

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

January 19, 2021¹²

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for December 15, 2021

Old Business:

- 1. Pick a dedication for town report**

New Business:

- 1. Matt Dovenberg / Novel Energy / Zoom**
- 2. Kimberly Allem Lease renewal**
- 3. Schedule workshop for ARPF**
- 4. Choose a picture for Town report**
- 5. Approve PLSC request for \$2500.00 appropriation**
- 6. Approve PL ATV request for \$2500.00 appropriation**
- 7. Financial Update**
- 8. Warrants**

Other Business:

Town Managers Report

- 1. Working on budget**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting February 16, 2021

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

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
January 19, 2022, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

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

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

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

OLD BUSINESS

Pick a dedication for town report: The Board reviews candidates for the dedication. **Motion made and seconded to dedicate the town report to Brian Cote. Motion carries.**

NEW BUSINESS

Matt Dovenberg/Novel Energy/Zoom: The Board attended the Zoom meeting regarding the Maine Community Solar Garden Program presented by Matt Dovenberg of Novel Energy Solutions. Discussion tabled for now.

Kimberly Allen Lease renewal: Kimberly Allen is looking to extend her lease with the Town of Portage. The Board and Kim agreed to a one-year lease at the rate of 10% of fees earned. **Motion made and seconded to renew Kimberly Allen's lease for one year at the rate of 10% of her fees earned. Motion carries.**

Schedule workshop for ARPA: The Board discusses possible dates to hold the ARPA workshop to determine how to expend the federal funds within our municipality. Wednesday, January 26, 2022, at 5:30 p.m. was chosen for the workshop date.

Choose a picture for Town report: The Board reviews the choices for the Town report. Option #5 aerial view of Portage Lake was chosen.

Approve PLSC request for \$2500.00 appropriation: The Board reviews the PLSC request to raise and appropriate \$2500.00 for the purpose of aiding in the maintenance of local snowmobile trails for public use. **Motion made and seconded to raise and appropriate \$2500.00. Motion carries.**

Approve PL ATV request for \$2500.00 appropriation: The Board reviews the PL ATV Club request to raise and appropriate \$2500.00 for the aiding in the maintenance of the local ATV trail system for public use. **Motion made and seconded to raise and appropriate \$2500.00. Motion carries.**

Financial Update: The Board reviews the quarterly financial report.

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

OTHER BUSINESS

The Town discusses 401(k) plans for full-time town employees and what the Town will match.

TOWN MANAGER'S REPORT

- **Working on budget:** Larry is working on the budget.

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, February 16, 2022, at 6 p.m.

At 7:05 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 7:17 p.m. Motion carries. A motion was made and seconded that all Town employees will receive a 3% raise. Chris Walker will receive an additional \$0.50 raise on top of the 3%. The Board amended and all initialed Larry's change in hours and pay sheet to include that his vacation time would follow the employee handbook for regular part-time employees. Motion carries.

Regular Selectboard Meeting adjourned at 7:18 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 Kerner

Signed: _____

David M. Pierce, Chairperson

Michelle Eastman

SELECTPERSONS MEETING SIGN – SHEET

1/19/2022

Kim Allen

Come Houtier

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

February 16, 2022

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for January 19, 2022

Old Business:

- 1. 401 K**
- 2. Novel Energy**

New Business:

- 1. Scott and Jen from Maine Woods**
- 2. Rick Lyons, land purchase**
- 3. Appoint Planning board members**
- 4. Appoint Appeals Board member**
- 5. Sign Town meeting warrants**
- 6. Warrants**

Other Business:

Town Managers Report

- 1. Budget done.**
- 2. Quotes for Fire department washer & dryer**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting March 16, 2022

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
February 16, 2022, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette, Jodi Page, Corrine Routhier, Rick Lyons, Scott Ferland, Stephanie Ferland, Jennifer Howe, Bruce Lavway.

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

Approval of Minutes: Selectboard reviews the minutes from the January 19, 2022, regular meeting. The Board requested that the wording be corrected on the two warrant article requests for the PLSC and PL ATV Club. **Other than the request for correction, a motion was made and seconded to approve the minutes for the January 19, 2022, regular meeting as written. Motion carries.**

OLD BUSINESS

401(k): The Board discussed setting up a 401(k) plan for employees through Katahdin Trust Company or Maine State Retirement. A Town meeting will be necessary to vote on approving the 3% matching option.

Novel Energy: The Board has declined to sign with Novel Energy at this time.

NEW BUSINESS

Scott and Jen from Maine Woods: Maine Woods is looking for permission to investigate the creation of a Child Care Center in Portage. One of the options is to have the Child Care Center in the Municipal Building. Scott is looking for permission from the Board to move forward with the investigation into whether or not the Municipal Building is a viable space for the Child Care Center. Grants are available to cover the cost of any upgrades needed. The Board has granted their approval for Maine Woods' request to move forward with their investigation.

Rick Lyons, land purchase: Mr. Lyons is looking to purchase a piece of land that is co-owned by the Town of Portage and J.D. Irving. He is interested in purchasing one acre to construct a 30x30 2-bay garage. The Board is willing to put it on a warrant for the purchase of one acre if Mr. Lyons can obtain approval from J.D. Irving.

Appoint Planning board members: The Board reviews the appointment request. **Motion made and seconded to reappoint Dennis Tozier and Michael Mapley to the Planning Board for 3-year terms that will expire in 2025. Motion carries.**

Appoint Appeals Board member: The Board reviews the appointment request. **Motion made and seconded to nominate Michael Bartlett to the Board of Appeals for a 3-year term that will expire in 2025. Motion carries.**

Sign Town meeting warrants: The Board reviews the Town meeting warrants. Michelle voiced her concern regarding spending half of the stumpage account on the purchase of asphalt. The Board has decided to let the warrant stand as is with the understanding that more quotes need to be obtained first, and it will need to come before the Board before the money is spent. The Board signs the warrants for the town meeting.

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

OTHER BUSINESS

PLSC: Bruce Lavway updated the Board on the progress with the groomer shed and the issues that have arisen regarding placement of the shed. The Club is looking for an easement across the Fitness Path for a driveway to their Clubhouse, if needed. The Board is going to look at the grant writing for the Fitness Path to see if it is allowed.

ARPA Expenditure: The Board is looking to spend some of the ARPA funds on hazard pay for Town employees. The Board decided to revisit the expenditure when a full board is present to vote on it.

TOWN MANAGER'S REPORT

- **Budget done:** The budget meeting went well and the budget is completed.
- **Quotes for Fire department washer & dryer:** Three quotes were received for a new washer and dryer to be purchased using ARPA funds: K&T quoted \$8700, Staber Industries quoted \$12000, and CSC Service Works quoted \$16765. The Town has decided to go with K&T because they are a Maine-based company.

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, March 16, 2022, at 6 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: _____

Barry Kenney

Date

Signed: _____

David M. Pierce, Chairperson

Michelle Eastman

February 2022

Appointment Request

Please appoint the following people for 3 year terms each:

**Planning Board: Dennis Tozier
Michael Mapley**

Board of Appeals: Michael Bartlett

All terms will expire in 2025

SELECT PERSONS MEETING SIGN – SHEET

2/16/2022

Corrine Routhier

Rick Lyons

Scott Ferland

Stephanie Ferland

Jennifer Howe

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

March 16, 2022

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for February 16, 2022

Old Business:

1. **Bruce Laveway PHSC**

New Business:

1. **Ballot Clerk Appointments**
2. **Sign County tax**
3. **ARPA**
4. **ACAP proclamation**
5. **Office hours**
6. **Warrants**

Other Business:

Town Managers Report

1. **Snow, Snow, Snow**
2. **Damage to both plow trucks**

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting April 20, 2022

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
March 16, 2022, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier, Jodi Page, Bruce Laveway, Glen Cusack, Cyndi Mullen.

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

Approval of Minutes: Selectboard reviews the minutes from the February 16, 2022, regular meeting. A motion was made and seconded to approve the minutes for the February 16, 2022, regular meeting as written. Motion carries.

OLD BUSINESS

Bruce Laveway: The Board revisited the placement of the groomer shed. The PLSC is looking at possibly moving back the current shed or tearing it down completely and putting the new groomer shed in its place. They are also interested in pursuing a septic system and leach field to install a bathroom in the new groomer shed. Soil testing will need to be performed beforehand; then a public hearing and town vote will need to be held to approve the septic system and leach field.

NEW BUSINESS

Ballot Clerk Appointments: Board reviews the ballot clerk appointments for municipal elections. Motion made and seconded to approve the following ballot clerk appointments: Carol Gagnon, Geraldine Condon, Joyia Cyr, Kimberly Holmes, and Danica Hartman. Motion carries. Board reviews the ballot clerk appointments for state and federal elections. Motion made and seconded to approve the following ballot clerks appointments for state and federal elections: Democrats Sandra Bartlett, Janice Cyr, Gail Gagnon, Carol Gagnon, Katherine Gagnon, Jean McPherson, Judy Moreau, Danica Hartman, Tracy Snow-Cormier; Republicans Bonnie Condon, Geraldine Condon, Cathie Farnum, David Farnum, Frank Hallett, Pamela Hallett, Debra Holmes, Kimberly Holmes, Tammy Kenney, Kimberly Mapley; Unenrolled Serena Bonville, Jennifer Brophy, Haleigh Holmes, Jodi Page, and Margaret Pierce. Motion carries.

Sign County tax: The County tax assessment came in less than anticipated at \$114,294.40. Board reviews the County tax assessment and signs it for approval.

ARPA: Board revisited the Hazard pay and the possible conflict of interest with David Pierce and Michelle Eastman receiving hazard pay because they are also Board Members. Corrine needs to file a report for the ARPA funds by April 30th even if the funds have not been spent yet. She is also still looking for IT quotes for the conference room. Motion made and seconded to leave the hazard pay as is. Motion carries.

ACAP Proclamation: Board reviews the May Community Action month designation nationally by ACAP. Motion made and seconded to approve the May Community Action month designation by ACAP. Motion carries.

Office hours: The Town Office has been closed Mondays throughout winter. They would like to continue having Mondays off indefinitely. Motion made and seconded to keep the Town Office hours as is until further notice. Motion carries.

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

OTHER BUSINESS

Town Manager applicants: Michelle asked whether the Town had received any applicants yet for the Town Manager's position. We have received only one so far, but the notice just went into the paper today.

TOWN MANAGER'S REPORT

- **Snow, Snow, Snow:** Lots of snow.
- **Damage to both plow trucks:** Chris accidentally banged into the one ton with the other plow. The other plow truck also lost a bolt as he was driving down the road and the wing post crashed into the road, kicking back and damaging the passenger door. There is only minor cosmetic damage.

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, April 20, 2022, at 6 p.m.

Regular Selectboard Meeting adjourned at 6:32 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: _____

4-20-22

Date

Barry Kenney

Signed: _____

David M. Pierce, Chairperson

Michelle Eastman

SELECT PERSONS MEETING SIGN – SHEET

3/16/2022

Corrine Routher

Cyndi Muller

Bruce Laveway

Glenn Cusack

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting for Executive Session
March 31, 2022, at 6:30 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 6:30 p.m. by David Pierce.

At 6:30 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 7:16 p.m.

Special Selectboard Meeting adjourned at 7:17 p.m.

Next special Selectboard meeting is Wednesday, April 6, 2022, at 4:30 p.m.

Next regular Selectboard meeting is Wednesday, April 20, 2022, 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: 4-20-22

Date

Barry Kenney
Barry Kenney

Signed: _____

David M. Pierce, Chairperson

Michelle Eastman
Michelle Eastman