repaired**
2. **Foreclosed property**
3. **Changes to operations**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting April 15, 2020

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
March 18, 2020, at 6:00 p.m.
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 6:01 p.m. by David Pierce.

Approval of Minutes: Selectboard reviews the minutes from the February 19, 2020, regular meeting. **Motion made and seconded to approve the minutes for the February 19, 2020, regular meeting as written. Motion carries.**

OLD BUSINESS

Approval of Minutes Special Selectpersons Meeting March 9, 2020: Board reviews the minutes from the special Selectpersons meeting on March 9, 2020. **Motion made and seconded to approve the minutes as written from the special Selectpersons meeting March 9, 2020. Motion carries.**

NEW BUSINESS

Sign Assessors Notice: David reads the Assessor's notice to everyone present. Board signs the Assessors Notice for approval.

Sign ATV Use Permit: David reads the ATV Use Permit to everyone present. Permit is good for three (3) years. Barry brought up the issue of the Club not using a wide enough culvert; all future trail work projects need to use a 20' culvert instead of 8' where the trail is also used by snowmobilers. Board signs the permit for approval.

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

TOWN MANAGER'S REPORT

- **Wheelchair lift repaired:** The Town was deficient on the wheelchair lift, door was jamming. Lift has since been repaired, and the Inspector has signed off on it.
- **Foreclosed property:** The foreclosed property has all been paid for, all deeds taken care of.
- **Changes to operations:** Due to the COVID-19 pandemic, suggestions were made regarding changes to operations. The favored is to close the Town Office to the public, transactions to be completed through mail, email and online. **Motion made and seconded to close the Town Office to the public as soon as there is a reported case of COVID-19 in Aroostook County. Motion carries. As of tonight's Selectboard meeting, the Annual Town Meeting is still being held unless mandated by the State to cancel.**

Public Comments:

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

Special Selectboard Meeting adjourned at 6:21 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: _____

4/15/2020

Date

Barry Kenney

Signed: _____

David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

SELECT PERSONS MEETING SIGN – SHEET

3/18/2020

NOBODY!

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 15, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for March 18, 2020

Old Business:

New Business:

- 1. Sign Abatement**
- 2. Sign Ratio Declaration**
- 3. Quarterly Financial update**
- 4. Sign BYOB permit**
- 5. 2020 Appointments**
- 6. Reverse the motion from 3/18/20 to close the office and let the office staff decide if and when they want to close.**
- 7. Warrants**

Town Managers Report:

- 1. Tip cylinder on plow truck out for repair**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting April 15, 2020

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
April 15, 2020, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette, Jodi Page.

Meeting called to order at 6:04 p.m. by David Pierce.

Approval of Minutes: Selectboard reviews the minutes from the March 18, 2020, regular meeting. **Motion made and seconded to approve the minutes for the March 18, 2020, regular meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

Sign Abatement: Board reviews the abatement for Nicole Thibodeau and Ryan Coffin. **Motion made and seconded to approve the abatement and to allow Larry Duchette to sign the abatement for the Board.**

Sign Ratio Declaration: The Town had to use last year's mill rate of 13.75 as recommended by the State since the Town has been unable to set a new one. The Board signs the Ratio Declaration.

Quarterly Financial Update: Board discusses the Quarterly Financial Update.

Sign BYOB permit: Chelsea Lyons Beaulier is getting married at the Pavilion this summer and is requesting a BYOB permit. Board reviews the permit and signs it for approval.

2020 Appointments: **Motion made and seconded to appoint Larry Duchette as Town Manager, Tax Collector, Welfare Director, Road Commissioner, and agent for the Overseers of the Poor; to appoint Corrine Routhier as Town Clerk, Treasurer, Motor Vehicle Agent, Inland Fisheries & Wildlife Agent, Freedom of Access Officer, and E-911 Officer; to appoint Sarah Bauzenberger as Animal Welfare Agent; to appoint Margaret Pierce as Code Enforcement Officer, Health Officer, Plumbing Inspector, and Building Inspector; to appoint Brian Cote as Fire Chief; to appoint Christopher Walker as Animal Control Officer; to appoint Darey Gagnon, Otis Nelson, Arthur Routhier, Dennis Tozier, and Michael Mapley to the Planning Board; and to appoint Patrick Raymond, Brian Cote, and Michael Bartlett to the Appeals Board. Motion carries.**

Reverse the motion from 03/18/2020 to close the office and let the office staff decide if and when they want to close: Motion made and seconded to reverse the motion of 03/18/2020 to close the office and instead allowing the office staff to decide if and when they want to close the Portage Town Office due to COVID-19. Motion carries.

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

SELECTMEN CONCERNS

Fire truck status update: Tank, chassis, wheels are all being worked on, painted and is progressing nicely.
New Town meeting date: The Board discussed dates for the annual Town meeting. It is unclear when the Town will be allowed to have the meeting. The Town may need to hold an emergency meeting if the situation worsens or does not resolve.

TOWN MANAGER'S REPORT

- **Tip cylinder on plow truck out for repair:** The tip cylinder has been leaking and has gone out for repairs.

Public Comments:

Next regular Selectboard meeting is Wednesday, May 20, 2020, at 6 p.m.

Special Selectboard Meeting adjourned at 6:21 p.m.

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

Approved: 5/20/2020
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 March 31, 2020--First Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$224,707.89
Total Expenses to date	\$309,442.27
Net Gain (Loss)	<u>(\$84,734.38)</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>\$138,994.56</u>
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$30,047.57	
Ministerial School Lot Stumpage		
Savings & CD	\$68,520.95	
Road Reserve Fund	\$143,960.14	
Total at NorState		<u>\$242,528.66</u>

Katahdin:

PW Equipment Reserve ICS & Checking	\$40,455.88	
Silviculture ICS & Checking	\$200,935.89	
General ICS	\$312,797.25	
Total at Katahdin		<u>\$554,189.02</u>

Acadia FCU:

Cemetery Perpetual Care	\$12,168.27	
Stumpage: Savings & CD	\$549,660.85	
Total at Acadia FCU		<u>\$561,829.12</u>

TOTAL RESERVES:

\$1,358,546.80

Total Assets in Banks:

\$1,497,541.36

Real & Personal Property Taxes outstanding principle

Real:

2018	\$11,678.77
2019	\$39,999.91
	<u>\$51,678.68</u>

Pers. Prop:

2019	<u>\$219.66</u>
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Quarterly Selectboard Financial Update

YEAR TO DATE as of March 31, 2020

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$35,000.00	\$11,380.80	\$1,296.50	\$24,915.70
Town Officers	\$89,500.00	\$24,272.46		\$65,227.54
Assessing	\$5,800.00	\$90.00		\$5,710.00
Town Hall	\$26,000.00	\$10,767.84	\$452.22	\$15,684.38
Plan & Appeals	\$1,900.00			\$1,900.00
CEO	\$11,500.00	\$2,255.44	\$167.50	\$9,412.06
Discounts	\$15,500.00			\$15,500.00
Abatements	\$3,170.00			\$3,170.00
Annual Dues	\$2,500.00	\$1,638.00		\$862.00
Insurance	\$52,000.00	\$15,195.70	\$31.38	\$36,835.68
Genl. Assistance	\$3,466.00			\$3,466.00
Town Hall Improv.	\$4,214.00			\$4,214.00
Fire Dept.	\$28,000.00	\$458.39	\$11.13	\$27,552.74
Police Patrol	\$2,068.00			\$2,068.00
Animal Control	\$2,500.00	\$742.90	\$46.00	\$1,803.10
Public Works	\$84,000.00	\$14,933.20	\$7.67	\$69,074.47
Ash. Transfer Stn.	\$40,564.00	\$10,140.96		\$30,423.04
Transfer Station	\$1,020.00	\$159.00		\$861.00
Cont'd. Svcs.	\$4,000.00			\$4,000.00
Cemetery	\$2,750.00			\$2,750.00
Beautification	\$2,000.00		\$2.00	\$2,002.00
Rec Dept.	\$1,600.00			\$1,600.00
Parks/Beach/Camp	\$16,500.00	\$155.80	\$51.17	\$16,395.37
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	\$3,010.00			\$3,010.00
Education Commit		\$148,010.52		-\$148,010.52
Education-Subsidy		\$66,915.56		-\$66,915.56
Excise Taxes		\$1,073.93	\$20,951.61	\$19,877.68
Street Lights	\$8,500.00	\$2,325.70		\$6,174.30
Ashland User Fees	\$22,035.00			\$22,035.00

**SPECIAL
SELECTPERSONS MEETING SIGN – IN SHEET**

4/15/2020

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

May 20, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for April 15, 2020

Old Business:

New Business:

- 1. Lenny Boutot, Speed bump**
- 2. Town meeting 6/2/20**
- 3. Sylvio Dubois, campground Attendant.**
Will check for permits and clean bathroom.
- 4. Scholarships**
- 5. PHCC Application to serve Alcoholic beverages on premises and mobile cart**
- 6. Sign County Tax bill \$91,156.50**
- 7. Award Silver-Headed Cane to Gladys Cote**
- 8. Warrants**

Town Managers Report:

- 1. Backhoe heater hoses replaced**
- 2. Clark Condon and Alden Routhier for summer help**
- 3. Campground pads finished**
- 4. Docks going out this week**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting June 24, 2020

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
May 20, 2020, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette, Jodi Page, Jennifer Pitcairn, Sarah Bauzenberger, Lenny Boutot.

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

Approval of Minutes: Selectboard reviews the minutes from the April 15, 2020, regular meeting. **Motion made and seconded to approve the minutes for the April 15, 2020, regular meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

Lenny Boutot, Speed bump: Mr. Boutot has requested a speed bump by his house to slow down traffic. He was not present during the discussion. After some debate, the Board has voted 2:1 against installation of a speed bump in front of Mr. Boutot's house. The Board discussed other areas for speed bump installation including in front of the beach and the Rocky Brook Road. Discussion has been tabled regarding the beach installation for another time. Mr. Boutot arrived at 6:11 p.m. after the board had discussed his agenda item, made a decision, and had moved on to the next item on the agenda. When the Board gave Mr. Boutot the opportunity to speak, he was extremely confrontational. After attempts at a discussion, Mr. Boutot was asked to leave the premises. **Motion made and seconded to decline the installation of the speed bump in front of Mr. Boutot's residence and to place one instead around the entrance of the Rocky Brook Road. Motion carries.**

Town meeting 6/2/20: The annual town meeting is scheduled for June 2, 2020. Weather permitting, it will be held on the tennis court.

Sylvio Dubois, campground Attendant: The Board discussed the current campground attendant and Mr. Dubois' application. The Board decided to keep the current campground attendant. **Motion made and seconded to keep the current campground attendant. Motion carries.**

Scholarships: The Town has scholarship applications for Ty Cyr and Haleigh Holmes. After first successful semester, each applicant will receive \$1000 each. **Motion made and seconded to accept scholarship applications for Ty Cyr and Haleigh Holmes. Motion carries.**

PHCC Application to serve Alcoholic beverages on premises and mobile cart: Portage Hills Country Club has an application for an auxiliary license to serve alcoholic beverages on their premises and for a mobile service bar. The Board signs the application. **Motion made and seconded to accept the application. Motion carries.**

Sign County Tax bill \$91,156.50: Board discussed the county tax bill and signs it for approval.

Award Silver-Headed Cane to Gladys Cote: The Board discussed awarding Gladys Cote the silver-headed cane. **Motion made and seconded to award the silver-headed cane to Gladys Cote. Motion carries.**

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

Additionally, the board signed the form to accept grant money from the State for the ATV Club and disperse the funds to them.

TOWN MANAGER'S REPORT

- **Backhoe heater hoses replaced:** The hose ruptured and is being replaced.
- **Clark Condon and Alden Routhier for summer help:** Clark Condon and Alden Routhier will be teaming up to do the mowing and weed whacking and help Chris.
- **Campground pads finished:** Uneven campground pads have been leveled out.
- **Docks going out this week:** Docks went out today at the boat landing.

Public Comments:

Next regular Selectboard meeting is Wednesday, June 17, 2020, at 6 p.m.

Special Selectboard Meeting adjourned at 6:28 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: _____

6/17/20

Date

Barry Kerney

Signed: _____

David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins

SELECT PERSONS MEETING SIGN – SHEET

5/20/2020

Jennifer Heciric

~~Donna L. [unclear]~~ ?

Sarah Bryan

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

June 17, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for May 20, 2020

Old Business:

New Business:

- 1. Reallocate revenue**
- 2. Warrants**

Town Managers Report

- 1. Camp ground ready**
- 2. Stockford rd. repaired, waiting on pavement**
- 3. Backhoe will be here 1st full wk. of July**
- 4. Portland glass is installing windows**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting July 15, 2020

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
June 17, 2020, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Jodi Page, Corrine Routhier, Sarah Bauzenberger.

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

Approval of Minutes: Selectboard reviews the minutes from the May 20, 2020, regular meeting. **Motion made and seconded to approve the minutes for the May 20, 2020, regular meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

Reallocate revenue: The Town has (2) revenue accounts, one for boat excise and one for agent fees. Right now they are both in Other Revenues. The Town would like to reallocate the funds, with the boat excise going to the Parks' Department, and agent fees to go to the agents for its intended purpose. **Motion made and seconded to approve the reallocation of revenue. Motion carries.**

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

TOWN MANAGER'S REPORT

- **Campground ready:** Campground is ready for visitors.
- **Stockford Rd. repaired, waiting on pavement:** Stockford Road is repaired and waiting on pavement.
- **Backhoe will be here 1st full week of July:** Backhoe will be here first full week of July.
- **Portland Glass is installing windows:** Portland Glass is installing windows.
- **New 1-ton:** New truck has shown up.

Public Comments:

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

Regular Selectboard 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: 7/15/20
Date
Barry Kenney
Barry Kenney

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

June 17, 2020

SELECT PERSONS MEETING SIGN – SHEET

6/17/2020

Corrine Routhier
Jack Benzeby

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

July 15, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for June 17, 2020

Old Business:

New Business:

- 1. Choose a mil rate**
- 2. Treasures report**
- 3. Open bids for 1 ton and Fire truck**
- 4. Warrants**

Town Managers Report

- 1. New Backhoe delayed another week**
- 2. Check received for old Backhoe**
- 3. I am on Vacation 7/20/20 -- 7/23/20**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting August 19, 2020

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
July 15, 2020, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette, Jodi Page, Corrine Routhier, Arthur Routhier, Sarah Bauzenberger, Michelle Eastman.

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

Approval of Minutes: Selectboard reviews the minutes from the June 17, 2020, regular meeting. **Motion made and seconded to approve the minutes for the June 17, 2020, regular meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

Choose a mil rate: The Board discusses the various mil rate options available. The Board decided to go with a new mil rate of 13.03, down from last year's mil rate of 13.75. **Motion made and seconded to approve the mil rate of 13.03. Motion carries.**

Treasurer's Report: The Board reviews the Treasurer's report. **Motion made and seconded to accept the Treasurer's Report as written. Motion carries.**

Open bids for 1-ton and Fire Truck: No bids were received for the 1-ton. The board received a bid from Scott Smith of Fort Fairfield in the amount of \$3213 for the 1984 fire truck. **Motion made and seconded to accept the bid from Scott Smith in the amount of \$3213 for the 1984 fire truck.** The Board discussed reducing the minimum bid of \$7500 to \$6000 for the 1-ton.

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

TOWN MANAGER'S REPORT

- **New Backhoe delayed another week:** Due to COVID-19, the backhoe has been delayed.
- **Check received for old Backhoe:** The Town has received a cashier's check for the old backhoe.
- **I am on vacation 7/20/20 to 7/23/2020:** Larry will be on vacation from 7/20 to 7/23/2020.

Public Comments:

Next regular Selectboard meeting is Wednesday, August 19, 2020, at 6 p.m.

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

Executive Session ended at 6:37 p.m.

Motion made and seconded to give Chris Walker a \$1 wage increase. Motion carries.

Regular Selectboard Meeting adjourned at 6:38 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: 8/19/2020

Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

Quarterly Selectboard Financial Update

As of June 30, 2020--2nd Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$461,951.31	
Total Expenses to date	\$409,059.36	
Net Gain (Loss)		\$52,891.95

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	\$130,011.10
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$30,169.17	
Ministerial School Lot Stumpage		
Savings & CD	\$68,885.19	
Road Reserve Fund	\$90,744.49	
Total at NorState		\$189,798.85

Katahdin:

PW Equipment Reserve ICS & Checking	\$40,481.07	
Silviculture ICS & Checking	\$201,111.14	
General ICS	\$164,941.81	
Total at Katahdin		\$406,534.02

Acadia FCU:

Cemetery Perpetual Care	\$12,175.85	
Stumpage: Savings & CD	\$559,707.00	
Total at Acadia FCU		\$571,882.85

NOTE* To be paid from Stumpage: \$75,500 for backhoe, \$17,500 for windows, \$60,000 for Stockford Road repairs, totalling \$153.000.

TOTAL RESERVES:	\$1,168,215.72
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Total Assets in Banks:	\$1,298,226.82
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Real & Personal Property Taxes outstanding principle

Real:

2018	\$8,419.20
2019	\$21,978.99
	\$30,398.19

Pers. Prop:

2019	\$0.00
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Quarterly Selectboard Financial Update

YEAR TO DATE as of June 30, 2020

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$35,000.00	\$22,080.21	\$2,439.50	\$15,359.29
Town Officers	\$89,500.00	\$45,091.81	\$77.00	\$44,485.19
Assessing	\$5,800.00	\$984.50		\$4,815.50
Town Hall	\$26,000.00	\$14,377.01	\$452.22	\$12,075.21
Plan & Appeals	\$1,900.00		\$20.00	\$1,920.00
CEO	\$11,500.00	\$4,323.17	\$1,637.50	\$8,814.33
Discounts	\$15,500.00			\$15,500.00
Abatements	\$3,170.00	\$252.55		\$2,917.45
Annual Dues	\$2,500.00	\$1,926.00		\$574.00
Insurance	\$52,000.00	\$24,640.62	\$443.38	\$27,802.76
Genl. Assistance	\$3,466.00			\$3,466.00
Town Hall Improv.	\$4,214.00			\$4,214.00
Fire Dept.	\$28,000.00	\$96,756.95	\$92,511.13	\$23,754.18
Police Patrol	\$2,068.00			\$2,068.00
Animal Control	\$2,500.00	\$742.90	\$161.00	\$1,918.10
Public Works	\$84,000.00	\$27,737.67	\$7.67	\$56,270.00
Road Improvemnts	\$60,000.00	\$1,440.00		\$58,560.00
Ash. Transfer Stn.	\$40,564.00	\$20,281.92		\$20,282.08
Transfer Station	\$1,020.00	\$390.00		\$630.00
Cont'd. Svcs.	\$4,000.00			\$4,000.00
Cemetery	\$2,750.00	\$634.26	\$150.00	\$2,265.74
Beautification	\$2,000.00	\$299.00	\$12.00	\$1,713.00
Rec Dept.	\$1,600.00			\$1,600.00
Parks/Beach/Camp	\$16,500.00	\$6,524.27	\$327.37	\$10,303.10
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	\$3,010.00			\$3,010.00
Education Commit	\$546,224.00	\$296,021.04		\$250,202.96
Education-Subsidy		\$100,373.31	\$100,373.31	\$0.00
Excise Taxes		\$1,073.93	\$20,951.61	\$19,877.68
Street Lights	\$8,500.00	\$4,228.66		\$4,271.34
Ashland User Fees	\$22,035.00			\$22,035.00

SELECT PERSONS MEETING SIGN – SHEET

7/15/2020

Sarah Zerbe

Arthur Roether

Courtney Roether

Michelle Eastman

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

August 19, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for July 15, 2020

Old Business:

New Business:

- 1. Deans Liquor License application.**
- 2. Robert + Irene Flint Abatement.**
- 3. Sign Pay rate form.**
- 4. Consider the proposal to change the Name of the Scenic byway.**
- 5. Sign Municipal Valuation Return**
- 6. Warrants**

Town Managers Report

- 1. 2004 1 ton sold for \$6,500.**
- 2. New Backhoe received. \$**
- 3. New plow installed on 1 Ton. \$6,200.00**
- 4. New Cub Cadet mower received. \$10,319.98**
- 5. Blue Diamond 50" Mower. \$ 9,699.00**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting September 16, 2020

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
August 19, 2020, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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 July 15, 2020, regular meeting. Beech asked for clarification regarding the sale of the 1-ton. Larry confirmed it went out for bid again since July's meeting and was sold for \$6500. **Motion made and seconded to approve the minutes for the July 15, 2020, regular meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

Dean's Liquor License application: The Board reviews Dean's liquor license application. **Motion made and seconded to approve the application. Motion carries.**

Robert & Irene Flint Abatement: The Flint property was not on the list of changes for the Assessors and the Flints had already paid their taxes. Property was supposed to be in tree growth. **Motion made and seconded to approve the Flint abatement in the amount of \$522.51. Motion carries.**

Sign Pay rate form: The form will go in the employee's folder showing the pay rate. Board reviews and signs the form.

Consider the proposal to change the name of the Scenic byway: The Fish River Scenic Byway and St. John Valley Cultural Byway are being reviewed by the Federal Highway Administration as a single byway and will likely be designated as a National Scenic Byway. Since it is nearly impossible to merge the two names, and since both byways share a common heritage, a new name was proposed. The proposal is to rename the byways the Acadia of the North National Scenic Byway in hopes of garnering more interest and visitors to the area. **Motion made and seconded to back the proposal to change the name to Acadia of the North National Scenic Byway. Motion carries.**

Sign Municipal Valuation Return: The Board reviews the Valuation return and signs it for approval. **Motion made and seconded to sign the Municipal Valuation Return for 2020. Motion carries.**

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

Other: The Portage Lakers Association needs a BYOB permit for their boat inspector appreciation picnic night being held on September 4, 2020, at 5 p.m. Since the board will not meet again before the event, it was added to the agenda for this evening. **Motion made and seconded to accept the BYOB permit for the PLA's boat inspector appreciation picnic night. Motion carries.**

TOWN MANAGER'S REPORT

- **2004 1-ton sold for \$6500:** The 1-ton went back out for bid again and was sold for \$6500.
- **New backhoe received:** We have not received an invoice for the backhoe yet. There might be an additional charge for the extra weight being put on the nose of the backhoe to offset some of the weight of the mower.
- **New plow installed on 1-ton:** The new plow was installed for \$6200.
- **New Cub Cadet mower received:** The new Cub Cadet mower was received for a cost of \$10,319.98.
- **Blue Diamond 50" Mower:** The new Blue Diamond mower for the backhoe cost \$9699.00.

Public Comments:

Next regular Selectboard meeting is Wednesday, September 16, 2020, at 6 p.m.

Regular Selectboard Meeting adjourned at 6:20 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: 9/16/20

Date

Barry J. Kerney
Barry Kerney

Signed:

David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins

Daniel C. Higgins

SELECT PERSONS MEETING SIGN – SHEET

8/19/2020

Corrine Rauthier

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

September 16, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for August 19, 2020

Old Business:

New Business:

- 1. Lease for PLSC**
- 2. Broadband Quote \$1,529,050.00**
- 3. Sign GA Ordinance for 2020 -2021**
- 4. Winter sand Bid**
- 5. Appoint new ballot clerks**
- 6. Old Playground near beach used as Dog Park**
- 7. Taxes Receivable Update as of 9/16/2020**
- 8. Warrants**

Town Managers Report

- 1. Summer help about done**
- 2. Window installation stars the 21st**
- 3. Purchased 4 new winter tires for plow truck**
- 4. New Backhoe's batteries are dead every Monday morning.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting October 21, 2020

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
September 16, 2020, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette, Jodi Page, Corrine Routhier, Sarah Bauzenberger, Jennifer Buckingham, Arthur Routhier.

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

Approval of Minutes: Selectboard reviews the minutes from the August 19, 2020, regular meeting. **Motion made and seconded to approve the minutes for the August 19, 2020, regular meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

Lease for PLSC: Board reads the lease agreement for the Portage Lake Snowmobile Club. The Board could not vote on the lease due to a lack of quorum, so discussion was tabled until the next meeting.

Broadband Quote \$1,529,050.00: The Town of Portage was quoted \$1,529,050.00 to install broadband in every building and property in Portage.

Sign GA Ordinance for 2020-2021: Board reviews the General Assistance Ordinance and signs it for approval.

Winter sand bid: A notice was placed in the paper twice and only one bid was received from Portage Construction Company for 400 yards of sand @ \$12.25 per yard for a total of \$4900.00. **Motion made and seconded to accept Portage Construction Company's bid of \$4900.00 for sand. Motion carries.**

Appoint new ballot clerks: The Board reads the Ballot Clerk Appointment request from Corrine Routhier, CCM, who is requesting the following clerks be added to the list of ballot clerks already appointed: Kimberly Holmes, Haleigh Holmes, Dylan Cyr-Cormier. **Motion made and seconded to accept the new ballot clerks as written. Motion carries.**

Old Playground near beach used as Dog Park: The Town is looking to repurpose the old playground as a dog park. Discussion tabled until next meeting in order to research and obtain more information on the matter.

Taxes Receivable Update as of 9/16/2020: The Board reviews the taxes receivable update. Real Estate is at 82%, property is at 99%.

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

TOWN MANAGER'S REPORT

- **Summer help about done:** Summer help will be finished after this weekend.
- **Window installation starts the 21st:** Window installation should proceed as scheduled.
- **Purchased 4 new winter tires for plow truck:** The current tires were dated, starting to weather crack, and needed to be replaced. Four new tires were ordered for approximately \$1100.00.
- **New Backhoe's batteries are dead every Monday morning:** The battery was tested and the new control for the mower was found to be wired incorrectly. The issue has been resolved.

Public Comments:

Next regular Selectboard meeting is Wednesday, October 21, 2020, at 6 p.m.

Regular Selectboard Meeting adjourned at 6:15 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: 10/21/2020
Date
Barry Kenney
Barry Kenney

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

TAXES RECEIVABLE UPDATE AS OF 9/16/2020

2020 Tax Commitment

REAL ESTATE TAXES:

Commit:	\$855,103.82	145 Accts. Left to be paid
Rec'd:	<u>\$705,574.57</u>	
Bal	\$149,529.25	

Percentage received as of 9/16/2020 **82.51%**

PERSONAL PROPERTY TAXES:

Commit:	\$67,140.10	5 Accts. Left to be paid
Rec'd:	<u>\$66,386.58</u>	
Bal	\$753.52	

Percentage received as of 9/16/2020 **98.88%**

Sept 16, 2020
Select board Mtg
Sign-in

Carrie Raudier
Jan. B. B. B.
Ken Buckingham

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

October 21, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for September 16, 2020

Old Business:

- 1. Lease for PLSC**

New Business:

- 1. Preliminary 2021 State Valuation**
- 2. Sign Contract for Humane Society**
- 3. Appoint Danica Hartman as new ballot clerk**
- 4. Move Stumpage from a 6-month CD to a 1-year CD**
- 5. Trio web Upgrade \$3,675.00**
- 6. Purchase ROW (M11 Lot 17) from David Barry for \$1.00 and a load of wood if we cut it.**
- 7. LifeFlight request for a donation to help for Covid 19 calls.**
- 8. Add for Code Enforcement Officer Position.**
- 9. Animal Welfare Agent request**
- 10. Warrants**

Town Managers Report

- 1. Docks at Forestry are put away for winter.**
- 2. New windows are installed**
- 3. Turnaround and ditching at Hydrant completed.**
- 4. Paving scheduled for Thursday**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting November 18, 2020

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
October 21, 2020, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette, Jodi Page, Sarah Bauzenberger, Michelle Eastman.

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

Approval of Minutes: Selectboard reviews the minutes from the September 16, 2020, regular meeting. **Motion made and seconded to approve the minutes for the September 16, 2020, regular meeting as written. Motion carries.**

OLD BUSINESS

Lease for PLSC: The Board reviewed the lease agreement for the Portage Lakers Snowmobile Club. **Motion made and seconded to accept the lease agreement as written. David and Daniel voted to accept the lease agreement as written, with Barry abstaining from the vote. Motion carries.**

NEW BUSINESS

Preliminary 2021 State Valuation: Board members review the State Valuation which came in at \$91,100,000.00, down a bit from last year.

Sign Contract for Humane Society: Board members review the contract for the Humane Society and sign it for approval. **Motion made and seconded to approve the contract for the Humane Society. Motion carries.**

Appoint Danica Hartman as new ballot clerk: In order to have an equal number of Democrat and Republican ballot clerks, the Town Office is requesting the appointment of Danica Hartman to the position of ballot clerk. **Motion made and seconded to appoint Danica Hartman as new ballot clerk. Motion carries.**

Move Stumpage from a 6-month CD to a 1-year CD: Board reviews the proposal to move Stumpage from a 6-month CD to a 1-year CD with a better interest rate. **Motion made and seconded to move Stumpage to a 1-year CD. Motion carries.**

Trio web Upgrade \$3,675.00: The upgrade will allow Town Officials to access the accounting software from home when necessary. Board discusses the upgrade. **Motion made and seconded to approve the upgrade. Motion carries.**

Purchase ROW (M11 Lot 17) from David Barry for \$1.00 and a load of wood if we cut it: Board discusses the purchase of the right-of-way from David Barry. **Motion made and seconded to approve the purchase of the right-of-way. Motion carries.**

LifeFlight request for a donation to help for COVID 19 calls: Board discusses a donation to the LifeFlight program. **Motion made and seconded to approve an additional donation of \$200. Motion carries.**

Ad for Code Enforcement Officer Position: The current Code Enforcement Officer is getting done. Board discusses the open position and reads out loud the ad that will be placed.

Animal Welfare Agent request: As an incentive to residents to register their dogs on time, Sarah is requesting the Town Office hold another raffle for a \$25 gift certificate to the vet of the winner's choosing. **Motion made and seconded to approve the raffle request for early registrations. Motion carries.**

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

Additional Discussion:

Irving Contract Renewal: Forest Committee meeting was held last week. We are looking to renew our contract with Irving. A decision will be made at next month's Selectboard meeting.

Dog Park: Dave would like to use the old playground lot as a dog park. The Board decided to just remove the signs saying "No Dogs Allowed."

TOWN MANAGER'S REPORT

- **Docks at Forestry are put away for winter:** The docks at the Forestry building are put away and the rest of the docks are coming out Monday.
- **New windows are installed:** All new windows are in and trimmed...a little stain work to do. Larry is very pleased with them.
- **Turnaround and ditching at Hydrant completed:** Fill was hauled in to make the turnaround a little bigger.
- **Paving scheduled for Thursday:** Paving scheduled for tomorrow.

Public Comments:

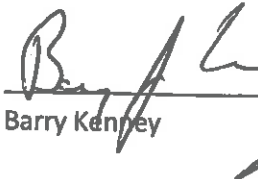
Michelle Eastman asked about the Recycling Heads, would like to get a recycling bin for the disposal of batteries. Discussion tabled until next meeting to obtain further research on the matter.

Next regular Selectboard meeting is Wednesday, November 18, 2020, at 6 p.m.

Regular Selectboard Meeting adjourned at 6:29 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: _____

 _____
Barry Kenney

Date

Signed: _____

David M. Pierce, Chairperson

 _____
Daniel C. Higgins

Quarterly Selectboard Financial Update

As of Sept. 30, 2020--3rd Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$1,213,261.24
Total Expenses to date	\$992,995.23
Net Gain (Loss)	<u>\$220,266.01</u>

2020 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$855,103.82	\$736,910.81	\$118,193.01
Personal Prop.	\$67,140.10	\$66,398.70	\$741.40
	<u>\$922,243.92</u>	<u>\$803,309.51</u>	<u>\$118,934.41</u>

Checking Account

Checkbook Reconciliation Balance	<u>\$318,839.68</u>
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$40,292.40	
Ministerial School Lot Stumpage		
Savings & CD	\$69,255.36	
Road Reserve Fund	<u>\$160,776.22</u>	
Total at NorState		<u>\$270,323.98</u>

Katahdin:

PW Equipment Reserve ICS & Checking	\$30,497.44	
Silviculture ICS & Checking	\$201,221.84	
General ICS	<u>\$401,963.84 *</u>	
Total at Katahdin		<u>\$633,683.12</u>

Acadia FCU:

Cemetery Perpetual Care	\$12,179.95	
Stumpage: Savings & CD	<u>\$474,914.58</u>	
Total at Acadia FCU		<u>\$487,094.53</u>

NOTE* Genl. ICS includes school pmt for Jan-Jun 2021

Stumpage includes Stockford Road appropriation unspent as of Sept. 30, 2020

TOTAL RESERVES:

\$1,391,101.63

Total Assets in Banks:

\$1,709,941.31

Real & Personal Property Taxes outstanding principle

Real:

2018	\$634.80
2019	<u>\$14,089.85</u>
	\$14,724.65

Pers. Prop:

2019	<u>\$0.00</u>
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Quarterly Selectboard Financial Update

YEAR TO DATE as of Sept. 30, 2020

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$35,000.00	\$25,301.79	\$1,068.50	\$10,766.71
Town Officers	\$89,500.00	\$70,106.78	\$2,953.25	\$22,346.47
Assessing	\$5,800.00	\$1,126.50		\$4,673.50
Town Hall	\$26,000.00	\$16,755.81	\$705.62	\$9,949.81
Plan & Appeals	\$1,900.00		\$20.00	\$1,920.00
CEO	\$11,500.00	\$7,634.96	\$2,845.00	\$6,710.04
Discounts	\$15,500.00	\$12,491.28		\$3,008.72
Abatements	\$3,170.00	\$775.06		\$2,394.94
Annual Dues	\$2,500.00	\$2,378.50		\$121.50
Insurance	\$52,000.00	\$40,024.86	\$1,415.38	\$13,390.52
Genl. Assistance	\$3,466.00			\$3,466.00
County Tax	\$91,157.00	\$91,156.50		\$0.50
Town Hall Improv.	\$4,214.00		\$80.00	\$4,294.00
Fire Dept.	\$28,000.00	\$102,062.40	\$92,521.64	\$18,459.24
Police Patrol	\$2,068.00			\$2,068.00
Animal Control	\$2,500.00	\$842.90	\$161.00	\$1,818.10
Public Works	\$84,000.00	\$180,648.65	\$139,653.72	\$43,005.07
Road Improvemnts	\$60,000.00	\$1,440.00		\$58,560.00
Ash. Transfer Stn.	\$40,564.00	\$30,422.88		\$10,141.12
Transfer Station	\$1,020.00	\$698.00		\$322.00
Cont'd. Svcs.	\$4,000.00			\$4,000.00
Cemetery	\$2,750.00	\$2,577.06	\$1,300.00	\$1,472.94
Beautification	\$2,000.00	\$299.00	\$22.00	\$1,723.00
Rec Dept.	\$1,600.00	\$17.59		\$1,582.41
Parks/Beach/Camp	\$16,500.00	\$22,515.30	\$15,210.35	\$9,195.05
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	\$3,107.00	\$3,105.70		\$1.30
Northwood Man.	\$5,000.00	\$5,000.00		\$0.00
Education Commit	\$546,224.00	\$421,122.50		\$125,101.50
Education-Subsidy		\$155,337.31	\$155,337.31	\$0.00
Excise Taxes		\$85,540.53	\$91,152.64	\$5,612.11
Street Lights	\$8,500.00	\$6,173.38		\$2,326.62
Ashland User Fees	\$22,035.00	\$22,034.87		\$0.13

SELECT PERSONS MEETING SIGN – SHEET

10/21/2020

Sarah Berger

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

November 4, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes, 2020

Old Business:

New Business:

- 1. Application for Maine Liquor license for new management of Deans Motor Lodge**
- 2. Approve Irving Management Plan**

Town Managers Report

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting November 18, 2020

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting
November 4, 2020, at 6:00 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 6:00 p.m. by Barry Kenney.

OLD BUSINESS

NEW BUSINESS

Application for Maine Liquor license for new management of Dean's Motor Lodge: Board reviews the liquor license application. **Motion made and seconded to approve the Maine Liquor license application for the new management of Dean's Motor Lodge. Motion carries.**

Approve Irving Management Plan: Board discusses the new Irving Forest Management Plan. **Motion made and seconded to accept the new Irving Forest Management Plan. Motion carries.**

Public Comments:

Next regular Selectboard meeting is Wednesday, November 18, 2020, at 6 p.m.

Regular Selectboard Meeting adjourned at 6:02 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: 1-20-21

Date


Barry Kenney

Signed: _____

David M. Pierce, Chairperson

Daniel C. Higgins

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

November 18, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for October 21, 2020

Old Business:

New Business:

- 1. Pick a date for town Meeting**
- 2. Work clothes for Chris**
- 3. Warrants**

Town Managers Report

- 1. Docks at Boat landing are done.**
- 2. Power is shut off at Campground and Pavilion**
- 3. Trucks are ready for plowing**
- 4. New fire truck should be here this week**
- 5. Need to replace a Boiler**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting December 16, 2020

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
November 18, 2020, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette, Jodi Page, Sarah Bauzenberger, Corrine Routhier.

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

Approval of Minutes: Selectboard reviews the minutes from the October 21, 2020, regular meeting and the November 4, 2020, special meeting. **Motion made and seconded to approve the minutes for the October 21, 2020, regular meeting and the November 4, 2020, special meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

Pick a date for town meeting: The Last Friday of March is usually chosen for the annual town meeting. Annual town meeting date set for March 26, 2021.

Work clothes for Chris: Chris is asking for uniforms or a stipend to purchase work clothes. Larry looked into the cost of uniforms provided by UniFirst and it would run the town about \$1000 annually and lock the town into a 5-year contract. Barry suggested looking into the cost of uniforms through Cintas, and Larry agreed to give the company a call. Discussion tabled until December's meeting.

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

TOWN MANAGER'S REPORT

- **Docks at Boat landing are done:** The docks at the boat landing are in.
- **Power is shut off at Campground and Pavilion:** The power has been shut off to the campground and Pavilion.
- **Trucks are ready for plowing:** All of the trucks are ready to go.
- **New fire truck should be here this week:** The new fire truck should be here tomorrow or Friday.
- **Need to replace a boiler:** The boiler let go that was replaced 7 years ago and should still be under warranty.

Additional Discussion: Barry revisited the battery recycling bin discussion put forth by Michelle Eastman during last month's meeting. Larry looked into it and found that the Transfer Station in Ashland does recycle them, so there is no need for the Town of Portage to purchase a bin for the disposal of batteries.

Public Comments: A resident would like to hold a weekly yoga class at the Town Hall, and another resident would like to use the Town Hall once a week for musicians to gather and play music. Danny agreed they were good ideas and left the meeting at this point. The Board discussed having the participants sign a waiver releasing the Town of Portage from any liability, and anyone using the Town Hall would need to abide by the Governor's COVID mandates.

Next regular Selectboard meeting is Wednesday, December 16, 2020, at 6 p.m.

Regular Selectboard Meeting adjourned at 6:06 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: 12/16/20
Date

Barry Kenney
Barry Kenney

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

Daniel C. Higgins
Daniel C. Higgins

SELECT PERSONS MEETING SIGN – SHEET

11/18/2020

John Seabury
Corrine Kautler

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

December 16, 2020

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for November 18, 2020

Old Business:

- 1. Uniforms for Chris**

New Business:

- 1. Approve Christmas Bonuses**
- 2. Warrants**

Town Managers Report

- 1. New Boiler Installed**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting January 20, 2021

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

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
December 16, 2020, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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 November 18, 2020, regular meeting. **Motion made and seconded to approve the minutes for the November 18, 2020, regular meeting as written. Motion carries.**

OLD BUSINESS

Uniforms for Chris: Larry has tried to contact Cintas twice with no results and no return calls. He can get a shorter contract with UniFirst. He will try contacting Cintas one more time. If he has no luck with them, then we will go with UniFirst for Chris's uniforms.

NEW BUSINESS

Approve Christmas Bonuses: With the return of money from MMA for having no accidents or injuries on the job, there is approximately \$1400 in that account at this time. Larry would like to gift Town employees with \$100 each. **Motion made and seconded to approve Christmas Bonuses in the amount of \$100 for each Town employee. Motion carries.**

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

TOWN MANAGER'S REPORT

- **New Boiler installed:** The new boiler is installed; however, due to time and the Town having hard water issues, there was no warranty on the old boiler. The Town needs to install a water softening system to prevent further issues in the future.

Next regular Selectboard meeting is Wednesday, January 20, 2021, at 6 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. A motion was made and seconded to approve a 30-hour work week for Corrine Routhier, and to allow her to sign up for health insurance. Motion carries. Danny left the meeting at 6:22 p.m. while the Board was still in executive session.

Regular Selectboard Meeting adjourned at 6:25 p.m.

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

Approved: 1/20/21
Date

Barry Kenney
Barry Kenney
December 16, 2020

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

Daniel C. Higgins
Daniel C. Higgins

Corrine M. Routhier, CCM
Town of Portage Lake
PO Box 255
Portage Lake, ME 04768

December 7, 2020

To: Larry Duchette, Town Manager of Portage Lake

Dear Larry,

Per our conversation concerning wages and benefits, I am formally requesting that my work week consist of three 8-hour days and 1 6-hour day for a total of 30 hours to be considered a full-time employee. I am also requesting to have my health insurance paid by the town as a full-time employee, per the Town of Portage Lake employee handbook Section VII, Section G.

Thank you for your consideration in this increase in pay and benefits for my position with the Town as Clerk/Treasurer/Deputy Tax Collector.

Sincerely,


Corrine Routhier

SELECT PERSONS MEETING SIGN – SHEET

12/16/2020

Coude Ronther