

AGENDA
TOWN OF PORTAGE LAKE
REGULAR SELECT BOARD MEETING
January 18, 2023
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
December 21, 2022 regular meeting
3. Old Business:
 - a. DOT digital signs in Town & possible legislation for road repairs
4. New Business:
 - a. Appoint Registrar of Voters (done every 2 years on odd years)
 - b. Approval of Ballot Clerks for coming year
 - c. Renew Yoga class contract
 - d. Town Facilities Rental Charge Change Proposal
 - e. Choose Town Report Cover & Dedication
 - f. Treasurer Quarterly Update—4th Qtr. 2022
 - g. Payables Warrants
5. Town Manager's Report
 - a. Auditor will be here Thursday the 19th
 - b. Plow truck repairs—hoses needed
 - c. Utility poles for Snowmobile Club groomer shed have been installed
 - d. Generator is scheduled to have a routine service call
6. Other Business
7. Public Comments (as time allows)
8. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
9. Adjourn

Next Regular Select Board Meeting: Wednesday, February 15, 2023

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
January 18, 2023, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier, Jodi Page, Sandra Bartlett.

Meeting called to order at 6:02 p.m. by Michelle Eastman.

Approval of Minutes: Selectboard reviews the minutes from the December 21, 2022, regular meeting. **Motion made and seconded to approve the minutes for the December 21, 2022, regular meeting as written. Motion carries.**

OLD BUSINESS

DOT digital signs in Town & possible legislation for road repairs: Corrine contacted the DOT and was offered two digital signs, both to be placed on Route 11, one in town and the other up by the Transfer Station. These signs were offered free of charge. Troy Jackman's office was also contacted to see about possible legislation to fix the hill. Troy Jackman's office is sending someone from the DOT to investigate hill to see if anything can possibly be done.

NEW BUSINESS

Appoint Registrar of Voters (done every 2 years on odd years): Sarah M. Bauzenberger has been appointed the Registrar of Voters for a 2-year term running January 1, 2023, to December 31, 2024. **Motion made and seconded to appoint Sarah M. Bauzenberger as the Registrar of Voters. Motion carries.**

Approval of Ballot Clerks for coming year: Motion made and seconded to approve the following Election Clerks for the Town of Portage Lake for the 2023 Election Year: Serena Bonville, Jennifer Brophy, Jodi Page, Sandy Bartlett, Maggie Pierce, Joyia Cyr, Gail Gagnon, Carol Gagnon, Kathrine Gagnon, Jean McPherson, Danica Hartman, Tracy Snow-Cormier, Geraldine Condon, Janice Cyr, Michelle Eastman, Cathy Farnam, David Farnam, Frank Hallett, Pamela Hallett, Debra Holmes, Kimberly Holmes, Chris Johnson, Tammy Kenney, Kimberly Mapley. **Motion carries.**

Renew Yoga class contract: The Yoga class contract has been renewed for another year at the same rate of 10%. **Motion made and seconded to accept the lease as written. Motion carries.**

Town Facilities Rental Charge Change Proposal: Up until recently, Town clubs and Town non-profit organizations have been able to use the Town Hall building and Pavilion to hold their events at no charge to them. With the recent rising costs of electricity and heating fuel, the Town proposes charging a flat rate fee for these clubs and organizations to hold their special events. These clubs and organizations can still hold their meetings at Town facilities free of charge. The rental deposit fee will still be waived. **Motion made and seconded to charge these clubs and organizations a flat fee of \$20 only for special events held at Town facilities. Motion carries.**

Choose Town Report Cover & Dedication: The Board reviews the options for the Town Report cover. The Board chose option #6, a mirror image of the lake. Suggestions were made for the dedication. **Motion made and seconded to dedicate the Town Report to Jim Dumond. Motion carries.**

Treasurer Quarterly Update-4th Quarter 2022: The Board reviews the Treasurer's Quarterly update for the 4th Quarter 2022. **Motion made and seconded to accept the Treasurer's Report. Motion carries.**

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

TOWN MANAGER'S REPORT

- a) Auditor will be here Thursday, January 19, 2023.
- b) Plow truck repairs—hoses needed.
- c) Utility poles for Snowmobile Club groomer shed have been installed.
- d) Generator is scheduled to have a routine service call.

OTHER BUSINESS

- Beech asked where the Town stood with Orkin. Orkin has completed their job except for the thresholds around the doors for which they are waiting for parts. Orkin will have to come back in the spring to shore up the exterior points of access for the rodents.
- Dave brought it up to the Board that Larry Duchette should receive a plaque for his years of service to the Town. **Motion made and seconded to present Larry Duchette with a plaque for his years of service to the Town. Motion carries.**

Comments from the Public (as time allows):

At 6:34 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 6:50 p.m. The public portion of the meeting resumed at 6:51 p.m.

Next regular Selectboard meeting is Wednesday, February 15, 2023, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 6:54 p.m.

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

Approved: 2/15/23
Date
Barry Kenney
Barry Kenney

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

Town of Portage Lake Appointment of Registrar of Voters

Pursuant to Title 21-A, Maine Law of Elections, Chapter 3, Subchapter 1, §101, Para. 2, "The municipal officers of each municipality shall appoint in writing a qualified Registrar of Voters by January 1st of each odd-numbered year. The Registrar shall serve for 2 years and until a successor is appointed and sworn."

We, the Municipal Officers of The Town of Portage Lake appoint Sarah M. Bauzenberger as a qualified Registrar of Voters. The registrar's term shall run from January 1, 2023 to December 31, 2024.

Date: _____

Michelle Y. Eastman

David M. Pierce

Barry J. Kenney

January 18, 2023

Please appoint the following Election Clerks for the Town of Portage Lake for the 2023 Election Year:

Serena Bonville (U)
Jennifer Brophy (U)
Jodi Page (U)
Sandy Bartlett (U)
Maggie Pierce (U)
Joyia Cyr (D)
Gail Gagnon (D)
Carol Gagnon (D)
Kathrine Gagnon (D)
Jean McPherson (D)
Danica Hartman (D)
Tracy Snow-Cormier (D)
Geraldine Condon (R)
Janice Cyr (R)
Michelle Eastman (R)
Cathy Farnam (R)
David Farnam (R)
Frank Hallett (R)
Pamela Hallett (R)
Debra Holmes (R)
Kimberly Holmes (R)
Chris Johnson (R)
Tammy Kenney (R)
Kimberly Mapley (R)

Thank you,


Sarah Bauzenberger
Town Clerk

Facility Rental Change Proposal

January 2023

Historically Town clubs and Town non-profit organizations have been able to use the Town Hall building and Pavilion at no charge. Many events have been held in these two buildings over years, using electricity and heat—the costs of which get absorbed by the Town Hall and Parks budgets with no income to offset them.

However, with the recent rising costs of electricity and heating fuel, I am proposing charging the clubs a flat fee of either \$10 or \$15 for the use of these facilities each time these clubs and organizations hold a function. These organizations include the Snowmobile Club, ATV Club, Historical Society, local church organizations, and the town's Summerfest Committee. I know some of the events held can last hours and use up a lot of heat or power. With this change, we can recoup some of the cost of the maintenance of the facilities and still allow these clubs to turn a profit for the events that they hold.

This would *not* be in effect for any meetings held, only for larger functions that lasts longer than an hour. And the rental deposit fee would still be waived.

Corrine Routhier, Manager/Treasurer

Quarterly Selectboard Financial Update

As of December 31, 2022--Third Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$1,194,751.21
Total Expenses to date	\$1,106,695.78
Net Gain (Loss)	<u>\$88,055.43</u>

2022 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$851,447.17	\$809,441.43	\$42,005.74
Personal Prop.	\$80,958.30	\$80,353.94	\$604.36
	<u>\$932,405.47</u>	<u>\$889,795.37</u>	<u>\$42,610.10</u>

Checking Account-Katahdin

Checkbook Reconciliation Balance	<u>\$187,709.55</u>
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$53,159.46	
ARPA Funds Checking	\$19,128.88	
Ministerial School Lot Stumpage		
Savings & CD	\$56,354.73	
Road Reserve Fund	\$229,580.89	
Total at NorState FCU		<u>\$358,223.96</u>

Katahdin:

PW Equipment Reserve ICS & Checking	\$52,182.78	
Silviculture ICS & Checking	\$196,849.60	
*General ICS Savings	\$395,519.88	
Total at Katahdin		<u>\$644,552.26</u>

*Genl ICS Savings includes \$250,203 for school payments for January to June 2023

Key Bank

Revaluation Reserve Savings	\$45,040.01	
Total at Key Bank		<u>\$45,040.01</u>

Acadia FCU:

Cemetery Perpetual Care Savings	\$12,960.48	
Stumpage: Savings & CD	\$298,509.22	
Total at Acadia FCU		<u>\$311,469.70</u>

TOTAL RESERVES: \$1,359,285.93

Total Assets in Banks: \$1,546,995.48

Real & Personal Property Taxes outstanding principle

Real:

2020	\$0.00
2021	\$11,229.87
	<u>\$11,229.87</u>

Pers. Prop:

2021	\$0.00
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Quarterly Selectboard Financial Update

YEAR TO DATE as of December 31, 2022

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$33,500.00	\$35,527.58	\$4,030.58	\$2,003.00
Office Staff	\$81,500.00	\$76,834.98	\$8,709.00	\$13,374.02
Assessing	\$2,000.00	\$1,268.51		\$731.49
Town Hall	\$20,000.00	\$20,165.20	\$1,679.97	\$1,514.77
Plan & Appeals	\$1,400.00	\$1,295.00		\$105.00
Code	\$10,500.00	\$12,936.08	\$4,010.00	\$1,573.92
Discounts	\$14,000.00	\$12,743.14		\$1,256.86
Abatements	\$2,185.00	\$1,119.20		\$1,065.80
Annual Dues	\$2,530.00	\$2,530.00		\$0.00
Insurance	\$65,000.00	\$59,440.10	\$1,356.00	\$6,915.90
Genl. Assistance	\$5,559.00	\$293.19		\$5,265.81
Fire Dept.	\$28,000.00	\$21,776.61	\$1,904.44	\$8,127.83
Animal Control	\$2,350.00	\$1,911.91	\$319.00	\$757.09
Police Patrol	\$2,068.00			\$2,068.00
Cont'd. Svcs.	\$3,700.00	\$1,295.00		\$2,405.00
Public Works	\$77,300.00	\$69,643.03	\$294.68	\$7,951.65
Ash. Transfer Stn.	\$45,175.00	\$45,174.48		\$0.52
Transfer Station	\$608.00	\$1,025.00	\$417.00	\$0.00
Cemetery	\$3,000.00	\$1,474.86	\$350.00	\$1,875.14
Beautification	\$1,500.00	\$357.33	\$125.00	\$1,267.67
Rec Dept.	\$1,806.00	\$245.75		\$1,560.25
Parks/Beach/Pav	\$14,500.00	\$12,403.77	\$412.49	\$2,508.72
Seaplane Base	\$5,000.00			\$5,000.00
Campground	\$4,600.00	\$4,964.90	\$6,565.85	\$6,200.95
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	\$3,222.00	\$3,121.50		\$100.50
Education Commit	\$500,406.00	\$500,406.00		\$0.00
Education-Subsidy		\$18,582.33	\$18,582.33	\$0.00
Excise Taxes		\$89,688.54	\$117,851.18	\$28,162.64
Street Lights	\$8,560.00	\$8,030.52		\$529.48
Ashland User Fees	\$60,637.00	\$60,636.17		\$0.83

AGENDA
TOWN OF PORTAGE LAKE
EEmergency Select Board Meeting
January 31, 2023
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Plow Rigging Purchase
3. Other Business
4. Public Comments (as time allows)
5. Adjourn

Next Regular Select Board Meeting: Wednesday, February 15, 2023

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Emergency Meeting
January 31, 2023, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier, Jodi Page, Jim McAulay, Herb McPherson, Jason Poulin.

Meeting called to order at 6:05 p.m. by Michelle Eastman.

NEW BUSINESS

Plow Rigging Purchase: The sweeper is bent on the plow truck and is repairable. Jason has straightened it as much as he can. It is up to the Board whether they want to pay someone to finish straightening the rest of it, or purchase a new/used sweeper and keep the current one as backup. There is a used equipment sales garage in East Millinocket that has sweepers available, with the highest being around \$3500. **Motion made and seconded to send Jason to the garage in E. Millinocket to look at and purchase a used sweeper for the Town's plow truck, to be paid for out of Emergency Funds. Motion carries.**

OTHER BUSINESS

Michelle brought up the user fees we pay to the Town of Ashland. She will be speaking to Cyr Martin to gather some data in preparation for the Town of Portage annual Town meeting. Corrine did speak to Fort Kent regarding their ambulance service. Fort Kent bases their rates on State Valuations of the Town and not population. If the Town of Portage has any first responders available, then Fort Kent's ambulance service may be an option for us. If we decide to go with Fort Kent instead of Ashland, we may lose the Rec and Library services from Ashland as a result.

Comments from the Public (as time allows): Jim McAulay asked about replacing some of the fittings on the hoses of the plow truck.

Next regular Selectboard meeting is Wednesday, February 15, 2023, at 6:00 p.m.

Emergency 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: 2/15/23
Date
Barry Kenney
Barry Kenney

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

AGENDA
TOWN OF PORTAGE LAKE
REGULAR SELECT BOARD MEETING
February 15, 2023
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
 - January 18, 2023 regular meeting
 - January 31, 2023 emergency meeting
3. Old Business:
 - a. Retirement Plan—recommended change to Simple IRA from 403b
 - b. New Town Welcome sign
4. New Business:
 - a. Ambulance Service inquiries
 - b. Approval of Warrant Articles for Annual Town Meeting
 - c. Appoint Planning Board members
 - d. West Road small tree removal proposal
 - e. Dual-use Mountain Trail widening request
 - f. Set GA public hearing for March
 - g. Pavilion Rental Fee Adjustment
 - h. Snowmobile Trailers parking issues @ town hall
 - i. Payables Warrants
5. Town Manager's Report
 - a. DOT to pave from Ashland through Portage Lake this summer
 - b. New DOT digital signs put to use on 1/29
 - c. Used front plow has been purchased
 - d. Getting Town Hall buildings & grounds ready for Can Am March 4 & 5
6. Other Select Board Business
7. Public Comments (as time allows)
8. Adjourn

Next Regular Select Board Meeting: Wednesday, March 15, 2023

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
February 15, 2023, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier, Jodi Page, Sarah Bauzenberger, Sandra Bartlett, Richard Hoppe.

Meeting called to order at 6:04 p.m. by Michelle Eastman.

Approval of Minutes: Selectboard reviews the minutes from the January 18, 2023, regular meeting and the January 31, 2023, emergency meeting. **Motion made and seconded to approve the minutes for the January 18, 2023, regular meeting as written. Motion made and seconded to approve the minutes for the January 31, 2023, emergency meeting as written. Motions carry.**

OLD BUSINESS

Retirement Plan—recommended change to Simple IRA from 403(b): Since there are no fees associated with a Simple IRA, it has been recommended to the Town to go with a Simple IRA account rather than the 403(b) retirement plan previously selected for Town employees. With the Simple IRA, employees can opt to have the funds taken out before or after taxes. **Motion made and seconded to go with a Simple IRA retirement plan. Motion carries.**

New Town Welcome Sign: The Board reviews the choices for the New Town Welcome sign and chose option #1 pending approval from Town residents. **Motion made and seconded to go with option #1 for the new Town Welcome Sign. Motion carries.**

NEW BUSINESS

Ambulance Service inquiries: Corrine presented the Board with the results of her inquiries into Ambulance Service alternatives and the lengthy process involved in switching. The move would save the Town roughly \$25,000 a year, but is dependent on approval by the State EMS.

Approval of Warrant Articles for Annual Town Meeting: The Board reviewed the Warrant Articles for the Annual Town Meeting.

Appoint Planning Board members: Motion made and seconded to appoint Otis Nelson and Dennis Tozier as Planning Board members for 3-year terms. Motion carries.

West Road small tree removal proposal: The Board reviews the tree removal proposal to help alleviate icy roads in the proposed cutting area. **Motion made and seconded to approve cutting a buffer along the roadside no greater than 50 feet in. Motion carries.**

Dual-use Mountain Trail widening request: The Snowmobile Club has requested widening of the Mountain Trail 25 feet total length for safety reasons. The Town needs the Board's approval for the section that is jointly owned with Irving. **Motion made and seconded to approve the request to widen the Mountain Trail. Motion carries.**

Set GA public hearing for March: The Board discussed dates for a GA public hearing. **Motion made and seconded to hold a GA public hearing on March 15, 2023, at 5:50 p.m. Motion carries.**

Pavilion Rental Fee Adjustment: The Board discussed rental fees for the Pavilion. **Motion made and seconded to charge a \$100 rental fee for the pavilion with an additional \$50 refundable cleaning deposit.**

Snowmobile Trailers parking issues @ town hall: The Town has had issues this year with vehicles hauling snowmobile trailers parking in the way at the Town Hall. The Board proposes using an area on the Station Road. Signage will be put up. **Motion made and seconded to not allow parking in the Town Hall parking lot by snowmobilers and instead allow them to park on Station Road with the Town plowing out additional space to accommodate them. Motion carries.**

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

TOWN MANAGER'S REPORT

- a) DOT to pave from Ashland through Portage Lake this summer. DOT will be overlaying from the 4-way intersection in Ashland through Portage.
- b) New DOT digital signs put to use on 1/29.
- c) Used front plow has been purchased.
- d) Getting Town Hall buildings & grounds ready for Can Am March 4 & 5.

OTHER SELECTBOARD BUSINESS

Michelle discussed an email from Tracy Long regarding a stipend for School Board members. The Board discussed compensation for attendance at School Board meetings by Portage Lake School Board Members. This would need to be on a Warrant Article and approved by Town residents. **Motion made and seconded to approve a \$25 stipend per meeting attended for the School Board of Portage Lake. Motion carries.**

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, February 15, 2023, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 7:13 p.m.

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

Approved: 3-15-23

Barry Kenney
Barry Kenney

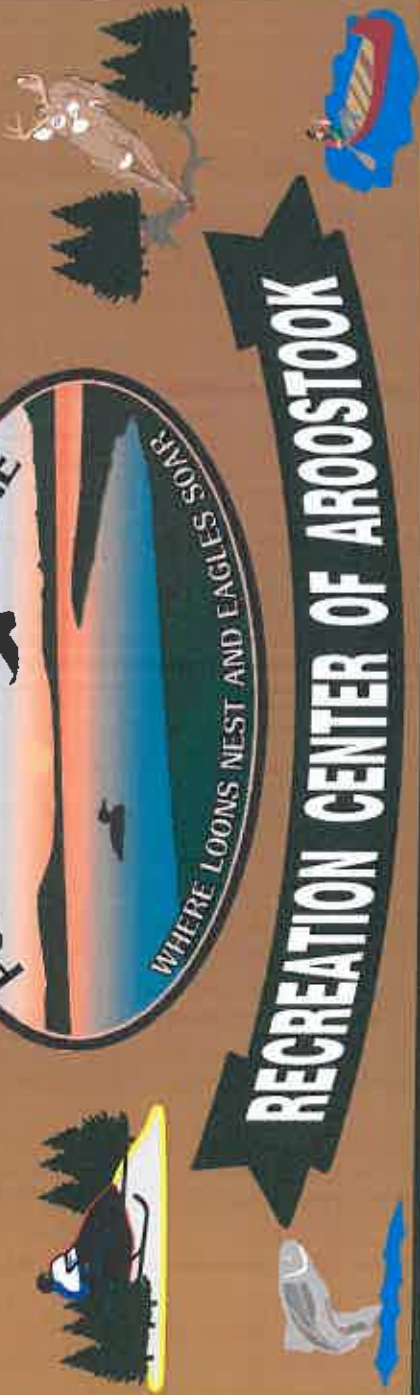
Signed: _____

David M. Pierce
Michelle Eastman
Michelle Eastman, Chairperson

WELCOME TO



RECREATION CENTER OF AROOSTOOK



Ambulance Service Inc. from Fort Kent
John LaBrie, director

Our cost to join ASI would be approximately \$30,000 annually, and is based on our state valuation rather than per capita. We don't have a contract to sign to be a part of ASI. John visits each town's Budget Committee or Board/Council to discuss the current year's budget and make note of any comments or concerns made there. We will be sent a letter each year along with an itemized listing of what other communities in the service area are paying along with our amount. ASI has designated Northern Maine Medical Center in FK as it's primary hospital, but if one of our residents wishes to go to Cary or PI, the service just has to let dispatch know and get approval from the receiving hospital that they are changing their designation for that run.

John said to make it work with the distance between FK and Portage Lake, it is crucial to have at least 2 residents would need to be designated First Responders, who would then get paid by ASI when they cover any incident until the ambulance shows up. They will be provided with a Jump Kit by the ambulance service, and will be trained by ASI. They will need to be CPR certified, and ASI will pay for schooling if they wish to continue on and become a paramedic or EMT.

The process to change from one ambulance service to another is about a year and half, depending on the timeline of meetings and EMS requirements.

Step 1: Portage Lake would need to hold Public Hearing about leaving Ashland and joining ASI. Then ASI would need to put out a 30 Day Notice for public input then meet with the Board of Directors to approve taking on another community.

Step 2: Ashland would be notified that Portage will be changing services, and they would need to put out a 30 day public notice for public input about that.

Step 3: ASI would notify the State of our intent. The State will review to make sure no area of the state is left uncovered at any time during the process. All areas of coverage will be on the license for that ambulance service, and ASI will need to appoint a back up service in the event that they can't make a call. John said in this case, Ashland would probably be named the back up service as they are closer. He also said the State may not approve Portage moving to Fort Kent due to the distance between the towns and question why we would move to FK if Ashland was closer.

February 2023

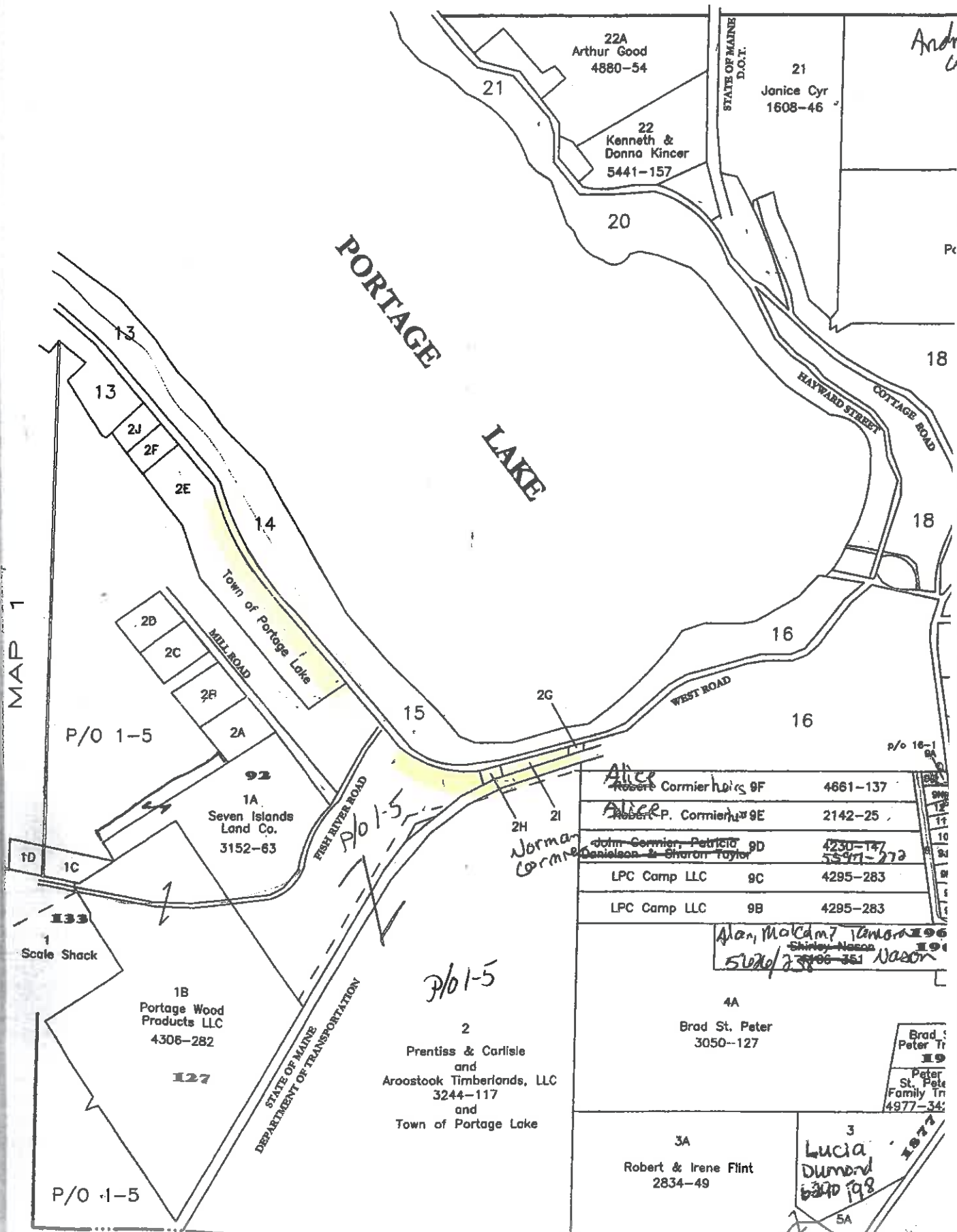
Planning Board Appointment Request

Please appoint the following people to the Planning Board for 3 year terms each to expire in 2026:

Planning Board: Otis Nelson

Dennis Tozier

MAP 1





MaineDOT

*** *RESPONSE REQUESTED* ***

RE: MaineDOT Project – Highway 1 ¼" Overlay (16.24 total miles)

January 6, 2023

Towns: Ashland/Nashville PLT/Portage Lake
Project WIN: #26626.10
Location: Along Route #11

To whom it may concern:

The Maine Department of Transportation is planning a highway paving project, utilizing the overlay resurfacing application, along the Route #11 corridor, specific to the towns of Ashland/Nashville PLT/Portage Lake. The project starts at the Route #11/Route #163 intersection (46.62697258/-68.40216348), continuing through the village area of Ashland, turning left heading north over the Aroostook River bridge, traveling completely through Nashville PLT, and terminating approximately 300' north of the Route #11/Partridge Ave intersection (46.82949059/-68.48519886) in Portage Lake. This project is intended to be completed by October 2023.

Enclosed you will find a location map to further assist you in locating the project.

Please complete and return the brief questionnaire attached to this letter. We are requesting information for existing facilities within the project limits **OWNED** by the utility or municipality you represent. The information provided at this time will allow our project designers to recognize the presence of existing facilities or plans to install additional facilities within the next five years. Your responses will enable us to better coordinate our work with you throughout this project.

PLEASE NOTE, THAT IF YOU ARE THE POLE OWNER, OR HAVE MAINTENANCE RESPONSIBILITIES ON A JOINT POLE AGREEMENT, PLEASE IDENTIFY ALL OF THE ATTACHING ENTITIES. THIS INFORMATION IS CRITICAL IN IDENTIFYING ANY UTILITIES WHICH MAY NOT HAVE BEEN IDENTIFIED AS PART OF THIS INITIAL PROCESS.

The Work Identification Number (WIN) assigned to this project is **#26626.10** and should be used on any future correspondence regarding this project. If you have any questions, please feel free to contact me at (207) 592-9389, mark.s.lagross@maine.gov Thank you for your cooperation.

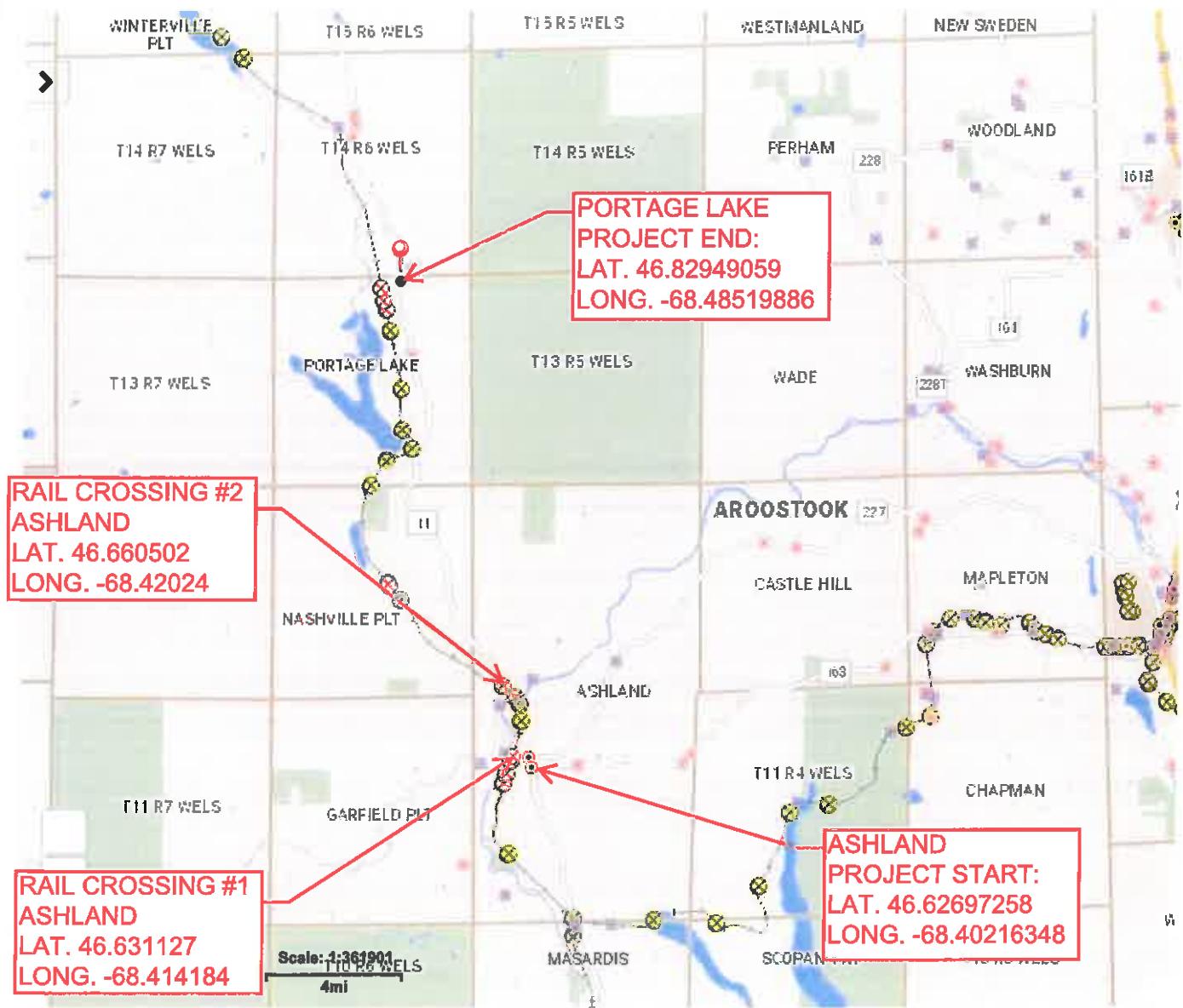
Sincerely,

Mark S. LaGross

Mark S. LaGross
Utility Coordinator

Encl: Questionnaire Response Form
Project Location Map

#26626.10_Ashland/Portage_Route #11 - 1 1/4" Overlay



PROJECT LOCATION MAP

AGENDA
TOWN OF PORTAGE LAKE
REGULAR SELECT BOARD MEETING
March 15, 2023
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
February 15, 2023 regular meeting
3. Old Business:
 - a. Stumpage Plan Update
 - b. Maine Woods Daycare Update—letter of support
4. New Business:
 - a. General Assistance Appendices
 - b. Appointment of Fire Chief
 - c. Assessors Notice
 - d. Sign County Tax Warrant: \$131,788.17
 - e. Emergency Operations Plan Updated—need a planning team
 - f. Payables Warrants
5. Town Manager's Report
 - a. Jen Brophy volunteering to organize Book Exchange/library area at town hall
 - b. Kim working on a grant for an outdoor art installation in Town by a local artist
 - c. New security camera installed in the hallway at the Town Hall
 - d. Town Elections are Thursday March 30 from 3 to 7 pm, Town Meeting Friday March 31 at 6:30 pm.
6. Other Select Board Business
7. Public Comments (as time allows)
8. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
9. Adjourn

Next Regular Select Board Meeting: Wednesday, April 19, 2023

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
March 15, 2023, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Members Absent: David Pierce.

Others Present: Corrine Routhier, Jodi Page, Richard Hoppe, Herb McPherson.

Meeting called to order at 6:00 p.m. by Michelle Eastman.

Approval of Minutes: Selectboard reviews the minutes from the February 15, 2023, regular meeting.
Motion made and seconded to approve the minutes for the February 15, 2023, regular meeting as written.
Motion carries.

OLD BUSINESS

Stumpage Plan Update: Total Stumpage received \$104,664.48; \$3022.42 was deposited into Silviculture, bringing the account balance back to \$200,000.

Maine Woods Daycare Update—letter of support: Maine Woods has purchased 100 acres by the pit up near Buffalo and they are going to try to put in a Daycare. Maine Woods is requesting a letter of support from the Town of Portage in order to obtain federal and state funding. The Board signed the letter of support.

NEW BUSINESS

General Assistance Appendices: The Board approved the Appendices discussed in the public hearing and signed it for approval. **Motion made and seconded to approve the State Appendices. Motion carries.**

Appointment of Fire Chief: Brian Cote has been elected Fire Chief for the ensuing year contingent upon Board approval. **Motion made and seconded to appoint Brian Cote as Fire Chief for the Town of Portage. Motion carries.**

Assessors Notice: The Board reviewed the Assessor's Notice which will be posted before the next Board meeting.

Sign County Tax Warrant--\$131,788.17: The Board signs the County Tax Warrant.

Emergency Operations Plan Updated—need a planning team: The Town of Portage needs an updated Emergency Operations Plan which was last done in 2008. The Board has given Corrine permission to put together a planning team. **Motion made and seconded to allow Corrine to proceed forward with putting together a planning team. Motion carries.**

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

TOWN MANAGER'S REPORT

- a) Jen Brophy volunteering to organize Book Exchange/library area at Town Hall. Michelle suggested a sign-in sheet so we can get an idea of how many people are using the library.
- b) Kim working on a grant for an outdoor art installation in Town by a local artist. A local artist has been asked to create a mural on the giant rock by the campground.

- c) New security camera installed in the hallway at the Town Hall. There are signs posted letting the public know security cameras are in use at the Town Hall.
- d) Town Elections are Thursday, March 30, 2023, from 3 to 7 p.m., Town Meeting Friday, March 31, 2023, at 6:30 p.m.

OTHER SELECTBOARD BUSINESS

Comments from the Public (as time allows):

- Herb McPherson asked for an update on the electrical vehicle charging station which will be installed sometime in the future. It is still a work in progress.
- Beech asked about the byway sign at the top of the hill. Corrine is still researching where it was originally obtained from.

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 6:49 p.m. The public portion of the meeting resumed at 6:50 p.m.

Next regular Selectboard meeting is Wednesday, April 19, 2023, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 7:14 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: 4-12-23

Barry Kenney
Barry Kenney

Signed: _____

David M. Pierce
Michelle Eastman
Michelle Eastman, Chairperson

February 2023

The Portage Lake Fire Department officers and members have elected **Brian Cote as Fire Chief** for the ensuing year, contingent on his appointment to the position by the Board of Selectpersons.

AGENDA
TOWN OF PORTAGE LAKE
REGULAR SELECT BOARD MEETING
April 12, 2023
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Choose Chairman for ensuing year
3. Approval of Minutes
March 15, 2023 regular meeting
4. Old Business:
 - a. ARPA Usage: Fire Dept Appliances
 - b. Ashland Subsidies Issue Update
5. New Business:
 - a. PHCC Liquor License & Special Amusement Permit
 - b. Pavilion Rental BYOB Permit—McMillon
 - c. Private function Liquor License—required for the caterer
 - d. 2023 Office Appointments
 - e. State Ratio Declaration
 - f. Personnel Policy Update to add Retirement Plan to Employee Benefits
 - g. Quarterly Treasurer Report
 - h. Payables Warrants
6. Town Manager's Report
 - a. Paul Soucy has been let go; Maggie Pierce is interim CEO until a replacement can be found. Ads have been posted
 - b. EV Charger has been built and shipped; electrician hoping to install by early May
7. Other Select Board Business
8. Public Comments (as time allows)
9. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
10. Adjourn

Next Regular Select Board Meeting: Wednesday, May 17, 2023

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
April 12, 2023, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Michelle Eastman, Chairperson; Barry "Beech" Kenney, Bruce Laveway.

Members Absent:

Others Present: Corrine Routhier, Jodi Page, Arthur Routhier, Reuben Caron, Herb McPherson.

Meeting called to order at 6:01 p.m. by Michelle Eastman.

Choose Chairman for ensuing year: Motion made and seconded to keep Michelle Eastman on as Chairperson for the ensuing year. Motion carries.

Approval of Minutes: Selectboard reviews the minutes from the March 15, 2023, regular meeting. **Motion made and seconded to approve the minutes for the March 15, 2023, regular meeting as written. Motion carries.**

OLD BUSINESS

ARPA Usage-Fire Dept. Appliances: Motion made and seconded to approve the purchase of a washing machine for the Fire Department using ARPA funds. **Motion carries.**

Ashland Subsidies Issue Update: Legislators are looking into the issue. We are still waiting on the detailed reports from Ashland that were requested. We are also looking into the cost of a forensic audit.

NEW BUSINESS

PHCC Liquor License & Special Amusement Permit: The Board reviews the liquor license application from PHCC as well as the special amusement permit. **Motion made and seconded to approve the PHCC liquor license and special amusement permit. Motion carries.**

Pavilion Rental BYOB Permit-McMillon: The Board reviews the Pavilion rental BYOB permit. **Motion made and seconded to accept the BYOB permit. Motion carries.**

Private function Liquor License—required for caterer: The Board reviews the liquor license for a private function. Michelle recused herself from the discussion and voting as it is for her wedding in August. **Motion made and seconded to accept the private function liquor license. Motion carries.**

2023 Office Appointments: Motion made and seconded to appoint Corrine Routhier as Town Manager, Treasurer, Tax Collector, Agent for Overseers of the Poor, Road Commissioner, E-911 Officer, and Freedom of Access Officer. **Motion carries.** Motion made and seconded to appoint Sarah Bauzenberger as Town Clerk, Motor Vehicle Agent, Inland Fisheries & Wildlife Agent, and Animal Welfare Agent. **Motion carries.** Motion made and seconded to appoint Margaret Pierce as Interim Code Enforcement Officer, Interim Health Officer, Interim Plumbing Inspector, and Interim Building Inspector. **Motion Carries.** Motion made and seconded to appoint Todd Allen as Animal Control Officer. **Motion carries.**

State Ratio Declaration: The Board reviews the State Ratio Declaration. Last year's rate was at 104%. This year's rate is 87%. Towns are allowed to go up to 10% higher for their declared ratio amount. The Board chooses to go with a ratio of 96%. **Motion made and seconded to choose a ratio of 96%. Motion carries.**

Personnel Policy Update to add Retirement Plan to Employee Benefits: The Board reviews the Personnel Policy Update. **Motion made and seconded to accept the Personnel Policy Update adding the Retirement Plan to Employee Benefits. Motion carries.**

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

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

TOWN MANAGER'S REPORT

- a) Paul Soucy has been let go; Maggie Pierce is interim CEO until a replacement can be found. Ads have been posted.
- b) EV Charger has been built and shipped; electrician hoping to install by early May.

OTHER SELECTBOARD BUSINESS

- The Board reviews the fuel consumption spreadsheet Corrine prepared comparing our fuel consumption over prior years.
- Corrine was notified of an MMA Elected Officials workshop via Webinar Wednesday, April 26.
- Beech asked Corrine to notify Jason of a project that needs to be done. There is a culvert on the corner of the building sticking out with jagged edges that needs to be cut down and covered.
- Michelle asked if some areas around the Town sign could be cleaned up. She is referring to the area around the sign that was for the Fish River Scenic Byway sign where two posts are sticking out from damage sustained to the sign this winter. The other area is where the posts for the St. John Valley sign are which was damaged a few years ago. Corrine will email the DOT to see what can be done.

Comments from the Public (as time allows):

At 6:46 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 7:03 p.m. The public portion of the meeting resumed at 7:04 p.m.

Next regular Selectboard meeting is Wednesday, May 17, 2023, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 7:04 p.m.

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

Approved: 5/17/23
Date

Barry Kenney
Barry Kenney

Signed: Bruce Laveway
Bruce Laveway

Michelle Eastman
Michelle Eastman, Chairperson

2023 Appointments

Please make a motion & vote on each name individually:

Corrine Routhier: Town Manager
 Treasurer
 Tax Collector
 Agent for Overseers of the Poor
 Road Commissioner
 E-911 Officer
 Freedom of Access Officer

Sarah Bauzenberger: Town Clerk
 Motor Vehicle Agent
 Inland Fisheries & Wildlife Agent
 Animal Welfare Agent

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

Todd Allen: Animal Control Officer

Quarterly Selectboard Financial Update

As of March 31, 2023--First Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$42,035.86
Total Expenses to date	\$246,497.73
Net Gain (Loss)	<u>(\$204,461.87)</u>

2023 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 \$200,717.73

Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$53,466.63	
ARPA Funds	\$11,401.15	
Ministerial School Lot Stumpage		
Savings & CD	\$56,705.61	
Road Reserve Fund	\$229,637.50	
Total at NorState FCU		<u>\$351,210.89</u>

Katahdin:

PW Equipment Reserve ICS & Checking	\$52,356.58	
Silviculture ICS & Checking	\$200,524.90	
General ICS	\$267,979.06	
Total at Katahdin		<u>\$520,860.54</u>

Key Bank

Revaluation Reserve	\$45,069.14	
Total at Key Bank		<u>\$45,069.14</u>

Acadia FCU:

Cemetery Perpetual Care	\$12,965.27	
Stumpage: Savings & CD	\$394,749.53	
Total at Acadia FCU		<u>\$407,714.80</u>

TOTAL RESERVES: \$1,324,855.37

Total Assets in Banks: \$1,525,573.10

Real & Personal Property Taxes outstanding principle

Real:

2021	\$10,375.69
2022	\$22,570.31
	<u>\$32,946.00</u>

Pers. Prop:

2022 \$24.23

Quarterly Selectboard Financial Update

YEAR TO DATE as of March 31, 2023

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$36,200.00	\$13,141.82	\$575.34	\$23,633.52
Office Staff	\$84,800.00	\$18,229.40	\$686.00	\$67,256.60
Assessing	\$6,500.00	\$262.77	\$104.56	\$6,341.79
Town Hall	\$23,000.00	\$8,069.54	\$487.09	\$15,417.55
Plan & Appeals	\$1,000.00	\$50.00	\$35.00	\$985.00
Code	\$13,000.00	\$1,472.26	\$770.00	\$12,297.74
Discounts	\$14,000.00			\$14,000.00
Abatements	\$1,500.00			\$1,500.00
Annual Dues	\$2,350.00	\$1,927.00		\$423.00
Insurance	\$69,000.00	\$19,384.17		\$49,615.83
Genl. Assistance	\$5,265.00	\$273.16		\$4,991.84
Fire Dept.	\$27,300.00	\$1,563.65		\$25,736.35
Animal Control	\$2,600.00	\$932.10	\$53.00	\$1,720.90
Police Patrol	\$2,068.00			\$2,068.00
Cont'd. Svcs.	\$3,800.00			\$3,800.00
Public Works	\$95,000.00	\$29,547.71	\$1,250.00	\$66,702.29
Ash. Transfer Stn.	\$51,705.00	\$12,926.13		\$38,778.87
Transfer Station	\$875.00	\$184.00		\$691.00
Cemetery	\$3,200.00			\$3,200.00
Beautification	\$1,600.00	\$1,042.48	\$17.00	\$574.52
Rec Dept.	\$1,560.00	\$100.00		\$1,460.00
Parks/Beach/Pav	\$14,000.00	\$110.91	\$224.83	\$14,113.92
Seaplane Base	\$5,000.00			\$5,000.00
Campground	\$6,200.00		\$32.00	\$6,232.00
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	\$3,042.00			\$3,042.00
Education Commit		\$125,101.53		-\$125,101.53
Education-Subsidy		\$390.63	\$390.63	\$0.00
Excise Taxes		\$606.60	\$25,313.97	\$24,707.37
Street Lights	\$6,720.00	\$1,424.68		\$5,295.32
Ashland User Fees	\$84,202.00			\$84,202.00

Fuel Oil Usage by Month & Year

	2020	2021	2022	2023
January	442.9	434.6	584.5	166.2
February	226.1	400.8	442.5	363
March	459.7	239.4	414.9	226.4
April	185.6	189	171.3	
May	182.1	172.6		
June				
July				
August				
September	311.6		123.3	
October		138.3		
November	203.5	138	56.6	
December	430.7	422.9	350.6	
	2442.2	2135.6	2143.7	755.6

*2022 was a very warm year comparatively, and the heat pump was used in the office & conference room in Nov & Dec instead of the oil heat

*2023 the heat pump was used to heat the main office, except for a few cold snaps of -30, and all other heat sources were turned down to about 56 degrees

Diesel Usage by Month & Year

	2020	2021	2022	2023
January	256.8	213.2	200.9	326.9
February	284.3	212.9	262.3	211.7
March	317.8	289.3	332.7	165
April	40.9	72.4	55	
May	107.2	218		
June	167		53	
July	156.4	216		
August	88.9		200	
September	56			
October				
November	317.4	342.1		
December	176.5	288.7	227.6	
	1969.2	1852.6	1331.5	703.6

*2022 saw a change-over in Public Works personnel, and for most of June & July, and then in October the equipment was used minimally

AGENDA
TOWN OF PORTAGE LAKE
REGULAR SELECT BOARD MEETING
May 17, 2023
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
April 12, 2023 regular meeting
3. Old Business:
 - a. Fire Dept. washer was delivered on May 10, payment from ARPA funds
 - b. Ashland Subsidies Issue Update: Forensic Audit Info
4. New Business:
 - a. 2 Scholarship Applications
 - b. ATV Club Grant Certification
 - c. Review of Remote Participation in a Meeting Policy
 - d. Chub Fishing Derby
 - e. Removal of Abandoned Vehicles on Station Rd.
 - f. Sale or disposal of old town equipment near Sand Shed
 - g. Payables Warrants
5. Town Manager's Report
 - a. MMA Safety Inspection on May 12: Some compliance issues found
 - b. DOT will be putting in centerline rumble strips from Ashland to Portage this summer
 - c. School budget for FY '24 is going up by about \$77,000
 - d. Town Emergency Operations Plan update
 - e. Manager out of office on June 8 for training in Augusta
6. Other Select Board Business
7. Public Comments (as time allows)
8. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
9. Adjourn

Next Regular Select Board Meeting: Wednesday, June 21, 2023

Upcoming Meetings & Events:

Wednesday May 24 @ 6 pm: School Budget Town Meeting vote

Wednesday May 24 @ 6:30 pm: Select Board work session

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
May 17, 2023, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Michelle Eastman, Chairperson; Barry "Beech" Kenney, Bruce Laveway.

Members Absent:

Others Present: Corrine Routhier, Jodi Page, Sarah Bauzenberger, Sandra Bartlett, Dave Pierce.

Meeting called to order at 6:00 p.m. by Michelle Eastman.

Approval of Minutes: Selectboard reviews the minutes from the April 12, 2023, regular meeting. **Motion made and seconded to approve the minutes for the April 12, 2023, regular meeting as written. Motion carries.**

OLD BUSINESS

Fire Dept. washer was delivered on May 10, payment from ARPA funds: The washer has been delivered but is not hooked up yet. Brian would like to keep both washers. New outlets will need to be installed to accommodate both washers to be paid out of Town Hall Repairs. We are currently waiting on an available electrician.

Ashland Subsidies Issue Update – Forensic Audit Info: We can, for a cost, hire a Forensic Accountant to go in and perform a forensic audit on Ashland's books specifically looking at our money trail. It was suggested the board members meet with the Ashland board members before proceeding with a Forensic Audit. The plan is to be added to Ashland's agenda for their board meeting in July.

NEW BUSINESS

2 Scholarship Applications: The Board reviews the scholarship applications from Kaili Condon and McKenna Condon. Bruce recused himself from voting on McKenna Condon's scholarship. **Motion made and seconded to award Kaili Condon a \$1000 scholarship. Motion carries. Motion made and seconded to award McKenna Condon a \$1000 scholarship. Motion carries.**

ATV Club Grant Certification: The Board reviews the ATV Club's grant application to the State of Maine. **Motion made and seconded to accept the application. Motion carries.**

Review of Remote Participation in a Meeting Policy: If the Town of Portage wants to conduct an official meeting via Zoom, the Remote Participation in a Meeting Policy needs to be adopted. Before the Board can approve this policy, a public notice needs to be posted and a public hearing held. Discussion tabled until more information can be gathered.

Chub Fishing Derby: Michelle would like to bring the Chub Fishing Derby back. Since the PLA was responsible to organizing the derby in the past, Michelle will ask them if they would like to reinstate the tournament. Discussion tabled until next month.

Removal of Abandoned Vehicles on Station Road: The Board will move forward with the removal of the abandoned vehicles on Station Road.

Sale or disposal of old town equipment near Sand Shed: Equipment will be bundled, a price set of \$500 for the bundled plow equipment or best offer and \$50 for the screener bundle or best offer. Signs will be

posted around town and on social media platforms. All profits will go back into the Public Works fund.

Motion made and seconded to bundle the equipment and sell it. Motion carries.

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

TOWN MANAGER'S REPORT

- a) **MMA Safety Inspection on May 12:** This was a preliminary inspection and some compliance issues were found. We are working on becoming compliant before the next State Inspection.
- b) **DOT will be putting in centerline rumble strips from Ashland to Portage this summer.**
- c) **School budget for FY '24 is going up by about \$77,000 over last year.**
- d) **Town Emergency Operations Plan Update.** The plan is to meet again at the end of June.
- e) **Manager out of office on June 8 for training in Augusta.**

OTHER SELECTBOARD BUSINESS

Corrine had the Board members sign the Personnel Policy Update that was approved at April's meeting.

Comments from the Public (as time allows): Dave Pierce informed everyone there will be a Forest Committee meeting next Thursday at 6:30 p.m. and everyone is welcome to attend. He asked about any applicants for the CEO position. The one applicant that applied later withdrew her application. He also inquired about any legal counseling we have gotten regarding the subsidy situation with the Town of Ashland.

At 6:50 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 7:10 p.m. The public portion of the meeting resumed at 7:10 p.m. A motion was made and seconded to give Jason Poulin a 5% raise equal to \$1.15 more per hour. Motion carries.

Next regular Selectboard meeting is Wednesday, June 21, 2023, at 6:00 p.m.

Upcoming Meetings & Events:

- **Wednesday, May 24th at 6 p.m. there will be a School Budget Town Meeting vote**
- **Wednesday, May 24th at 6:30 p.m. there will be a Selectboard work session.**

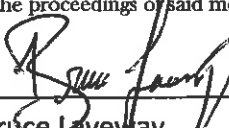
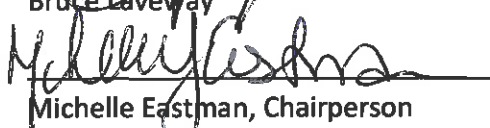
Regular Selectboard Meeting adjourned at 7:12 p.m.

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

Approved: _____


Barry Kenney

Signed: _____


Bruce Lavey

Michelle Eastman, Chairperson

AGENDA
TOWN OF PORTAGE LAKE
Emergency SELECT BOARD MEETING
June 14, 2023
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Old Business: None
3. New Business:
 - a. Northeast Paving Office Space Lease Agreement
4. Other Select Board Business
5. Public Comments (as time allows)
6. Adjourn

Next Regular Select Board Meeting: Wednesday, June 21, 2023

Upcoming Meetings & Events:

Summer Round Up Committee, June 19 @ 6 pm

Town-Wide Yard Sale, June 24, 8 am to 5 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Emergency Meeting
June 14, 2023, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Michelle Eastman, Chairperson; Barry "Beech" Kenney, Bruce Laveway.

Members Absent: None.

Others Present: Corrine Routhier, Jodi Page, Chris Putnam, Sandra Bartlett.

Meeting called to order at 6:05 p.m. by Michelle Eastman.

OLD BUSINESS

NEW BUSINESS

Northeast Paving Office Space Lease Agreement: Northeast Paving is looking to lease some office space and the old transfer station from the Town of Portage. The Board reviewed the lease agreement with Northeast Paving and discussed changes that needed to be made to it. The use of the transfer station needs to be added to the lease agreement. The Town of Portage is asking \$1000 for the office space rental and \$100 for the use of the transfer station. **Motion made and seconded to approve the lease agreement as written with Northeast Paving for \$1100 a month. Motion carries.**

OTHER SELECTBOARD BUSINESS

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, June 21, 2023, at 6:00 p.m.

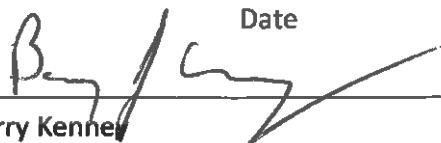
Regular Selectboard Meeting adjourned at 6:19 p.m.

Upcoming Meetings & Events:

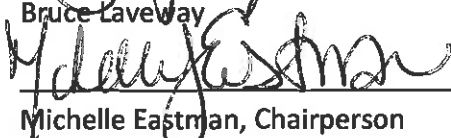
- Summer Round Up Committee, June 19 @ 6 pm
- Town-Wide Yard Sale, June 24, 8 am to 5 pm

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

Approved: _____


Barry Kenney
June 14, 2023

Signed: _____


Bruce Laveway

Michelle Eastman, Chairperson

AGENDA
TOWN OF PORTAGE LAKE
Regular Select Board Meeting
June 21, 2023
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Oak Point Fire on May 28
3. Approval of Minutes
 - May 17, 2023 regular meeting
 - June 14, 2023 emergency meeting
4. Old Business:
 - a. Letter to Ashland Board about Subsidies
 - b. Sale of old Public Works equipment Update
 - c. Abandoned Vehicles on Station Rd. update
 - d. Town Hall Electrical Panel
5. New Business:
 - a. Dean's Special Amusement Permit
 - b. Ashland Transfer Station Fee Increase: \$6,000 more for rest of year
 - c. Financial Misc & Account Changes Requests
 - a. Upgrade Cemetery savings at Acadia FCU
 - b. Upgrade Road Reserve savings at NorState
 - c. Approval of Manager's reimbursements
 - d. Payables Warrants
6. Town Manager's Report
 - a. Deputy Clerk Position Open again, ads are posted
 - b. Code Enforcement Officer Update
 - c. Request to have Monday July 3 as a holiday for this year
7. Other Select Board Business
8. Public Comments (as time allows)
9. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
10. Adjourn

Next Regular Select Board Meeting: Wednesday, July 19, 2023

Upcoming Meetings & Events:

Community Yard Sale, Saturday June 24 from 8 am to 5 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
June 21, 2023, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: Michelle Eastman, Chairperson; Barry "Beech" Kenney, Bruce Laveway.

Members Absent: None.

Others Present: Corrine Routhier, Jodi Page, Sarah Bauzenberger, Tammy Kenney, Gary Nelson, Glenn Cusack, Herb McPherson, Otis Nelson, Leslie Rafford, Linda Lunney, Tammy Lunney, Lee Doody, Mike Doody, Pamela Hallett, Frank Hallett, Hollie Umphrey, Mike Umphrey, Lynn Umphrey, Ken Hayes, Judy Yates, Tim Yates, Jim Kelly, Ray Wakefield, Amy Collins.

Meeting called to order at 6:00 p.m. by Michelle Eastman.

Oak Point Fire on May 28: Citizens spoke to the Board regarding their concerns surrounding the May 28th fire on Oak Point. Property owners on Oak Point would like to gain road access to their property in order to allow first responders quicker access in case of future emergencies, and to allow easier transportation of supplies to their property. Property owners on Oak Point would like the Town's permission, for the portion of the road the Town of Portage owns, to clean up and maintain an already existing road at their own expense. As far as fire protection, the quickest access to Oak Point is still by boat.

Approval of Minutes: Selectboard reviews the minutes from the May 17, 2023, regular meeting and the June 14, 2023, emergency meeting. **Motion made and seconded to approve the minutes for the May 17, 2023, regular meeting and the June 14, 2023, emergency meeting as written. Motion carries.**

OLD BUSINESS

Letter to Ashland Board about Subsidies: The Board reviewed the letter prepared by Corrine and any edits that needed to be made. The Board signs it for approval. The letter will be sent Certified Mail. **Motion made and seconded to mail the letter as soon as possible and to be sent Certified to all Ashland Board members and the Town Manager. Motion carries.**

Sale of old Public Works equipment update: The sander has been sold. There have been no offers on the V-plow.

Abandoned Vehicles on Station Road update: The abandoned vehicles are still there. Beech has spoken with the leasee of the property the vehicles are sitting on and he said to go ahead and remove them. **Motion made and seconded to have Bruce contact Scott Ferland to have the vehicles removed. Motion carries.**

Town Hall Electrical Panel: The Board discussed the electrical panel in the hallway without a cover that is in violation and reviewed the quotes received from Underwood Electric and Carlisle Electric. As Underwood has the cheaper of the 2 quotes, the Board opted to go with Underwood Electric. The Board then discussed how to pay for the work and decided to use ARPA funds. We need to hold a special town meeting to appropriate the funds. **Motion made and seconded to use ARPA funds to pay for the work. Motion carries.**

NEW BUSINESS

Dean's Special Amusement Permit: After hearing no public comments, the Board signed the permit for approval. **Motion made and seconded to accept the permit as written. Motion carries.**

Ashland Transfer Station Fee Increase: \$6,000 more for rest of year: Because of additional seasonal residents, the Ashland Transfer Station had to bill the Town of Portage an additional \$6000. **Motion made and seconded to pay the additional fee out of the Stumpage Account. Motion carries. The Board selects July 19, 2023, at 5:30 p.m. to hold a Special Town Meeting to approve the money.**

Financial Misc. & Account Changes Requests: For better interest rates, Corrine is requesting the following changes:

- a) **Upgrade Cemetery savings at Acadia FCU:** Motion made and seconded to upgrade the Cemetery savings account at Acadia FCU. Motion carries.
- b) **Upgrade Road Reserve savings at NorState:** Motion made and seconded to upgrade the Road Reserve savings at NorState FCU to a Flex Savings Account. Motion carries.
- c) **Approval of Manager's reimbursements:** The Board reviews the list of Manager's reimbursements. Motion made and seconded to accept the Manager's reimbursements request. Motion carries.

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

TOWN MANAGER'S REPORT

- A. Deputy Clerk Position Open again, ads are posted
- B. Code Enforcement Officer Update: The CEO that handles Eagle Lake and Winterville is willing to take us on.
- C. Request to have Monday, July 3rd as a holiday for this year: The Board decided to allow the additional day off unpaid. Employees may use a vacation day. **Motion made and seconded to allow the additional unpaid holiday. Motion carries.**

OTHER SELECTBOARD BUSINESS

Michelle proposed holding a special meeting to conduct the Executive Session. July 12, 2023, at 6:30 p.m. was chosen for the date.

Comments from the Public (as time allows): Herb asked for an update on the electrical vehicle charging station. Corrine said she would reach out to the guy who had purchased it for the Town and see if there was any word.

Next regular Selectboard meeting is Wednesday, July 19, 2023, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 7:55 p.m.

Upcoming Meetings & Events: Community Yard Sale, Saturday, June 24th from 8 a.m. to 5 p.m.

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

Approved: 7/19/23

Date

Barry Kenney

June 21, 2023

Signed: Bruce Leveley

Bruce Leveley

Michelle Eastman

Michelle Eastman, Chairperson

June 20, 2023

To: Town Manager, Corrine Routhier & Board Officials

From: Frank & Pamela Hallett  

Sunday, May 28th, we stood in shock as we watched Mike & Lee Doody's home on Oak Point go up in flames. It was a very sad day for them. Thankfully, they were able to escape the building unharmed. But they lost everything in the fire. The town and more importantly the residents of Oak Point must be very appreciative of the efforts of Mike Doody and a small number of others who helped to control the spread of the fire. That particular afternoon unfortunately, we had very strong winds, and the fire was spreading into the adjacent woods. Thankfully, Mike was able to control the fire with a backhoe as he watched his property go up in flames.

We learned in the days following that there was minimal assistance from the town volunteer fire department. Thankfully a few local people tried to assist Mike and Lee.

What have we learned from this?

1. The local volunteer fire department needs to be ready to provide services to taxpaying residents regardless of where they reside, which should include Oak Point.
2. We learned that in addition to lakeside access to Oak Point, there must be access to Oak Point by land as well. This means a restoration of the road that historically has been there for years, but not maintained. This has to change.

Our hope and recommendation is that the town officials will give authorization and assistance as needed to the Oak Point residents to reconstruct and maintain an access road to the area. Secondly, this should be posted as private property open to residents only. Thank you in advance for your willingness to work with the Oak Point residents to improve this situation.

June 21, 2023

To Whom It May Concern,

I have lived here at Portage Lake as a seasonal resident since 1953 as a little 10 year old girl until now 2023, as an adult at age 80. For seventy years I have really loved looking over and admiring "Sunny Side" at Oak Point. I have played, had picnics over there, and visited the owners over there. My father, George H. Barnes, ^{has been} used to go over there and walk around the area and hunt partridge. He often spoke about the little road that had been built on Oak Point.

I was not here when the fire was happening, but I was so shocked to hear about it and see pictures of it! I have heard horrific stories about the fire department, forest service, ambulance and other protective, safety departments and people who were involved. Now, I am very concerned about the other residents, including my son, and his mate, and others who are on Oak Point as well as all residents on the main land.

We pay "BIG" taxes and where is all of the money going? We all need protection and safety from crime to fires to etc.!! There definitely needs to be a passable road on that Oak Point for the owners and their property! I am sure all of them would be willing to care for it if the Town of Portage helped build it. I am sure that there was a road in there at one time earlier.

The departments for protection need to be evaluated, upgraded, and ready for emergencies - All emergencies!!! At All Times!!! I am concerned for All of Us!!!

Sincerely,

Lenora B. Tunney
684 West Road, Portage 04768
God Bless Us All!!!



Town of Portage Lake, Maine

Incorporated March 24, 1909

PO Box 255 / 20 School St.

Portage Lake, ME 04768

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

www.townofportage.org

June 21, 2023

Ashland Town Council
Ashland Town Manager
PO Box 910
Ashland, ME 04732

RE: Ashland Annual Subsidy Requests for Portage Lake

Dear Members of the Ashland Town Council and Ashland Town Manager,

For decades the taxpayers of Portage Lake have paid subsidies to Ashland for ambulance service, the use of the public library and the use of the recreation center & programs. Each year there is always much debate, but our residents have approved raising and appropriating the funds for those subsidies on a "good faith" basis, as no contract or agreement between the two towns has ever been presented or signed. This neighborly relationship has been greatly tested in recent years due in part to the sharp increase in the subsidy requests, the recent course of action used to force our taxpayers to agree to funding them, and the lack of transparency of the finances of the departments listed above.

About three years ago, the formula Ashland uses to determine the subsidy amounts was changed, causing a dramatic increase in the requested subsidies. It is understood that the formula is now based on town populations, however there is concern surrounding the budgeted amounts for the departments in that formula. The taxpayers of Portage Lake are being asked to fund a portion of the budgets for three of Ashland's departments without any ability for discussion. At the very least, Portage Lake should be presented with the budget proposals at a Select Board meeting prior to receiving the request letter each year. Portage Lake has received the budget documents for the ambulance, library, and recreation upon request, but those documents have not been voluntarily given. A representative from Portage Lake is not involved in the budget process for those three departments. Our taxpayers feel this is "taxation without representation," since they do not have a say in what gets budgeted but they pay taxes for it. We know that our Board could attend Ashland's Council meeting when the budgets are being discussed, but if Ashland is requesting funding from Portage Lake, it is only right that a representative comes to Portage Lake to discuss the request.

The latest "all or nothing" course of action by Ashland used to ensure that its entire requested subsidy is funded essentially bullies Portage Lake residents into approving all three subsidy amounts for fear of losing the one service that is an essential need to survive-- the ambulance service. By bundling all the departments into one payment request, Ashland is forcing our taxpayers to take the "wants" with the "needs." Portage Lake taxpayers are being *told* which subsidies to pay so we can retain ambulance

service. At Town Meeting, taxpayers should always have a choice of which budgets they wish to adopt or deny, and which they wish to amend. The Ashland subsidy situation is different in that our taxpayers do not really have the option to amend it or vote it down, because if it is changed in any way Ashland has said all services—including ambulance service—will end effective 30 days after that vote. Ashland is using the absolute need for the ambulance service against the residents of Portage Lake to force them to fund non-essential services. Many residents have expressed that this feels like Portage Lake is being held over a barrel. If our taxpayers are going to be asked to partially fund Ashland's ambulance, library and recreation departments, the taxpayers should get to vote on which departments they feel they want to fund and not be *told* which to subsidize. The current way this is handled is, in our opinion, unprofessional.

In Ashland's own town reports, it is extremely unclear where Portage Lake's subsidy payments really go. The revenues generated from subsidy payments is only listed under the heading of "subsidy other towns" as a lump sum in the revenue section, but the report doesn't break it down by town or by how much. Ashland's reporting should be more transparent to avoid speculation and mistrust. The taxpayers of ALL the towns, including Ashland, should see a detail of all revenue sources, especially revenue being paid by other municipalities. Portage Lake taxpayers expect to see that their tax money goes directly to the departments indicated in the subsidy request. That isn't clear in the most recent Ashland Town Report.

Portage Lake taxpayers are also concerned that their tax money is bolstering Ashland's undesignated fund, also known as surplus. Ashland claims to be in the red in the departments for which a subsidy is requested. However, by using the figures in Ashland's current town report it is apparent that the departments for library, recreation, and ambulance service—all departments that Portage Lake taxpayers are asked to subsidize—ended up with positive amounts in the books at the end of the year when expenses are subtracted from revenues. It appears those unexpended balances closed into Ashland's surplus account when the 2022 books were closed, which essentially means that a portion of the subsidy money paid by Portage Lake is now sitting in Ashland's surplus account. Portage Lake residents have questioned why those positive amounts were not carried forward into the 2023 budget instead of lapsing to surplus, at least for those departments that receive subsidy payments. If this were done, the overall amount needed to be raised and appropriated for these departments would be less which is good for Ashland taxpayers. In turn that would mean Portage Lake would potentially pay less for subsidies because less would be needed for those budgets if some of the money is already on hand.

Considering these concerns, Portage Lake's Select Board and Town Manager would like to be placed on the Ashland Town Council agenda for the July 11 meeting. Please advise if this is possible. We respectfully ask that we be given ample time to discuss the matter with the full Council and hopefully come to a solution on the matter concerning annual subsidies.

Respectfully,

Corrine Routhier, Town Manager

Michelle Eastman, Board Chair

June 2023

RE: Proposal to move Cemetery Prime savings into Super savings at Acadia FCU

Currently the Cemetery Perpetual Care prime savings account has approximately \$12,965 in it and is at an interest rate of .10%. The interest rate for the super savings account is .40%.

I would like to move all but \$25 into the super savings, the \$25 will remain in the prime savings per bank policy. This account will remain at Acadia FCU and will not change institutions.

Thank you.

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

Corrine Routhier, CCM

Treasurer

June 2023

RE: Proposal to move Road Reserve savings into a FLEX savings account at NorState FCU

Currently the Road Reserve regular savings account has approximately \$229,640 in it and is at an interest rate of .10%. The interest rate for the FLEX savings account for the amount of money we have is 2.23%. The rate varies depending on how much money is in that account.

I would like to move all but \$25 into the FLEX savings, the \$25 will remain in the regular savings per bank policy. This account will remain at NorState FCU and will not change institutions.

Thank you.


Corrine Routhier, CCM

Treasurer

TOWN OF PORTAGE:		2023 CORRECTED DUE TO SEASONAL RESIDENT CHANGE					
Year around Popluation	359	(359 people divided by 197 properties = 1.8 people)					
x 4.5 lbs per day per person	4.5						
Total lbs per day per person	1615.5						
x 365 day per year	365						
Total lbs per year	589657.5						
divided by 2000 lbs per ton	294.83	tons					
Tipping/Trucking Rate	\$143.27	per ton					
TOTAL YEAR ROUND	\$42,240.12						
Seasonal Residents	554	(308 Properties multiplied by 1.8 people = 554)					
1/6 of the seasonal res.	92	(554 people divided by 1/6)					
x 4.5 lbs per day per person	4.5						
Total lbs per day per person	414						
x 365 day per year	365						
Total lbs per year	151110						
divided by 2000 lbs per ton	75.56	tons					
Tipping/Trucking Rate	\$143.27	per ton					
TOTAL YEAR ROUND	\$10,824.76						
359 Year Round Residents	\$42,240.12						
55 Seasonal Residents	\$10,824.76						
TOTAL	\$53,064.88						
plus 20% extra override	\$10,612.98	(Shingles, small demos, Air Conditioners, Operational, Expenses beyond garbage)					
TOTAL	\$63,677.86						
CORRECTED 2023 Disposal Rate	\$63,677.86						
Total divided by 12 months	\$5,306.49	MONTHLY PAYMENT TO CHANGE EFFECTIVE 7/1/2023					
Currently Paying per month	\$4,308.71						
Difference	\$997.78						