

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

January 20, 2021

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for December 16, 2020

Old Business:

New Business:

- 1. Cyr Martin, Ashland user fees.**
- 2. Carol Gagnon, Northwood Manor.**
- 3. Sign Assessors certification**
- 4. Sign Municipal Valuation return**
- 5. Choose a picture for Town book and who to dedicate it too.**
- 6. Treasurer's report**
- 7. Warrants**

Town Managers Report

- 1. Working on budget**
- 2. New plow scoop for Backhoe is here.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting February 17,2021

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
January 20, 2021, 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, Sarah Bauzenberger, Cyr Martin, Corrine Routhier, Brian Cote, Serena Bonville, Michelle Eastman.

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

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

OLD BUSINESS

NEW BUSINESS

Cyr Martin, Ashland User Fees: Cyr Martin was present to discuss new user fees from the Town of Ashland, which are higher because of a new formula being used to make the cost sharing more fair for all involved. The new formula is based on town population, with Portage's subsidies based on a population of 391 residents. Several residents raised concerns about the sharp increase in the cost, and the loss of the Rec Department option in Ashland for Portage kids if the Town of Portage decides not to pay. The Town of Portage requested Cyr Martin's presence at the March meeting so he can explain the computations used and answer any questions posed by residents of Portage.

Carol Gagnon, Northwood Manor: Northwood Manor is again requesting additional funds to cover their operating costs. Before committing any additional funds, the Town of Portage is requesting Northwood Manor's financial statements for review. Carol Gagnon was not present for the meeting.

Sign Assessor's Certification: When the Town committed taxes, our BETE exemption for personal property was overstated by about \$2100. The paperwork was redone to correct the error. The Board reviews the Assessor's Certification and signs it. The Assessor's Certification and Municipal Valuation Return will both be resubmitted to the state auditor to make the correction. The Town of Portage will need to pay the State of Maine back the \$2100 that was paid to us in error in our reimbursement.

Sign Municipal Valuation Return: Due to our BETE exemption being overstated by about \$2100 when the Town committed taxes, the municipal valuation return also had to be redone. The Board reviews the return and signs it.

Choose a picture for Town book and who to dedicate it to: The Board reviews all the photographs submitted and chose a photo of the dock at the boat landing with the sun setting in the background. Nominations for the dedication were discussed. The Board chose to dedicate the town book to all essential workers. **Motion made and seconded to nominate all essential workers for the Town book dedication. Motion carries.**

Treasurer's Report: The Board reviews the Treasurer's Report for the 4th quarter and end of year 2020.

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

TOWN MANAGER'S REPORT

- **Working on budget:** Larry is currently working on the budget. Beech asked about the septic system and the possibility of having to replace the tank. The last time the septic was pumped, it was reported that a lot of dirt was coming up from the bottom. Beech suggested sending a scope down first before any consideration to replace the tank.
- **New plow scoop for Backhoe is here:** The new plow scoop for the backhoe has arrived.

Next regular Selectboard meeting is Wednesday, February 17, 2021, at 6 p.m.

Regular Selectboard Meeting adjourned at 6:57 p.m.

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

Approved: 2/17/21
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 Dec. 30, 2020--4th Quarter & EOY

Revenues vs. Expenses, Net

Total Revenues to date	\$1,406,714.04
Total Expenses to date	\$1,256,202.33
Net Gain (Loss)	<u>\$150,511.71</u>

2020 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$855,103.82	\$799,787.09	\$55,316.73
Personal Prop.	\$67,140.10	\$67,140.10	\$0.00
	<u>\$922,243.92</u>	<u>\$866,927.19</u>	<u>\$55,316.73</u>

Checking Account

Checkbook Reconciliation Balance	<u>\$267,633.43</u>
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$32,915.49	
Ministerial School Lot Stumpage		
Savings & CD	\$55,811.94	
Road Reserve Fund	\$118,123.64	
Total at NorState		<u>\$206,851.07</u>

Katahdin:

PW Equipment Reserve ICS & Checking	\$32,059.34	
Silviculture ICS & Checking	\$201,297.88	
General ICS	\$352,108.59 *	
Total at Katahdin		<u>\$585,465.81</u>

Acadia FCU:

Cemetery Perpetual Care	\$12,783.09	
Stumpage: Savings & CD	\$383,505.13	
Total at Acadia FCU		<u>\$396,288.22</u>

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

TOTAL RESERVES:	<u>\$1,188,605.10</u>
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Total Assets in Banks:	<u>\$1,456,238.53</u>
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Real & Personal Property Taxes outstanding principle

Real:

2018	\$0.00
2019	\$12,333.71
	<u>\$12,333.71</u>

Pers. Prop:

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

As of Dec. 30, 2020--4th Quarter & EOY

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$35,000.00	\$28,665.27	\$1,692.00	\$8,026.73
Town Officers	\$89,500.00	\$94,669.83	\$8,576.25	\$3,406.42
Assessing	\$5,800.00	\$1,319.00		\$4,481.00
Town Hall	\$26,000.00	\$23,444.63	\$730.62	\$3,285.99
Plan & Appeals	\$1,900.00	\$545.60	\$20.00	\$1,374.40
CEO	\$11,500.00	\$9,844.53	\$3,292.50	\$4,947.97
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	\$49,832.87	\$1,415.38	\$3,582.51
Genl. Assistance	\$3,466.00			\$3,466.00
County Tax	\$91,157.00	\$91,156.50		\$0.50
Town Hall Improv.	\$4,214.00	\$11,501.53	\$11,581.53	\$4,294.00
Fire Dept.	\$28,000.00	\$306,808.61	\$282,491.64	\$3,683.03
Police Patrol	\$2,068.00			\$2,068.00
Animal Control	\$2,500.00	\$1,897.90	\$276.00	\$878.10
Public Works	\$84,000.00	\$211,207.24	\$139,653.72	\$12,446.48
Road Improvemnts	\$60,000.00	\$44,573.78	\$44,573.78	\$60,000.00
Ash. Transfer Stn.	\$40,564.00	\$40,563.89		\$0.11
Transfer Station	\$1,020.00	\$698.00		\$322.00
Cont'd. Svcs.	\$4,000.00			\$4,000.00
Cemetery	\$2,750.00	\$2,594.54	\$1,300.00	\$1,455.46
Beautification	\$2,000.00	\$462.70	\$22.00	\$1,559.30
Rec Dept.	\$1,600.00	\$17.59		\$1,582.41
Parks/Beach/Camp	\$16,500.00	\$30,651.58	\$17,978.35	\$3,826.77
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	\$532,597.60	\$13,626.40	\$27,252.80
Education-Subsidy		\$182,819.31	\$182,819.31	\$0.00
Excise Taxes		\$92,521.70	\$120,702.12	\$28,180.42
Street Lights	\$8,500.00	\$7,739.80		\$760.20
Ashland User Fees	\$22,035.00	\$22,034.87		\$0.13

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

February 17, 2021

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for January 17, 2021

Old Business:

New Business:

- 1. Allocation of Tax Interest Revenue Account**
- 2. Sign Warrant Articles for Town Meeting**
- 3. Daniel Higgins request for resignation effective 3/26/21**
- 4. Warrants**

Town Managers Report

- 1. Public Works door repair**
- 2. Air line for new Fire truck**
- 3. Budget meeting 2/15/21**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting March 17, 2021

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
February 17, 2021, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

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

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

Approval of Minutes: Selectboard reviews the minutes from the January 20, 2021, regular meeting. **Motion made and seconded to approve the minutes for the January 20, 2021, regular meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

Allocation of Tax Interest Revenue Account: The Treasurer is asking for the Board's permission to move tax interest from an Other Revenue account on the Town's books to the General Administration Revenue Account to offset expenses. This is the best allocation of these funds for the town. **Motion made and seconded to move tax interest from an Other Revenue account to the General Admin Revenue Account. Motion carries.**

Sign Warrant Articles for Town Meeting: Board reviews the Warrant Articles for the town meeting and signs them for approval.

Daniel Higgins Request for Resignation Effective 03/26/2021: Board reads a letter from Daniel Higgins requesting his resignation from the Selectboard effective 03/26/2021. **Motion made and seconded to approve Daniel Higgins' resignation. Motion carries.**

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

TOWN MANAGER'S REPORT

- **Public Works Door Repair:** The door needs to be replaced and will cost about \$5200.
- **Air Line for New Fire Truck:** A new air line needs to be purchased for the new fire truck.
- **Budget Meeting 02/15/2021:** The meeting went well. Discrepancies were addressed.

Next regular Selectboard meeting is Wednesday, March 17, 2021, at 6 p.m.

Regular Selectboard Meeting adjourned at 6:12 p.m.

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

Approved: 3/17/21
Date
Barry Kenney
Barry Kenney

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

February 2021

RE: Allocation Tax Interest Revenue Account

I would like the Board's permission to move Tax Interest from an "Other Revenue" account on the Town's books to the General Administration Revenue account. After much thought, I feel this is the best allocation of these funds for the Town. By moving these Revenues to the specific General Admin account, it effectively offsets the expenses for that account at the end of the year.

Thank you for your consideration for this change in allocation.

A handwritten signature in cursive script, appearing to read "Corrine Routhier".

Corrine Routhier, Town Treasurer

January 2021

To the Board of Selectpersons:

I Daniel C. Higgins Sr. request your approval of my resignation from the Board of Selectpersons as of March 2021.

Thank you,

Respectfully,

A handwritten signature in black ink, appearing to read "Daniel C. Higgins Sr.", written over the word "Respectfully,".

Daniel C. Higgins Sr.

SELECT PERSONS MEETING SIGN – SHEET

2/17/2021

Carole Kautler

John D. Johnson

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

March 24, 2021

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for February 17, 2021

Old Business:

New Business:

- 1. Sign 2021 County Tax**
- 2. Sign Ratio Declaration & Reimbursement Application**
- 3. Sign Assessors Notice**
- 4. Warrants**

Town Managers Report

- 1. Town meeting 3/26/21**
- 2. Town Elections 3/25/21**
- 3. Plowing going well all equipment running well**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting April 21, 2021

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
March 17, 2021, 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.

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

Approval of Minutes: Selectboard reviews the minutes from the February 17, 2021, regular meeting. Motion made and seconded to approve the minutes for the February 17, 2021, regular meeting as written. Motion carries.

OLD BUSINESS

NEW BUSINESS

Sign 2021 County Tax: Board reviews the county tax agreement and signs it for approval.

Sign Ratio Declaration & Reimbursement Application: Board discusses the yearly application for reimbursement. Due to a 110% valuation, the Board declined to sign it at this time until the Homestead Exemption can be reviewed. Discussion tabled until further background can be obtained.

Sign Assessor's Notice: Board reviews the Assessor's Notice and signs it for approval. The assessor will be assessing properties by April 15.

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

TOWN MANAGER'S REPORT

- **Town meeting 03/26/2021:** Town meeting is March 26.
- **Town Elections 03/25/2021:** Elections will be held March 25.
- **Plowing going well; all equipment running well:** Equipment is all running well and was washed in preparation of winter storage. Beech thinks we should look into a tri-axle plow versus the single-axle plow we currently have. Chris has encountered many issues with too much weight on the axle. Larry suggested aluminum rims.

Next regular Selectboard meeting is Wednesday, April 21, 2021, 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: 4-21-21

Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Daniel C. Higgins
Daniel C. Higgins

SELECT PERSONS MEETING SIGN – SHEET

3/17/2021

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**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 21, 2021

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for March 17, 2021

Old Business:

- 1. 2021 Ratio Declaration & Reimbursement Application**

New Business:

- 1. 2021 Appointments.**
- 2. BYOB application for Shannon Currier.**
- 3. Liquor License Renewal-PHCC**
- 4. Quarterly Selectboard Financial Update.**
- 5. Revaluation Bank Account Request.**
- 6. Warrants**

Other:

Town Manager's Report

- 1. Playground equipment for beach has arrived.**
- 2. Roads are being swept.**
- 3. Employee Performance Review & Change in pay rate forms.**

Comments from the Public (as time allows):

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

Adjournment

Next Selectman Meeting May 19,2021

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
April 21, 2021, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

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

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

Approval of Minutes: Selectboard reviews the minutes from the March 17, 2021, regular meeting. **Motion made and seconded to approve the minutes for the March 17, 2021, regular meeting as written. Motion carries.**

OLD BUSINESS

2021 Ratio Declaration & Reimbursement Application: Board reviews the 2021 ratio declaration & reimbursement application. Board chose 105% for a ratio declaration. **Motion made and seconded to approve a ratio declaration of 105%. Motion carries.**

NEW BUSINESS

2021 Appointments: Board reviews the 2021 Appointments and voted on each individually. **Motions were made and seconded to accept Larry Duchette as Town Manager, Tax Collector, Welfare Director, Agent for Overseers of the Poor, Road Commissioner; to accept Corrine Routhier as Town Clerk, Treasurer, Motor Vehicle Agent, Inland Fisheries & Wildlife Agent, Animal Welfare Agent, Registrar of Voters, Freedom of Access Officer, E-911 Officer; to accept Margaret Pierce as Code Enforcement Officer, Health Officer, Plumbing Inspector, Building Inspector; to accept Brian Cote as Fire Chief; to accept Christopher Walker as Animal Control Officer; to accept Darey Gagnon and Arthur Routhier as Planning Board 3-year Term; and to accept Brian Cote as Appeals Board 3-year term. Motion carries.**

BYOB application for Shannon Currier: Shannon Currier would like to rent the pavilion the end of June for a wedding reception. **Motion made and seconded to approve a BYOB application for Shannon Currier. Motion carries.**

Liquor License Renewal-PHCC: Board reviews Portage Hills Country Club's liquor license, the current license set to expire 05/24/2021. **Motion made and seconded to renew PHCC's liquor license for another year. Motion carries.**

Quarterly Selectboard Financial Update: Board reviews the quarterly financials.

Revaluation Bank Account Request: Board reviews the request by the Town Treasurer to physically deposit \$40,000 into a savings account at Key Bank titled Revaluation Account. Each year the Town appropriates \$5,000 toward this account in the General Ledger of the Town Books, but the money has never left our own checking account. The Treasurer feels it would be best served to have its own separate account earning its own interest. **Motion made and seconded to grant the request. Motion carries.**

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

OTHER

TOWN MANAGER'S REPORT

- **Playground equipment for beach has arrived:** Will be installed some time in June after the ground has dried up completely.
- **Roads are being swept:** As weather permits.
- **Employee Performance Review & Change in pay rate forms:** Not discussed as the information was missing and Larry was not in attendance.

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, April 21, 2021, at 6 p.m.

Executive Session 1 M.R.S.A. § 405(6)(A) A motion was to enter into Executive Session per 1 M.R.S.A. § 405(6)(A) for a Personnel Matter. The motion was seconded. Motion carries. Time 6:32 p.m. A motion was made to come out of Executive Session per 1 M.R.S.A. § 405(6)(A) for a Personnel Matter. The motion was seconded. Motion carries. Time 6:50 p.m.

Regular Selectboard Meeting adjourned at 6:51 p.m.

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

Approved: 5/19/21
Date
Barry Kenney
Barry Kenney

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

2021 Appointments

Please make a motion & vote on each name individually:

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

Corrine Routhier: Town Clerk
Treasurer
Motor Vehicle Agent
Inland Fisheries & Wildlife Agent
Animal Welfare Agent
Registrar of Voters
Freedom of Access Officer
E-911 Officer

Margaret Pierce: Code Enforcement Officer
Health Officer
Plumbing Inspector
Building Inspector

Fire Chief: Brian Cote

Animal Control Officer: Christopher Walker

Planning Board 3-year Term: Darey Gagnon, Arthur Routhier

Appeals Board 3-year Term: Brian Cote

Quarterly Selectboard Financial Update

As of March 31, 2021--First Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$87,162.58
Total Expenses to date	\$277,756.12
Net Gain (Loss)	<u>(\$190,593.54)</u>

2021 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-Katahdin

Checkbook Reconciliation Balance	<u>\$235,245.61</u>
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$32,969.33	
Ministerial School Lot Stumpage		
Savings & CD	\$55,866.84	
Road Reserve Fund	\$118,152.76	
Total at NorState		<u>\$206,988.93</u>

Katahdin:

PW Equipment Reserve ICS & Checking	\$32,071.04	
Silviculture ICS & Checking	\$201,372.30	
General ICS	\$221,114.81	
Total at Katahdin		<u>\$454,558.15</u>

Acadia FCU:

Cemetery Perpetual Care	\$12,786.25	
Stumpage: Savings & CD	\$383,775.01	
Total at Acadia FCU		<u>\$396,561.26</u>

TOTAL RESERVES: \$1,058,108.34

Total Assets in Banks: \$1,293,353.95

Real & Personal Property Taxes outstanding principle

Real:

2020	\$24,513.93
2019	\$12,235.02
	<u>\$36,748.95</u>

Pers. Prop:

2020	<u>\$0.00</u>
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Quarterly Selectboard Financial Update

YEAR TO DATE as of March 31, 2021

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$33,200.00	\$12,993.64	\$1,004.94	\$21,211.30
Office Staff	\$93,000.00	\$20,834.63	\$686.00	\$72,851.37
Assessing	\$3,000.00	\$189.50		\$2,810.50
Town Hall	\$23,000.00	\$8,207.13	\$328.75	\$15,121.62
Plan & Appeals	\$1,500.00	\$1.00		\$1,499.00
Code	\$11,000.00	\$1,247.68	\$431.00	\$10,183.32
Discounts	\$14,000.00			\$14,000.00
Abatements	\$3,000.00			\$3,000.00
Annual Dues	\$3,680.00	\$2,009.00		\$1,671.00
Insurance	\$59,000.00	\$18,082.42	\$269.00	\$41,186.58
Genl. Assistance	\$6,000.00	\$40.00		\$5,960.00
Town Hall Improv.	\$4,294.00	\$4,294.00		\$0.00
Fire Dept.	\$28,000.00	\$1,952.60		\$26,047.40
Police Patrol	\$2,068.00			\$2,068.00
Animal Control	\$2,500.00	\$777.90	\$44.00	\$1,766.10
Public Works	\$77,500.00	\$13,824.66	\$14.36	\$63,689.70
Ash. Transfer Stn.	\$42,593.00	\$10,648.02		\$31,944.98
Transfer Station	\$1,000.00			\$1,000.00
Cont'd. Svcs.	\$4,000.00			\$4,000.00
Cemetery	\$2,750.00			\$2,750.00
Beautification	\$1,800.00	\$617.00	\$8.00	\$1,191.00
Rec Dept.	\$1,993.00			\$1,993.00
Parks/Beach/Camp	\$17,500.00	\$205.28	\$22.00	\$17,316.72
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	\$3,110.00			\$3,110.00
Education Commit		\$125,101.51		-\$125,101.51
Education-Subsidy		\$54,562.96	\$54,562.96	\$0.00
Excise Taxes		\$550.32	\$21,635.92	\$21,085.60
Street Lights	\$8,300.00	\$2,167.19		\$6,132.81
Ashland User Fees	\$54,885.00			\$54,885.00

Revaluation Bank Account Request

I would like the Board's permission to physically deposit \$40,000 into a savings account at Key Bank titled Revaluation Account. Each year the Town appropriates \$5,000 toward this account in the General Ledger of the Town Books, but the money has never left our own checking account. I feel it would be better to have this designated money in a separate account earning its own interest. I suggest Key Bank to separate the Town's money among more banks, and we already have a small savings account with Key Bank.

Thank you for your consideration in this matter.

Respectfully,



Corrine Routhier, Treasurer

April 2021

Selectboard Meeting Sign-In

April 21, 2021

Carrine Routhier

Grace Routhier

John Bump

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

May 19, 2021

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for April 21, 2021

Old Business:

New Business:

- 1. Choose a Chairman**
- 2. Review Earned Paid Leave**
- 3. Review rental agreement for Pavillon**
- 4. Review and approve Scholarships**
- 5. Review Preliminary 2022 State Valuation**
- 6. Sign Special Amusement Permit for PHCC**
- 7. Sign BYOB permit for Mary Ann Gagnon**
- 8. Review Cemetery Brochure**
- 9. Warrants**

Town Managers Report

- 1. Dock is in at boat landing**
- 2. Road loans are paid in full.**
- 3. We hired Cindi Mullen for deputy clerk 5/17/21**
- 4. Employee Performance Review & Change in pay rate forms.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting June 16,2021

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

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
May 19, 2021, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

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

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

Approval of Minutes: Selectboard reviews the minutes from the April 21, 2021, regular meeting. **Motion made and seconded to approve the minutes for the April 21, 2021, regular meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

Choose a Chairman: A motion was made and seconded to keep Dave on as chairman. **Motion carries.**

Review Earned Paid Leave: Board discussed a new law that became effective January 1, 2021, for any employee who has worked more than 120 days in any calendar year. They can now accrue earned paid leave. Policy manuals have been updated. **Motion made and seconded to table the discussion until further research can be completed on what specifics to include for the Town of Portage employees. Motion carries.**

Review rental agreement for Pavilion: Changes to rental agreement: All fees are to be paid no later than 1 week before the scheduled date of the event. No fireworks allowed. **Motion made and seconded to accept the changes as written. Motion carries.**

Review and approve Scholarships: The Board reviews the Scholarships for the current seniors: Alden Routhier, Kolson Condon, Brady Holmes, and Allie Kenney. **Motions made and seconded to accept the Scholarships for Alden Routhier, Kolson Condon, Brady Holmes, and Allie Kenney. Motions carried.**

Review Preliminary 2022 State Valuation: Board reviews the preliminary 2022 State Valuation.

Sign Special Amusement Permit for PHCC: Board reviews the Special Amusement Permit for Portage Hills Country Club (PHCC) and adds the following stipulation: The stage and entertainment needs to be pointed towards Buffalo. **Motion made and seconded to accept the Special Amusement Permit for PHCC. Motion carries.** Board signs the permit for approval.

Sign BYOB permit for Mary Ann Gagnon: Board reviews the BYOB permit for Mary Ann Gagnon for the Town Hall. **Motion made and seconded to accept the BYOB permit for Mary Ann Gagnon. Motion carries.** Board signs the permit for approval.

Review Cemetery Brochure: Board reviews the Cemetery Brochure. **Motion made and seconded to accept the Cemetery Brochure as revised. Motion carries.**

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

OTHER

TOWN MANAGER'S REPORT

- **Dock is in at boat landing:** The dock is in at the boat landing. It will be another week for the dock at the Forestry.
- **Road loans are paid in full:** Road loads are paid in full.
- **We hired Cyndi Mullen for deputy clerk 5/17/21:** Cyndi Mullen was hired for the deputy clerk position.
- **Employee Performance Review & Change in pay rate forms:** Various formats were reviewed. The Board chose format #2. **Motion made and seconded to accept format #2 for the Employee Performance Review & Change in pay rate forms. Motion carries.**

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, June 16, 2021, at 6 p.m.

Executive Session 1 M.R.S.A. § 405(6)(A) A motion was made to enter into Executive Session per 1 M.R.S.A. § 405(6)(A) for a Personnel Matter. The motion was seconded. Motion carries. Time 6:47 p.m. A motion was made to come out of Executive Session per 1 M.R.S.A. § 405(6)(A) for a Personnel Matter. The motion was seconded. Motion carries. Time 6:50 p.m.

Regular Selectboard Meeting adjourned at 6:51 p.m.

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

Approved: 6/16/21
Date
Barry Kenney
Barry Kenney

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

SELECT PERSONS MEETING SIGN – SHEET

5/19/2021

Couine Rauther

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

June 16, 2021

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for May 19, 2021

Old Business:

1. Personnel Policy/Earned Paid Leave

New Business:

1. Kimberly Allen, Town Hall rental for yoga classes
2. Steve Jandreau
3. BYOB permit for Jordan Wildeman
4. BYOB permit for Portage Lake Association
5. BYOB permit for Tammy Curran
6. Appoint Maggie Pierce as representative to NACSB for Town of Portage
7. Accounts Payable Warrants

Other:

Town Manager's Report

1. Culvert and ditching done at Adam Soucy's on West Rd.
2. Spirit of America Foundation Award for Dan Higgins
3. Office closed July 5 for Independence Day holiday

Public Comments: (AS TIME ALLOWS):

Next Selectman Meeting July 21 ,2021

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
June 16, 2021, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier, Jodi Page, Steve Jandreau, Kimberly Allen.

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

Approval of Minutes: Selectboard reviews the minutes from the May 19, 2021, regular meeting. **Motion made and seconded to approve the minutes for the May 19, 2021, regular meeting as written. Motion carries.**

OLD BUSINESS

Personnel Policy/Earned Paid Leave: Board revisited the Personnel Policy/Earned Paid Leave after doing further research. The following June 2021 revisions were made: Section II. Employment, B6 clarifying employee titles and positions and Section VII. Employee Benefits, A and A3 including new Earned Paid Leave Law clauses to the employee benefits, and adding number 8 clarifying payment of Earned Paid Leave upon termination of employment. **Motion made and seconded to approve the changes to the Personnel Policy regarding Earned Paid Leave. Motion carries.**

NEW BUSINESS

Kimberly Allen, Town Hall rental for yoga classes: Board discussed different rates to charge Kimberly for rental of the Town Hall on a weekly basis for the purpose of holding yoga classes. The Board decided to charge a monthly rate of 10% for the next 6 months at which time her contract will be revisited in January 2022 to discuss the rate for the following 6 months. Max cap set at \$100. **Motion made and seconded to charge Kimberly Allen 10% of her fees earned with a 6-month contract at the end of which the contract will be revisited. Motion carries.**

Steve Jandreau: Steve approached the Board to discuss a piece of property he is in the process of purchasing. He is in the process of purchasing Lots 40 and 41 on Map 18. Steve pointed out the discrepancy between the online maps and the big map in the Town Office. Embleton Street should extend up between Lots 39 and 40. It should continue to the end of the property lines of Lots 39 and 40. Steve intends on having the property surveyed. Steve will be taking care of snow removal instead of the Town of Portage and he is worried about where to put the snow this winter when he plows the road. The Board will research how wide Embleton Street is. It will also be updated on the Town's tax map. Steve plans on speaking with the owners of the surrounding properties this week to let them know his intentions.

BYOB permit for Jordan Wildeman: BYOB permit for a 60th birthday party being held at the Town Hall. **Motion made and seconded to accept the BYOB permit for Jordan Wildeman. Motion carries.**

BYOB permit for Portage Lake Association: BYOB permit for Portage Lake Association for rental of the Town Hall in August. **Motion made and seconded to accept the BYOB permit for the Portage Lake Association. Motion carries.**

BYOB permit for Tammy Curran: BYOB permit for Tammy Curran for rental of the Pavilion for her wedding and reception. **Motion made and seconded to accept the BYOB permit for Tammy Curran. Motion carries.**

Appoint Maggie Pierce as representative to NACSB for Town of Portage: Board discusses Maggie Pierce's appointment as representative to NACSB. **Motion made and seconded to appoint Maggie Pierce as representative to NACSB for Town of Portage. Motion carries.**

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

OTHER

TOWN MANAGER'S REPORT

- **Culvert and ditching done at Adam Soucy's on West Rd.:** The culvert and ditching has been completed.
- **Spirit of America Foundation Award for Dan Higgins:** Larry would like to present Danny with the Spirit of America Foundation Award for Danny's years of service to the Town of Portage. **Motion made and seconded to approve the Spirit of America Foundation Award for Dan Higgins. Motion carries.**
- **Office closed July 5 for Independence Day holiday:** Town Office will be closed July 5, 2021, to observe the Independence Day holiday.

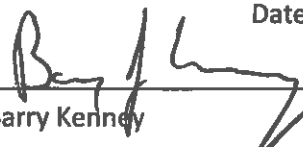
Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, July 21, 2021, at 6 p.m.


Regular Selectboard Meeting adjourned at 6:36 p.m.

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

Approved: _____

 Date _____
Barry Kenney

Signed: _____

David M. Pierce, Chairperson

Michelle Eastman

Selectboard Meeting Sign-In

June 16, 2021

Please PRINT

Corrine Rauthier

Steve Jach

Kimberly Allen

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

July 12, 2021

6:00 P.M.

Call to Order

Attendance

New Business:

1. Select the account that you would like to take the money out of for the repair of the pump on engine 1.
2. Choose a date and time for the Special town meeting to vote on the warrant article for the payment of engine 1.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting
July 12, 2021, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: David Pierce, Chairman; Michelle Eastman.

Others Present: Lawrence Duchette, Corrine Routhier, Jodi Page

Meeting called to order at 6:03 p.m. by David Pierce.

NEW BUSINESS

Select the account that you would like to take the money out of for the repair of the pump on engine 1:
Larry proposed using the Stumpage Super account. **Motion made and seconded to take \$13,215.72 out of the Stumpage Super account to pay for the repairs to the fire truck. Motion carries.**

Choose a date and time for the Special town meeting to vote on the warrant article for the payment of engine 1: Board discusses possible dates and times for the Special town meeting. **Motion made and seconded to set the date for the Special town meeting on August 2, 2021, at 6:00 p.m.**

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, July 21, 2021, at 6 p.m.

Regular Selectboard Meeting adjourned at 6:10 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


Michelle Eastman

**SPECIAL
SELECTPERSONS MEETING SIGN – IN SHEET**

7/12/2021

Corrine Rauthier

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

July 21, 2021

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for June 16, 2021

Approval of Special Selectboard Minutes for July 12, 2021

Old Business:

- 1. Dog Park/ Signage**
- 2. Update on Playground project**

New Business:

- 1. Sign Special Town Meeting Warrant**
- 2. Sign Special Amusement permit & Special Entertainment permit for Deans**
- 3. American Rescue Plan Service Contract with County**
- 4. Sign ACAP Tobacco-Free Resolution for Portage Lake**
- 5. Sign Stumpage Permit**
- 6. Elect MMA officials**
- 7. Quarterly Selectboard Financial Update**
- 8. Choose mil rate**
- 9. Warrants**

Other Business:

Town Managers Report

- 1. Thank you, card, from Alden Routhier**
- 2. Dave Berry property purchase finalized.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting August 18 ,2021

PORTAGE LAKE BOARD OF SELECT PERSONS
Record of Regular Meeting
July 21, 2021, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: David Pierce, Chairman; Michelle Eastman; Barry "Beech" Kinney.

Others Present: Lawrence Duchette, Corrine Routhier, Jodi Page, Chris Walker.

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

Approval of Minutes: Selectboard reviews the minutes from the June 16, 2021, regular meeting and the minutes from the July 12, 2021, special meeting. **Motions made and seconded to approve the minutes for the June 16, 2021, regular meeting and the minutes for the July 12, 2021, special meeting as written. Motions carry.**

OLD BUSINESS

Dog Park/Signage: Chris Walker voiced his concerns from a Public Works/Animal Control Officer standpoint. The proposal is to take the one sign down where the old playground was located and to put a garbage can at the site for visitors to clean up after their dogs. The signs on the beach will remain in place. There are concerns over people not picking up their animal's waste, dogs barking, aggressive dogs, dogs off leash. The Board proposed a trial run since the summer is half over. If too many issues arise, then the Board proposes putting the sign back up. The Board still wants to remove the walkway that connects the beach area to the old playground. **Motion made and seconded to remove the sign and bridge, to place signs at the beach, and to revisit the issue in the fall if there is a rise in call or complaints. Motion carries.**

Update on Playground Project: The playground is about 80% assembled in the shop.

NEW BUSINESS

Sign Special Town Meeting Warrant: Board signs the Special Town Meeting Warrant. **Motion made and seconded to approve and sign the Special Town Meeting Warrant to allocate \$13,215.72 for the fire truck repairs. Motion carries.**

Sign Special Amusement permit & Special Entertainment permit for Dean's: Motion made and seconded to sign the Special Amusement permit and Special Entertainment permit for Dean's and hold it until the Fire Marshal has concluded his portion. **Motion carries.**

American Rescue Plan Service Contract with County: Board discusses the 2% allocation. **Motion made and seconded to sign the contract. Motion carries.**

Sign ACAP Tobacco-Free Resolution for Portage Lake: Board discusses the update to the ACAP Tobacco-Free Resolution for Portage Lake and signs it for approval.

Sign Stumpage Permit: Board discusses the stumpage permit and signs it for approval. **Motion made and seconded to accept Irving's contract for the stumpage. Motion carries.**

Elect MMA officials: Motion made and seconded to elect Lawrence Duchette as a representative to the Selectboard. **Motion carries.**

Quarterly Selectboard Financial Update: Board reviews the quarterly financial report.

Choose mil rate: The Board discusses the various mil rate options presented to them. **Motion made and seconded to go with option #3 mil rate of 13.25 with an overlay of \$9,015.93. Motion carries.**

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

OTHER BUSINESS

TOWN MANAGER'S REPORT

- **Thank you card, from Alden Routhier:** The Town received a very nice Thank You card from Alden Routhier for his scholarship.
- **Dave Berry property purchase finalized:** Requesting a property tax abatement for the property the Town of Portage purchased for the right-of-way. **Motion made and seconded to approve the property tax abatement for the property the Town of Portage purchased. Motion carries.**


Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, August 18, 2021, at 6 p.m.

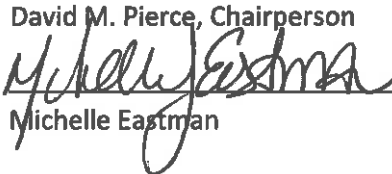
Regular Selectboard Meeting adjourned at 6:51 p.m.

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

Approved: _____


Barry Kenney

Signed: _____

David M. Pierce, Chairperson

Michelle Eastman

Quarterly Selectboard Financial Update

As of June 30, 2021--Second Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$161,576.13	
Total Expenses to date	\$541,356.74	
Net Gain (Loss)		<u><u>(\$379,780.61)</u></u>

2021 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$0.00	\$0.00	\$0.00
Personal Prop.	\$0.00	\$0.00	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Checking Account-Katahdin

Checkbook Reconciliation Balance	<u><u>\$151,862.78</u></u>
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$32,993.96	
Ministerial School Lot Savings & CD	\$55,922.40	
Road Reserve Savings	<u>\$66,735.51</u>	
Total at NorState		<u><u>\$155,651.87</u></u>

Katahdin:

PW Equipment Reserve ICS & Checking	\$32,033.10	
Silviculture ICS & Checking	\$201,447.59	
General ICS	<u>\$96,071.28</u>	
Total at Katahdin		<u><u>\$329,551.97</u></u>

Acadia FCU:

Cemetery Perpetual Care	\$12,789.44	
Stumpage: Savings & CD	<u>\$383,999.75</u>	
Total at Acadia FCU		<u><u>\$396,789.19</u></u>

Key Bank:

Revaluation Savings	<u>\$0.00</u>
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TOTAL RESERVES: \$881,993.03

Total Assets in Banks: \$1,033,855.81

Real & Personal Property Taxes outstanding principle

Real:

2020	\$14,771.04
2019	<u>\$4,525.97</u>
	<u>\$19,297.01</u>

Pers. Prop:

2020	<u>\$0.00</u>
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Quarterly Selectboard Financial Update

YEAR TO DATE as of June 30, 2021

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$33,200.00	\$25,968.08	\$2,892.72	\$10,124.64
Office Staff	\$93,000.00	\$42,838.96	\$2,112.25	\$52,273.29
Assessing	\$3,000.00	\$309.50		\$2,690.50
Town Hall	\$23,000.00	\$10,713.19	\$928.75	\$13,215.56
Plan & Appeals	\$1,500.00	\$329.00		\$1,171.00
Code	\$11,000.00	\$3,824.96	\$1,131.00	\$8,306.04
Discounts	\$14,000.00			\$14,000.00
Abatements	\$3,000.00			\$3,000.00
Annual Dues	\$3,680.00	\$3,538.49		\$141.51
Insurance	\$59,000.00	\$30,807.46	\$269.00	\$28,461.54
Genl. Assistance	\$6,000.00	\$145.00		\$5,855.00
Town Hall Improv.	\$4,294.00	\$4,294.00		\$0.00
Fire Dept.	\$28,000.00	\$8,741.59	\$1,309.00	\$20,567.41
Police Patrol	\$2,068.00			\$2,068.00
Animal Control	\$2,500.00	\$1,505.59	\$50.00	\$1,044.41
Public Works	\$77,500.00	\$28,287.15	\$1,729.16	\$50,942.01
Ash. Transfer Stn.	\$42,593.00	\$21,296.04		\$21,296.96
Transfer Station	\$1,000.00	\$379.46		\$620.54
Cont'd. Svcs.	\$4,000.00	\$300.00		\$3,700.00
Cemetery	\$2,750.00	\$362.46		\$2,387.54
Beautification	\$1,800.00	\$1,049.50	\$8.00	\$758.50
Rec Dept.	\$1,993.00			\$1,993.00
Parks/Beach/Camp/	\$32,500.00	\$19,648.12	\$3,472.20	\$16,324.08
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	\$4,110.00	\$1,000.00		\$3,110.00
Education Commit.		\$250,203.04		-\$250,203.04
Education-Subsidy		\$81,725.23	\$81,725.23	\$0.00
Excise Taxes		\$9,042.49	\$56,506.19	\$47,463.70
Street Lights	\$8,300.00	\$4,089.92		\$4,210.08
Ashland User Fees	\$54,885.00			\$54,885.00

SELECTPERSONS MEETING SIGN – SHEET

7/21/2021

Corene Routhen

Chuck Willis

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

August 18, 2021

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for July 21, 2021

Old Business:

- 1. Abate Dave Barry taxes for lot that we purchased.**
- 2. Beach Playground done.**

New Business:

- 1. Mr. Sutherland wants to purchase 5 - 10 acres of Town land on West rd.**
- 2. Update on taxes.**
- 3. Warrants**

Other Business:

Town Managers Report

- 1. Plow truck towed to Daigle & Houghton**
- 2. All summer help done.**
- 3. Bill will finish the mowing for the rest of this year.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting September 22 ,2021

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
August 18, 2021, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Michelle Eastman; Barry "Beech" Kenney.

Others Present: Lawrence Duchette, Corrine Routhier, Jodi Page.

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

Approval of Minutes: Selectboard reviews the minutes from the July 21, 2021, regular meeting. **Motion made and seconded to approve the minutes for the July 21, 2021, regular meeting as written. Motion carries.**

OLD BUSINESS

Abate Dave Barry taxes for lot that we purchased: The Town of Portage paid Dave Barry with a check for \$1 for the lot that was purchased. The Board signs the abatement for approval.

Beach Playground Done: Beach playground has been completed.

NEW BUSINESS

Mr. Sutherland wants to purchase 5-10 acres of Town land on West Rd.: Mr. Sutherland would like to purchase 5-10 acres of Town land on the West Road for his son who would like to put a small engine business at the location. That piece of property is considered common and undivided and is currently in tree growth. The purchase would need to be approved by JD Irving. At this time, the Board decided to table the discussion until we hear back from Matt Stedman and JD Irving.

Update on taxes: The Board reviews the update on property taxes.

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

OTHER BUSINESS

Corrine brought it to the Board's attention that due to the court foreclosure proceedings for the bank on Cleveland Long's property, the town might need to file a waiver of foreclosure for his tax lien until after the court case is completed.

TOWN MANAGER'S REPORT

- **Plow truck towed to Daigle & Houghton:** The plow truck is at Daigle & Houghton. The depth system is acting up on it.
- **All summer help done:** All the summer help is done.
- **Bill will finish the mowing for the rest of this year.**

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, September 15, 2021, at 6 p.m.


Regular 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: _____

 Date
Barry Kenney

Signed: _____

David M. Pierce, Chairperson

Michelle Eastman

TAXES RECEIVABLE UPDATE AS OF 8/18/2021

2021 Tax Commitment

REAL ESTATE TAXES:

Commit:	\$876,275.38	322 Accts. Left to be paid
Rec'd:	<u>\$456,186.33</u>	
Bal	\$420,089.05	

Percentage received as of 8/18/2021 **52.06%**

PERSONAL PROPERTY TAXES:

Commit:	\$70,358.51	17 Accts. Left to be paid
Rec'd:	<u>\$13,415.67</u>	
Bal	\$56,942.84	

Percentage received as of 8/18/2021 **19.07%**

Comparisons:

First month following Commitment:

Tax Year	% Received	
	RE	PP
2016	43.49%	16.37%
2017	NA	NA
2018	44.46%	15.53%
2019	67.96%	95.58%
2020	73.05%	97.24%
2021	52.06%	19.07%

SELECT PERSONS MEETING SIGN – SHEET

8/18/2021

Carrine Routhier

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

September 15, 2021

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for August 19, 2021

Old Business:

1. **Mr. Sutherland land purchase.**

New Business:

1. **Hiring Paul Soucy for CEO.**
2. **Sign MMA Voting Delegate Credential form.**
3. **Sign Municipal Valuation return.**
4. **Review wording on Dan Higgins plaque.**
5. **Municipal cemetery.**
6. **Warrants**

Other Business:

Town Managers Report

1. **Roadside mowing is done.**
2. **Aluminum rims for plow truck are installed.**
3. **Chris is sand blasting & repainting plow truck frame.**
Also replaced brake drums and shoes.
4. **Office closed 10/12- 10/13 for training and vacation.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting October 20 ,2021

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
September 15, 2021, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Michelle Eastman; Barry "Beech" Kenney.

Others Present: Lawrence Duchette, Corrine Routhier, Paul Soucy, Chris Walker, Ed Bonenfant.

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

Approval of Minutes: Selectboard reviews the minutes from the August 18, 2021, regular meeting. **Motion made and seconded to approve the minutes for the August 18, 2021, regular meeting as written. Motion carries.**

OLD BUSINESS

Mr. Sutherland land purchase: J.D. Irving did not approve the land purchase, and Mr. Sutherland has been notified.

NEW BUSINESS

Hiring Paul Soucy for CEO: Paul Soucy was hired as the Town of Portage Code Enforcement Officer. **Motion made and seconded to appoint Paul Soucy as Deputy Code Enforcement Officer until Maggie Pierce is officially done in October, at which time Paul Soucy will become the CEO. Motion carries.**

Sign MMA Voting Delegate Credential form: The Board reviews the MMA Voting Delegate Credential form and designates Lawrence Duchette to vote in their place for the MMA officers.

Sign Municipal Valuation return: The Board reviews the Municipal Valuation return and signs it for approval.

Review wording on Dan Higgins' plaque: The Board reviews the wording on Dan Higgins' plaque and will get back to Larry with any changes or recommendations.

Municipal cemetery: Michelle's uncle is cutting on Bev Clark's property that abuts the cemetery. He has encountered a few hazardous trees that are broken and proposed to the Board that he take care of them since he is already in there cutting. He will do this free of charge with the stipulation that whatever he cuts he will take home for firewood. The Board will send in the Forestry Committee to have a look, and they will flag and paint any hazardous trees for him to cut.

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

OTHER BUSINESS

Employee Evaluations: Michelle revisited the topic of doing employee evaluations in the fall. The Town will be going forward with this, with a Board member being present during the evaluations. The plan is to try to get a couple evaluations completed at the end of the next meeting.

Ed Bonenfant driveway issues: Mr. Bonenfant has a camp at 368 West Cottage Road and is asking for the Town to pay a portion of his costs to rebuild his driveway and replace a culvert that goes under his driveway. The drainage issue was partly caused by the cross culvert on the Cottage Road. The Board discussed what was within the Town's right-of-way and what repairs Mr. Bonenfant is responsible for.

TOWN MANAGER'S REPORT

- **Roadside mowing is done:** Roadside mowing has been completed.
- **Aluminum rims for plow truck are installed:** The aluminum rims have been ordered and installed to eliminate the problem of loose tires in the winter.
- **Chris is sand blasting & repainting plow truck frame, replaced brake drums and shoes:** Chris is getting ready to sand blast and repaint the frame on the plow truck. He has also replaced the brake drums and shoes on the truck on all sides.
- **Office closed 10/12 to 10/13 for training and vacation:** The office will be closed from 9 a.m. to 1:30 p.m. on 10/12/2021 to 10/13/2021 for the office staff to attend training, and Larry will be on vacation.

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, October 20, 2021, at 6 p.m.

At 6:22 p.m., a motion was made and seconded to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) for Personnel Matters. Motion carries. A motion was made and seconded to end the Executive Session at 7 p.m. Motion carries.

Regular Selectboard 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: 10/20/21

Date

Barry Kenney

Signed: David M. Pierce

David M. Pierce, Chairperson

Michelle Eastman
Michelle Eastman

SELECT PERSONS MEETING SIGN – SHEET

9/15/2021

Paul A. Jony

Corrine Routher

Chad Miller

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting for Executive Session
September 23, 2021, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Lawrence Duchette.

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

At 6:00 p.m., a motion was made and seconded to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) for Personnel Matters. Motion carries. A motion was made and seconded to end the Executive Session at 6:45 p.m.

Special Selectboard Meeting adjourned at 6:46 p.m.

Next regular Selectboard meeting is Wednesday, October 20, 2021, at 6 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: 10/20/21
Date

Barry Kenney
Barry Kenney

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

Michelle Eastman
Michelle Eastman

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

October 20, 2021

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for September 15, 2021

Old Business:

New Business:

- 1. Sign Aroostook County Hazard Mitigation plan**
- 2. Sign General Assistance Ordinance**
- 3. Sign Abatement for Steven & Jeanenne Cornell**
- 4. Appoint Paul Soucy CEO & LPI**
- 5. Approve Veteran's Exemption for Mr. Smith + JAMES HOLMES + FRANK CURRIER**
- 6. Proposed 2022 State Valuation**
- 7. Decide what bank to put ARPA funds into until you decide how the money will be spent.**
- 8. Quarterly financial report**
- 9. Warrants**

Other Business:

Town Managers Report

- 1. Open Sand bids**
- 2. Choose Town meeting date**
- 3. Cell Phone for G.A. Admin.**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting November 17, 2021

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

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
October 20, 2021, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Lawrence Duchette, Jodi Page, Chris Walker.

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

Approval of Minutes: Selectboard reviews the minutes from the September 15, 2021, regular meeting. **Motion made and seconded to approve the minutes for the September 15, 2021, regular meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

Sign Aroostook County Hazard Mitigation plan: The plan enables us to receive federal funds. The Board reviews the plan and signs it for approval.

Sign General Assistance Ordinance: The Board reviews the General Assistance Ordinance and signs it for approval.

Sign Abatement for Steven & Jeanenne Cornell: The Board signs the Abatement for Steven & Jeanenne Cornell. They were over assessed on their taxes.

Appoint Paul Soucy CEO & LPI: Paul Soucy has been appointed as Code Enforcement Officer and Licensed Plumbing Inspector as of October 21, 2021. **Motion made and seconded to appoint Paul Soucy as CEO & LPI. Motion carries.**

Approve Veteran's Exemption for William Smith, James Holmes & Frank Currier: The Board reviews the Veteran's Exemptions for William Smith, James Holmes & Frank Currier and signs them for approval. **Motion made and seconded to approve the Veteran's Exemptions for William Smith, James Holmes & Frank Currier. Motion carries.**

Proposed 2022 State Valuation: The Board reviews the proposed 2022 State Valuation, which has decreased since the prior year's valuation.

Decide what bank to put ARPA funds into until you decide how the money will be spent: The Board decided to deposit the American Rescue Plan funds into a NorState Federal Credit Union account. Deadline to spend the funds is 2024.

Quarterly financial report: The Board reviews the Quarterly financial report.

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

OTHER BUSINESS

TOWN MANAGER'S REPORT

- **Open Sand bids:** The Town received 1 bid from Portage Lake Construction in the amount of \$5100 for 400 yards at \$12.75 per yard, up \$0.50 per yard over last year's bid. **Motion made and seconded to accept the bid from Portage Lake Construction in the amount of \$5100. Motion carries.**

- **Choose Town meeting date:** The Board chooses March 25, 2022, for the next Town meeting date. A meal will be served before the meeting. **Motion made and seconded to accept March 25, 2022, as the next Town meeting date. Motion carries.**
- **Cell phone for Cyndi for General Assistance calls:** Cyndi needs a phone to be available at all times for General Assistance calls. **Motion made and seconded to approve a cell phone for Cyndi. Motion carries.**

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, November 17, 2021, at 6 p.m.

At 6:29 p.m., a motion was made and seconded to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(D) for discussion of labor contracts. Motion carries. A motion was made and seconded to end the Executive Session at 6:55 p.m. Motion carries.

A motion was made and seconded to accept Larry's proposal to change his hours. Motion carries.

Regular Selectboard Meeting adjourned at 6:57 p.m.

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

Approved: 11-17-21
Date

Barry Kenney
Barry Kenney

Signed: _____
David M. Pierce, Chairperson

Michelle Eastman

Quarterly Selectboard Financial Update

As of Sept 30, 2021--Second Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$1,139,630.06	
Total Expenses to date	\$981,243.10	
Net Gain (Loss)		\$158,386.96

2021 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$876,275.38	\$735,873.45	\$140,401.93
Personal Prop.	\$70,358.51	\$69,522.42	\$836.09
	\$946,633.89	\$805,395.87	\$141,238.02

Checking Account-Katahdin

Checkbook Reconciliation Balance	\$246,380.83
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$43,020.64	
Ministerial School Lot Savings & CD	\$55,978.63	
Road Reserve Savings	\$136,752.72	
Total at NorState		\$235,751.99

Katahdin:

PW Equipment Reserve ICS & Checking	\$42,097.67	
Silviculture ICS & Checking	\$201,523.73	
General ICS	\$121,095.74	
Total at Katahdin		\$364,717.14

Acadia FCU:

Cemetery Perpetual Care	\$12,792.67	
Stumpage: Savings & CD	\$371,007.26	
Total at Acadia FCU		\$383,799.93

Key Bank:

Revaluation Savings	\$40,001.49
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TOTAL RESERVES: \$1,024,270.55

Total Assets in Banks: \$1,270,651.38

Real & Personal Property Taxes outstanding principle

Real:

2020	\$12,036.84
2019	\$0.00
	\$12,036.84

Pers. Prop:

2020	\$0.00
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Quarterly Selectboard Financial Update

YEAR TO DATE as of Sept 30, 2021

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$33,200.00	\$30,071.60	\$4,000.06	\$7,128.46
Office Staff	\$93,000.00	\$68,348.45	\$3,257.75	\$27,909.30
Assessing	\$3,000.00	\$1,291.00		\$1,709.00
Town Hall	\$23,000.00	\$12,709.16	\$1,360.75	\$11,651.59
Plan & Appeals	\$1,500.00	\$614.00		\$886.00
Code	\$11,000.00	\$6,057.68	\$3,689.75	\$8,632.07
Discounts	\$14,000.00	\$12,579.24		\$1,420.76
Abatements	\$3,000.00	\$198.76		\$2,801.24
Annual Dues	\$3,680.00	\$3,680.00		\$0.00
Insurance	\$59,000.00	\$50,022.97	\$1,198.00	\$10,175.03
Genl. Assistance	\$6,000.00	\$145.00		\$5,855.00
Town Hall Improv.	\$4,294.00	\$4,294.00		\$0.00
Fire Dept.	\$28,000.00	\$23,398.60	\$14,524.72	\$19,126.12
Police Patrol	\$2,068.00			\$2,068.00
Animal Control	\$2,500.00	\$1,580.59	\$104.00	\$1,023.41
Public Works	\$77,500.00	\$40,420.42	\$2,084.04	\$39,163.62
Ash. Transfer Stn.	\$42,593.00	\$31,944.06		\$10,648.94
Transfer Station	\$1,000.00	\$379.46		\$620.54
Cont'd. Svcs.	\$4,000.00	\$300.00		\$3,700.00
Cemetery	\$2,750.00	\$1,280.06	\$150.00	\$1,619.94
Beautification	\$1,800.00	\$1,069.50	\$38.00	\$768.50
Rec Dept.	\$1,993.00			\$1,993.00
Parks/Beach/Camp/	\$32,500.00	\$33,690.93	\$8,263.68	\$7,072.75
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	\$4,107.00	\$4,105.70		\$1.30
Education Commit.	\$500,406.00	\$375,304.51		\$125,101.49
Education-Subsidy		\$91,821.82	\$91,821.82	\$0.00
Excise Taxes		\$11,396.67	\$88,160.66	\$76,763.99
Street Lights	\$8,300.00	\$5,976.16		\$2,323.84
Ashland User Fees	\$54,885.00	\$54,884.66		\$0.34

SELECTPERSONS MEETING SIGN – SHEET

10/20/2021

Charles

Chris Wallace

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

November 17, 2021

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for October 20, 2021

Old Business:

New Business:

- 1. Appoint Fair Hearing officer for General Assistance.**
- 2. Dean's Motor Lodge liquor license renewal**
- 3. Disaster funds**
- 4. G A info**
- 5. Warrants**

Other Business:

Town Managers Report

- 1. Ready for winter**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting December 15 ,2021

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

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
November 17, 2021, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Lawrence Duchette, Jodi Page, Corrine Routhier, Cyndi Mullen.

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

Approval of Minutes: Selectboard reviews the minutes from the October 20, 2021, regular meeting. **Motion made and seconded to approve the minutes for the October 20, 2021, regular meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

Appoint Fair Hearing officer for General Assistance: Per the State of Maine, a Fair Hearing officer needs to be appointed. The recommendation is for it to be a member of the Board. **Motion made and seconded to appoint the Chairman of the Board as the Fair Hearing officer. Motion carries.**

Dean's Motor Lodge liquor license renewal: Board reviews Dean's Motor Lodge's liquor license and signs it for approval. **Motion made and seconded to approve the liquor license renewal for Dean's Motor Lodge. Motion carries.**

Disaster funds: The Emergency Management Association recommends setting up a disaster fund and depositing a few thousand into this special disaster account every year. After discussion, the Board decided to decline setting up a special disaster fund and instead chose to use accounts that are already in place for emergencies.

General Assistance info: Cyndi has created a packet of information regarding the General Assistance process and the requirements for receiving General Assistance. This packet will be given out when a resident applies for General Assistance. **Motion made and seconded to approve the packet of info created by Cyndi. Motion carries.**

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

OTHER BUSINESS

The planning board will be holding a public hearing on December 9, 2021, at 6:30 p.m. for public comment on the proposed Land Use Ordinance amendment to allow chickens in the village area. The planning board plans on voting at said meeting whether or not to send the amendment on to the Selectboard for consideration and public hearing.

TOWN MANAGER'S REPORT

- **Ready for winter:** The Town is ready for winter.

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, December 15, 2021, at 6 p.m.

At 6:20 p.m., a motion was made and seconded to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(D) for labor negotiations. Motion carries. A motion was made and seconded to end the Executive Session at 6:25 p.m. Motion carries.

Regular Selectboard Meeting adjourned at 6:26 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: 12/15/21
Date
Barry Kenney
Barry Kenney

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



General Assistance Guidelines

As an Applicant for General Assistance, it is important that you understand and agree to the following:

- You are responsible for providing the documentation we need to determine eligibility. If information is requested by the caseworker, you will need to provide it before help can be provided.
- This program helps with basic necessities such as: housing, utilities, food, medication, etc.
- All money you receive must be spent on basic necessities before asking for assistance from this office.
- Expenses **not** considered "basic necessities" include: telephone/cell phone, tobacco, alcohol, vehicle costs, cable or internet, court fines, vet bills, credit card payments, repayment of loans, etc. Money spent on these items will be considered misspent.
- You must report any money received by your household in the last 30 days. This includes what relatives/friends buy or give you. You will be required to provide receipts to account for all money; without receipts, that money will be considered still available to you and reduce the amount of assistance you may be eligible to receive.
- You must report any changes in your household size, finances or benefits each time you apply for assistance.
- In the future, if you have the ability to do so, you must reimburse the City for assistance received.
- Providing false information will result in a disqualification from the General Assistance program for 120 days and your case may be referred to the Bangor Police and/or the District Attorney for criminal prosecution. Failure to comply with General Assistance rules or requests may result in denial of assistance until you comply.
- A disqualification for General Assistance benefits will be reported to DHHS and may result in the loss of SNAP benefits or other benefits.

I understand all available money has to be used for basic necessities. Money not spent on basic necessities will be counted as misspent money. I further understand I must provide receipts for any money coming into the household.

Applicant Signature

Date

General Assistance Caseworker Signature

Date

TOWN
GENERAL ASSISTANCE NOTICE and REQUIREMENTS

General Assistance is a program of the last resort based on immediate need for the most basic necessities. You must use all available income and resources first. Basic necessities include shelter/rent, food, fuel, electricity, personal care and household items, medication, and non-elective medical services as recommended by a physician. (22 MRSA § 4301)

The following are examples of items not considered basic necessities and will not be allowed in the budget computation: phone bills, cell phones, internet connection, cable/satellite television, mail orders, cigarettes, alcohol, gifts, costs of trip or vacations, credit card debts, cost associated with pet care, legal fees, late fees, key deposits, payments on vehicles, furniture and/or appliances, and repayment of unsecured loans.

Parents who are financially able are required by law to support their children under the age of 25. Spouses are legally required to financially support each other. The municipality has the right to require these relatives to repay any assistance that is granted. (22 MRSA § 4319(1))

When you attend your intake please bring the following:

- Picture Identification (State ID or driver's license) for everyone over age 18 in the Household
- Passports, I-94s & Visas (if not U.S. Citizens)
- Social Security Cards for all Household members
- Medical Cards (private, MaineCare, Medicare or Healthy Maine Prescription)
- Written verification of all household income anticipated in the next thirty-day period
- Documentation of all Household Expenses (actual bills – paid and unpaid)
- Current Bank Statements for all accounts including checking & savings
- Verification of any other assistance you receive TANF, SNAP, Subsidized Housing, BRAP, Shelter + Care, RAC, Section 8, Etc.

Household Income includes but is not limited to:

- Wages received for any full-time, part-time or temporary employment (including money earned "under the table")
- Social Security and/or SSI payments (whether in your name, your children's name or the name of a payee)
- Disability payments or Workers Compensation
- Unemployment Compensation Benefits
- VA (Veterans) Benefits;
- TANF/ASPIRE
- Child Support
- Payments from a pension or trust fund (including interest on any assets)
- All State & Federal Income Tax Refunds and their Property Tax Fairness Credit- if not used for basic necessities (formerly the Maine Residents Property Tax Rebate)
- Income from all household members, including children, roommates, relatives, boyfriends or girlfriends
- Income received from all sources including relatives and friends and income 'in kind'
- Lump Sums (Settlements of any kind or one-time payments)

Household Expenses Include but are not limited to:

- Rent or Mortgage
- Utilities (CMP, oil, propane, K-1, sewer bills, water bills, etc.)
- Work related expenses (i.e. childcare, bus tickets, mileage to work & tolls)
- Any bills that you pay on a regular basis (phone, internet, cable, internet, car insurance, medical expenses, credit cards, etc.)

General Release
Request for Confidential Information
Pursuant to 22 M.R.S.A. § 4306, 4314

This form to be signed by the **General Assistance Applicant**

Applicant's Name		Social Security Number	
Applicant's Mailing Address			
Municipality			
Address			
Source Name		Source Address	
I hereby request and authorize that the above-named source provide the above-named municipality with the following information:			
Signature of General Assistance Applicant:		Date:	

Municipality of _____

**General Assistance Authorization of Disclosure
General Consent Form**

I, _____ authorize the Municipality of _____
to disclose to _____, at the following address
_____, the following information from my records:

The purpose or need for such disclosure is:

I understand that this consent to disclose may be withdrawn by me at any time except where
action has already been taken based upon my consent. This consent (unless clearly withdrawn in
writing earlier) expires on

(specify date, event or condition upon which consent shall expire)

I am signing this General Consent Form voluntarily.

Client Signature: _____ Date: _____

Witness Name: _____ Date: _____

Witness Signature: _____



CONSENT TO RELEASE AND OBTAIN INFORMATION

I hereby permit employees of the City of Bangor to disclose, release, and/or obtain records, papers, files, communications and any other information relating to myself and/or my application for General Assistance in order to determine my eligibility and for other lawful purposes.

I waive any right that I may have to keep these records, papers, files, communications and other information confidential.

This release is valid for one (1) year from this date. I understand that I may also terminate this agreement at any time.

Applicant Printed Name

Applicant Signature

Date

General Assistance Caseworker Signature

Date

SELECT PERSONS MEETING SIGN – SHEET

11/17/2021

Corrine Routher

Cyndi Miller

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

December 15, 2021

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for November 17, 2021

Old Business:

New Business:

- 1. Maine Acadian Heritage membership.**
- 2. Choose who to dedicate Town book too.**
- 3. Sign Special amusement permit for Dean's.**
- 4. Portage Lake Historical Society request.**
- 5. Ordinance Amendment**
- 6. Warrants**

Other Business:

Town Managers Report

- 1. Solar power**
- 2. Merry Christmas**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting January ,2021

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
December 15, 2021, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Lawrence Duchette, Jodi Page, Corrine Routhier, Arthur Routhier, Brian Cote, Margaret Pierce, Paul Soucy.

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

Approval of Minutes: Selectboard reviews the minutes from the November 17, 2021, regular meeting. **Motion made and seconded to approve the minutes for the November 17, 2021, regular meeting as written. Motion carries.**

OLD BUSINESS

NEW BUSINESS

Maine Acadian Heritage membership: Does the Town of Portage want to continue with the Maine Acadian Heritage membership? The cost of the membership is \$100 per year. There is no one available to travel to Fort Kent four times a year at night for the meetings. Since the Town of Portage has not benefitted from the membership thus far, it is the Town Office's opinion to discontinue the membership and the Board agrees.

Motion made and seconded to cancel the membership to Maine Acadian Heritage. Motion carries.

Choose who to dedicate Town book to: The Board reviews the list of candidates available for dedication. Discussion was tabled until January's meeting.

Sign Special Amusement permit for Dean's: The Board reviews the special amusement permit for Dean's and signs it for approval. **Motion made and seconded to accept the special amusement permit for Dean's. Motion carries.**

Portage Lake Historical Society request: The Portage Lake Historical Society is requesting \$2500 for a warrant article for the Town meeting in March, the same request that has been made for the last 5 years. **Motion made and seconded to add it to the town warrants for approval. Motion carries.**

Ordinance Amendment: The Planning Board was asked to amend a PL Land Use Ordinance to allow chickens within the village area under the following conditions: maximum of 12 chickens, no roosters, no free range, Best Management Practices must be followed, and all structures that house and enclose egg-laying hens must meet setbacks for the Zone in which they are to be kept. The proposed amendment addresses poultry only. All other livestock will remain banned in the village area. The current ordinance prohibits poultry and livestock. A public hearing is to be held on Wednesday, January 19, 2022, at 5:45 p.m. to hear public comments on the proposed amendment. **Motion made and seconded to allow the proposed amendment to be presented at a public hearing on Wednesday, January 19, 2022. Motion carries.**

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

OTHER BUSINESS

Brian Cote approached the Board with a proposal to increase the 2022 stipends for the officers of the Portage Lake Fire Department excluding the chief. Brian is asking for a minimum \$100 each. **Motion made and seconded to accept Brian Cote's proposal to increase the stipend of the officers (excluding the chief) an additional \$100. Motion carries.**

TOWN MANAGER'S REPORT

- **Solar power:** The Board discusses the solar power proposal. **Motion made and seconded to discard the solar power idea and continue as we have been. Motion carries.**
- **Merry Christmas:** Merry Christmas.

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, January 19, 2022, at 6 p.m.

Regular Selectboard 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: 1/19/22
Date
Barry Kenney
Barry Kenney

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

Quarterly Selectboard Financial Update

As of December 31, 2021--Fourth Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$1,361,336.43	
Total Expenses to date	\$1,124,982.45	
Net Gain (Loss)		<u>\$236,353.98</u>

2021 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$876,275.38	\$829,339.78	\$46,935.60
Personal Prop.	\$70,358.51	\$69,608.56	\$749.95
	<u>\$946,633.89</u>	<u>\$898,948.34</u>	<u>\$47,685.55</u>

Checking Account-Katahdin

Checkbook Reconciliation Balance	<u>\$201,372.02</u>
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Bank Reserve Accounts Status

NorState:

ARPA	\$19,647.98	
Fire Dept. Equip Reserve & Savings	\$43,048.10	
Ministerial School Lot Savings & CD	\$56,022.35	
Road Reserve Savings	\$147,127.87	
Total at NorState		<u>\$265,846.30</u>

Katahdin:

PW Equipment Reserve ICS & Checking	\$42,113.48	
Silviculture ICS & Checking	\$201,599.83	
General ICS	\$377,452.73	
Total at Katahdin		<u>\$621,166.04</u>

Acadia FCU:

Cemetery Perpetual Care	\$12,945.91	
Stumpage: Savings & CD	\$371,221.69	
Total at Acadia FCU		<u>\$384,167.60</u>

Key Bank:

Revaluation Savings	<u>\$40,002.50</u>
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TOTAL RESERVES:

\$1,311,182.44

Total Assets in Banks:

\$1,512,554.46

Real & Personal Property Taxes outstanding principle

Real:

2020	\$10,349.15
2019	<u>\$0.00</u>
	\$10,349.15

Pers. Prop:

2020	<u>\$0.00</u>
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Quarterly Selectboard Financial Update

YEAR TO DATE as of December 31, 2021

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$33,200.00	\$38,041.29	\$8,848.17	\$4,006.88
Office Staff	\$93,000.00	\$93,780.87	\$8,941.00	\$8,160.13
Assessing	\$3,000.00	\$1,435.00		\$1,565.00
Town Hall	\$23,000.00	\$16,736.71	\$1,249.75	\$7,513.04
Plan & Appeals	\$1,500.00	\$1,382.00		\$118.00
Code	\$11,000.00	\$9,886.76	\$4,038.50	\$5,151.74
Discounts	\$14,000.00	\$12,579.24		\$1,420.76
Abatements	\$3,000.00	\$198.76		\$2,801.24
Annual Dues	\$3,680.00	\$3,680.00		\$0.00
Insurance	\$59,000.00	\$61,878.79	\$1,198.00	-\$1,680.79
Genl. Assistance	\$6,000.00	\$440.20		\$5,559.80
Town Hall Improv.	\$4,294.00	\$4,294.00		\$0.00
Fire Dept.	\$28,000.00	\$39,157.76	\$16,218.05	\$5,060.29
Animal Control	\$2,500.00	\$2,320.58	\$210.00	\$389.42
Police Patrol	\$2,068.00			\$2,068.00
Public Works	\$77,500.00	\$62,782.77	\$2,084.04	\$16,801.27
Ash. Transfer Stn.	\$42,593.00	\$42,592.08		\$0.92
Transfer Station	\$1,000.00	\$391.61		\$608.39
Cont'd. Svcs.	\$4,000.00	\$300.00		\$3,700.00
Cemetery	\$2,750.00	\$1,280.06	\$300.00	\$1,769.94
Beautification	\$1,800.00	\$1,069.50	\$38.00	\$768.50
Rec Dept.	\$1,993.00	\$186.49		\$1,806.51
Parks/Beach/Camp/	\$32,500.00	\$35,395.24	\$9,503.68	\$6,608.44
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	\$4,107.00	\$4,105.70		\$1.30
Education Commit.	\$500,406.00	\$500,405.98		\$0.02
Education-Subsidy		\$221,618.66	\$221,618.66	\$0.00
Excise Taxes		\$87,536.42	\$117,139.33	\$29,602.91
Street Lights	\$8,300.00	\$7,910.76		\$389.24
Ashland User Fees	\$54,885.00	\$54,884.66		\$0.34