

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

April 6, 2022

4:30 P.M.

Call to Order

Attendance

New Business:

1. PLSC BYOB approval.

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting
April 6, 2022, at 4:30 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Larry Duchette, Corrine Routhier.

Meeting called to order at 4:30 p.m. by David Pierce.

OLD BUSINESS

NEW BUSINESS

PLSC BYOB Approval: The Portage Lakers Snowmobile Club is asking for approval of a BYOB permit for their pie auction to be held on April 30, 2022, at the Town Hall. **Motion made and seconded to approve the permit. Motion carries.** The Board signed the permit.

OTHER BUSINESS

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 4:33 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

David M. Pierce, Chairperson

Michelle Eastman

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 20, 2022

6:00 P.M.

Call to Order

Attendance

Approval of Minutes for March 16, 2022 and special meetings March 31, 2022 and April 6, 2022

Old Business:

1. Rick Lyons
2. ARPA Usage: quote for conference room equipment upgrade

New Business:

1. BYOB application Pavilion Rental
2. Scholarship Application Approval
3. ATV Trail use permit
4. Veteran Property Tax Exemption approval
5. Quarterly Treasurer Financial Update
6. Announcement of New Town Manager
7. 2022 Appointments
8. Resignation of Town Clerk/Treasurer
9. Payables Warrants

Other Business:

Town Managers Report:

>ARPA required report has been filed

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman Meeting Wednesday May 18, 2022 at 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
April 20, 2022, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Jodi Page, Sarah & Ed Bauzenberger, Chris Walker, Judy R. Moreau, Gloria Curtis, Taunja Jandreau, Sandra Jandreau, Judy Tozier, Dennis Tozier, Richard Hoppe, Bobbi-Jo Caron, Zenon Caron, Michael Bartlett, Sandy Bartlett, Tony Gagnon, Rick Lyons, Steve Jandreau, Dawson Jandreau, Darey Gagnon, Steven E. Dempster, Elaine Dempster, Harold Cyr, Nancy Cyr, Jean McPherson, Herbert McPherson, Corrine Routhier, Arthur Routhier, Grace Routhier, Otis Nelson, Jen Brophy, Karla Dunchus, Connie Duchette, Adam Soucy, Erin Gagnon, Chelsea Stratton, Scott Ferland, Ray J. Gillilan, Jennifer Pitcairn, Tracy Snow Cormier, Pat Lyons, Debra Roy, David Roy, Don Belanger, Kim Allen, Bety Dumond, Brian Cote, Judy Drissel, Marcel Theriault, Bernie Maples, Kathy Hoppe, Sarah Brooks.

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

Approval of Minutes: Selectboard reviews the minutes from the March 16, 2022, regular meeting, the March 31, 2022 special meeting, and the April 6, 2022, special meeting. **A motion was made and seconded to approve the minutes for the March 16, 2022, regular meeting, the March 31, 2022, special meeting, and the April 6, 2022, special meeting as written. Motion carries.**

OLD BUSINESS

Rick Lyons: Mr. Lyons is looking to purchase a little over an acre of land across the road from his house to build a garage. This land is co-owned by the Town of Portage and Irving. The purchase has passed the initial stage and will need to move forward with approval from J.D. Irving. If approval is granted, then the next step is to move forward with a public hearing on the sale of the land to Mr. Lyons. **Motion made and seconded to move forward with the public hearing. Motion carries.**

ARPA Usage: The Board reviews the quote from Greenmark IT for the conference room equipment upgrade in the amount of \$3578. Discussion tabled until next month so the Board can review all the information on what the Town plans to do with the ARPA funds.

NEW BUSINESS

NOTE: The Board decided to move agenda items 6, 7 and 8 to the top of New Business due to the overwhelming amount of citizens present for the discussion of those specific items to allow them to leave early if they so desired.

Announcement of New Town Manager: The position of Town Manager was offered to Cynthia Mullen and she has accepted. Since the hiring was not done in a properly called meeting, the hiring of Cynthia Mullen is null and void. The Board will need to hold an Emergency Meeting to go into Executive Session to hire a new Town Manager.

2022 Appointments: Motion made and seconded to appoint Corrine Routhier as Town Clerk, Treasurer, Motor Vehicle Agent, Inland Fisheries & Wildlife Agent, Animal Welfare Agent, Registrar of Voters, Freedom of Access Officer, and E-911 Officer. Motion carries. Motion made and seconded to appoint Paul Soucy as Code Enforcement Officer, Health Officer, Plumbing Inspector and Building Inspector. Motion carries. Motion made and seconded to appoint Margaret Pierce as Alternate Code Enforcement Officer, Alternate Health Officer, Alternate Plumbing Inspector, and Alternate Building Inspector. Motion carries.

Motion made and seconded to appoint Brian Cote as Fire Chief. Motion carries. Motion made and seconded to appoint Christopher Walker as Animal Control Officer. Motion carries.

Resignation of Town Clerk/Treasurer: Corrine read her statement regarding her resignation as Town Clerk/Treasurer. The discussion of the Town Clerk/Treasurer's resignation was tabled until the Board can hold an emergency meeting to hire a new Town Manager.

BYOB application Pavilion Rental: Valerie Burby and Taylor Condon would like to hold their wedding reception at the Pavilion on June 18, 2022. **Motion made and seconded to approve the BYOB application for the pavilion rental. Motion carries.**

Scholarship Application Approval: The Board reviewed Lacey Jandreau's scholarship application for UMFK. **Motion made and seconded to approve the scholarship application as written. Motion carries.**

ATV Trail use permit: The Board reviews the ATV Trail use permit. The Board discussed the maximum width allowable for ATVs, which is 65 inches or grandfathered, what trees can be cut on the trails, permission to make a map, and installation of cameras on the trails. Board signs the permit for approval.

Veteran Property Tax Exemption approval: Board reviews the Veteran Property Tax Exemption for Mr. Michael Bacigalupo and signs it for approval. **Motion made and seconded to approve the Veteran Property Tax Exemption for Mr. Bacigalupo effective April 1, 2022. Motion carries.**

Quarterly Treasurer Financial Update: The Board reviews the Quarterly Treasurer's Financial Update. **Motion made and seconded to approve the Quarterly Treasurer Financial Update as written. Motion carries.**

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

OTHER BUSINESS

- Michelle would like to discuss new office hours. If the Town Office chooses to stay closed on Mondays throughout summer, then Michelle was wondering if we should possibly stay open later one day a week to accommodate our working taxpayers and taxpayers who prefer to come into the Office instead of using the online services. The Board will revisit this at next month's meeting.
- Michelle asked what happened at the Town of Masardis's meeting in regards to user fees that are paid to the Town of Ashland. The Board is looking into the user fees the Town of Portage is paying to the Town of Ashland.
- Judy Moreau believes the Town Clerk's position should be elected versus appointed. The Board will look into this.

TOWN MANAGER'S REPORT

ARPA report: The required ARPA report has been filed.

Comments from the Public (as time allows): Town citizens voiced their concerns and support for hiring Corrine Routhier as new Town Manager. Comments were also made by the public regarding clarification on what the conference room equipment upgrade entailed, the process involved in receiving the Property Tax Exemptions, and the user fees we pay to the Town of Ashland.

Next regular Selectboard meeting is Wednesday, May 18, 2022, at 6 p.m.

Regular Selectboard Meeting adjourned at 7:34 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: May 18, 2022
Date

Barry Kerney
Barry Kerney

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

Michelle Eastman
Michelle Eastman

4/5/22, 11:13 AM

Gmail - RE: 720 West Road



<https://www.jdirving.com/jd-irving-products-services-forestry-products-irving-woodlands.aspx>

From: Stedman, Matt
Sent: Friday, March 4, 2022 1:34 PM
To: rlyons@rsu22.us
Cc: 'townofportage.manager@gmail.com' <townofportage.manager@gmail.com>
Subject: RE: 720 West Road

Richard,

See the below as my initial thoughts and work. I had visited that site doing evaluations and brook work before so I did not go this week to align with your property corner posts.

Tree Growth Tax Penalty: Approx \$3000 (not based on newest tax assessment, but based on work I did 2 years ago)

Lot size: Approx 1.3 acres (based on terrain and not going to wide) 200 ft +/-

Land constraints/concerns:

ATV/Multi-Use trail that needs to be retained on Town/Irving lands

Stream location and desire to ensure riparian zone that protects stream temperatures & cleanliness

I will go to the town office next week, look at maps and determine exact fit of my preliminary lot proposal.

Matt Stedman

Planning Forester

Office: 207-834-5767

Cell: 207-557-1921



<https://www.jdirving.com/jd-irving-products-services-forestry-products-irving-woodlands.aspx>

From: Lyons Richard <rlyons@rsu22.us>
Sent: Tuesday, March 1, 2022 5:50 AM
To: Stedman, Matt <Stedman.Matt@jdirving.com>
Subject: Thank you

External Email Alert

Caution: This email originated from outside the organization. If you suspect this email is suspicious, please forward the email to 'phishing@jdirving.com' to notify JDI Security

Matt, thank you for your call and the outline as to how we proceed. As I noted to you , my interest is to build the garage 30X30, obviously equaling 900 sq. ft. I would be interested in whatever acreage is found to be acceptable to your stakeholders. Additionally, survey fees and attorney fees will be my responsibility.

Please let me know if your desire more details as you proceed.

Rick Lyons

720 West Road

Richard A. Lyons

rlyons@rsu22.us

207 - 745 - 4571

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lawrence duchette <townofportage.manager@gmail.com>

RE: 720 West Road

1 message

Stedman, Matt <Stedman.Matt@jdirving.com>

Mon, Apr 4, 2022 at 7:25 AM

To: "townofportage.manager@gmail.com" <townofportage.manager@gmail.com>

Larry,

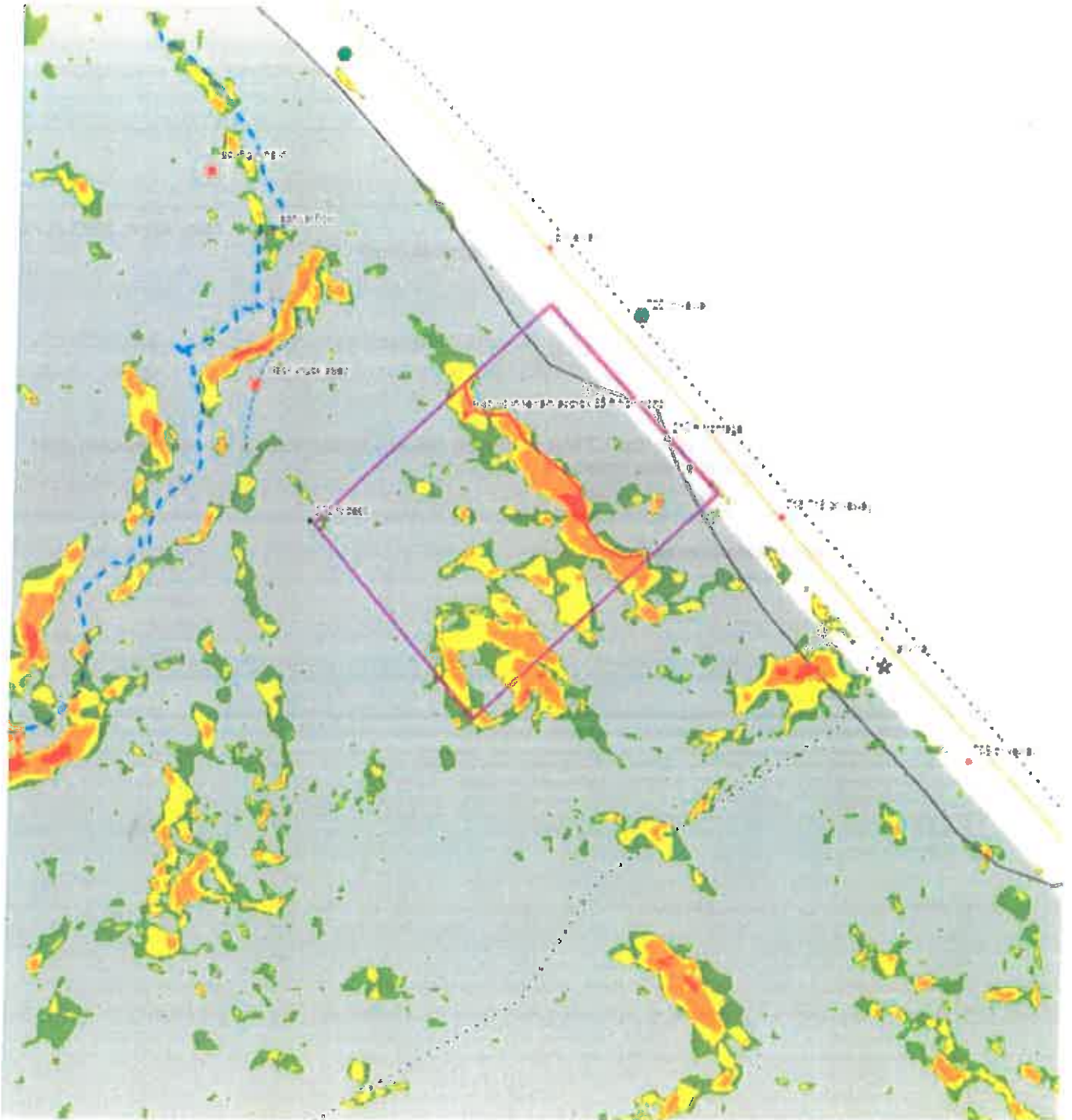
Here is a screenshot of the work I did for 720 West Rd.

The purple outline would be the potential 1.3 acres stated in previous emails, there is no water concern and I have it set up so we do not overlap neighboring driveways.

If there are anymore questions let me know.

4/5/22, 11:13 AM

Gmail - RE: 720 West Road



Matt Stedman

Planning Forester

Office: 207-834-5767

Cell: 207-557-1921

428 Main Street,
t. 207-764-1834 f. 207-760-4409

Number ERWQ1936

Date Feb 22, 2022

Sold To

Portage Town Office
Corrine Routhier
20 School Street
Portage, ME 04768

Ship To

Portage Town Office
Corrine Routhier
20 School Street
Portage, ME 04768

Phone 207-435-4361
Fax

Phone 207-435-4361
Fax

Here is the quote you requested.

Salesperson		P.O. Number	Ship Via	Terms	
Eric Warren			Deliver & Install	1%/10 - Net 30	
Line	Qty	Description		Unit Price	Ext. Price
1	1	Dell Optiplex i5/256/8G Micro		\$979.00	\$979.00
2	1	Logitech ConferenceCam MeetUp Video Conferencing Camera - 30 fps - USB 2.0 - 3840 x 2160 Video - Microphone - Notebook		\$1,190.00	\$1,190.00




THE PERFECT CONFERENCECAM FOR SMALL ROOMS
*MeetUp is Logitech's premier ConferenceCam designed for small conference rooms and huddle rooms. Stop crowding around laptops. With 4K optics and a super-wide 120-degree field of view, MeetUp makes every seat at the table clearly visible. And its integrated audio is optimized for huddle room acoustics, ensuring everyone can be heard as well as seen.***SUPER-WIDE FIELD OF VIEW FOR TIGHT SPACES**

*Logitech® MeetUp brings remarkable video quality to small conference rooms. Its 120-degree FOV easily accommodates huddle rooms with up to eight people. The 4K ultra high-def sensor and Logitech lens deliver extra sharp clarity, while pan, tilt, and zoom allow you to quickly refocus as needed.***UNIQUELY ENGINEERED SOUND DESIGN**
MeetUp's integrated audio is optimized for huddle room acoustics, delivering exceptional sound in small rooms. Three beamforming mics and a custom-tuned speaker ensure meetings sound as great as they look. Add Expansion Mic for MeetUp to extend the audio range up to 4.2 meters.

AS EASY AS PLUG AND PLAY
Step into a huddle room and instantly start a video collaboration. MeetUp plugs into a USB port and simply works. Use any video conferencing software application and cloud service, including the ones you already use.

DESIGNED FOR THE WAY PEOPLE MEET

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Line	Qty	Description	Unit Price	Ext. Price
<p><i>Small conference rooms are growing in popularity, and MeetUp rises to the challenge. It provides superb resolution, color balance, detail, and audio in tight spaces. With the included wall mount and compact design that minimizes cable clutter, MeetUp optimizes the huddle room experience.</i></p> <p>EXTRAS PROVIDE MORE CONVENIENCE</p> <p><i>Our free mobile app (available on Google Play and iTunes) turns your smartphone or tablet into a remote control for MeetUp. Add accessories such as the Logitech Expansion Mic and TV Mount for different room sizes and configurations. Order replacement parts if needed to keep everything up and running.</i></p>				
3	1	<p>Samsung Crystal TU7000 UN65TU7000F 64.5" Smart LED-LCD TV - 4K UHDTV - Titan Gray, Black - LED Backlight - Alexa, Google Assistant Supported - 3840 x 2160 Resolution</p>  <p><i>65" crystal smart TV features a stunning 4K UHD screen so you can experience your favorite movies and shows with sharp, vibrant quality. Ultra-fast processor automatically upscales video into 4K for stunningly vivid color and detail. Crystal display delivers crystal-clear colors that are fine-tuned to deliver a naturally crisp and vivid picture. High dynamic range lets you enjoy a wide spectrum of colors and visual details, even in dark scenes. Get into the game faster with auto game mode that automatically optimizes the screen and minimizes input lag, giving you more control. Enjoy a smooth gaming experience without motion blur and judder. Keep all your TV cables tidy by hiding them in the stand so you can fully enjoy your TV content without the clutter. Boundless design provides a sleek, elegant and minimalistic look from any angle to draw you into the screen. Smart TV also includes a quad pod stand, two HDMI ports, one USB port and more. More from the Manufacturer</i></p>	\$860.00	\$860.00
4	1	<p>HDMI Gold Digital Video Cable, 10.2 Gbps - 6 ft.</p> <p>Premium double shielding minimizes line noise interference 24K gold-plated connectors assure optimal signal transfer Ultra-flexible PVC jacket makes installation easy, even in hard-to-reach areas</p>	\$23.99	\$23.99
5	1	<p>Rack Solutions Wall Mount for Computer - Black Powder Coat - Black Powder Coat</p>	\$60.00	\$60.00
6	1	<p>Enhance your all-day productivity with this RF 2.4GHz wireless full-sized keyboard and mouse.</p> <p>Programmable keys and scroll wheel allow you to gain quick access to your frequently used shortcuts The native 1600 DPI mouse offers preset DPIs of up to 4000 adjustable via the Dell Peripheral Manager, offering accurate tracking across a wide range of display resolutions</p>	\$69.95	\$69.95

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Line	Qty	Description	Unit Price	Ext. Price
7	1	<p>TP-Link TX3000E IEEE 802.11ax Bluetooth 5.0 Dual Band Wi-Fi/Bluetooth Combo Adapter for Desktop Computer/Headset/Speaker/Gaming Controller - PCI Express x8 - 2.93 Gbit/s - 2.40 GHz ISM - 5 GHz UNII - Internal</p>  <p>Arm Your PC with Next-Gen WiFi Technology AX3000 Wi-Fi 6 Bluetooth 5.0 PCIe Adapter Archer TX3000E Next-Level Gaming <i>The very latest Wi-Fi 6 standard guarantees extreme speed, ultra-low latency, and uninterrupted connectivity. Utilizing the Wi-Fi 6 foundation, Archer TX3000E is designed to liberate your gaming from cables and fully optimize your gameplay. Discover the missing component of your gaming arsenal!</i> Stay Immersive <i>1024-QAM and a 160 MHz bandwidth deliver powerful, continuous WiFi to fully unlock the potential of your Wi-Fi 6 router. Wi-Fi 6 drives your PC to peak performance so your setup keeps pace with your jaw-dropping skills.</i> Incredibly Smooth Gameplay <i>Lower latency is essential to gaming success. Revolutionary OFDMA reduces lag by up to 75%. Enjoy ultra-responsive real-time gaming or Immersive VR experiences.</i> Broader Coverage <i>Two multi-directional and high-performance antennas with a magnetized base extends your existing WiFi reception capabilities, allowing you to game anywhere and anytime. Place the magnetized antenna base anywhere on your desktop to find the optimal location for signal reception.</i> Simultaneous Entertainment for All <i>A revolutionary combination of OFDMA and MU-MIMO technologies ensures the most efficient WiFi connection for your PC. OFDMA technology divides band resources into smaller units while MU-MIMO allows more devices to communicate simultaneously-without lag.</i> Bluetooth 5.0 Compatible <i>Archer TX3000E is compatible with the latest Bluetooth 5.0 Technology, achieving 2x faster speed and 4x broader coverage than Bluetooth 4.2. Connect as many devices as you want, including game controllers, headphones, and keyboards, to enjoy a smoother experience.</i> Advanced Security <i>The latest security enhancements-WPA3 provides more secure and individualized encryption in personal password safety, protecting your network from wireless hacking. Always keep your network safe while gaming online.</i> Fine Crafting for Ultimate Performance <i>Built with a specialized heatsink crafted to improve stability and reliability even in hot environments. Careful attention to every detail, such as gold plating on every contactor to resist oxidation, delivers a superior network experience.</i> Equip Your Ideal Wi-Fi 6 Router Archer AX11000</p>	\$85.00	\$85.00

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Line	Qty	Description	Unit Price	Ext. Price
		AX11000 Next-Gen Tri-Band Gaming Router Archer AX6000 AX6000 Next-Gen Wi-Fi 6 Router Archer AX50 AX3000 Gigabit Wi-Fi 6 Router Easy Setup Simple software installation with the intuitive Utility on the provided CD Operating System Supports Windows 10 (64-bit) only Low-Profile BracketIn addition to the standard bracket, a low-profile bracket is also provided for mini tower computer cases More from the Manufacturer		

8	1	APC by Schneider Electric Essential SurgeArrest PE66, 6 Outlets, 6 Foot Cord, 120V - 6 x NEMA 5-15R - 1080 J - 120 V Input 6FT CORD 120V	\$24.99	\$24.99
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Please contact me if I can be of further assistance.

SubTotal	\$3,292.93
Tax	\$0.00
Shipping	\$286.00
Total	\$3,578.93

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ATV TRAIL USE PERMIT

This permit is granted this 20th day of April, 2022, by Town of Portage Lake,
to the Portage Lake ATV Club to establish and maintain on the hereinafter described la
an ATV Trail. Said Town of Portage Lake, the (recorded owner or lessees) grants this permit o
and upon the following described premises situated in the County of Arrows Fork,
Portage Lake, in the State of Maine for the period from _____ to _____
Township/Municipality Date Date

1. This permit shall terminate upon sale of the land, or upon notification in writing to the Permittee(s) thirty days (30) prior to termination by the Permittor(s).
2. The said ATV Trail shall be open to the general public without charge for ATV purposes and shall be properly signed to direct ATV traffic and notify motor vehicle traffic on road crossings.
3. The Permittor(s) or his/their authorized representative(s) shall at all times have the right to enter upon said ATV Trail for any purpose necessary to carry out his power and duties.
4. The permit is for a 65 ^{inch} foot-wide trail over the lands as depicted on the attached map.
5. The Permittor(s) shall have the right to close said ATV Trail with advance written notice to the Permittee.
6. The Permittee(s) shall properly pick up and dispose of all rubbish, debris, and garbage of any nature or kind arising out of the use of the trail.
7. It is understood that the Permittor(s) assumes NO LIABILITY for injuries and damages that may be suffered on said trail in accordance with Title 14,159-A.
8. The Permittee(s) agrees that no trees will be cut that are greater than non-merchantable inches in diameter, unless an additional permit is granted by the Permittor(s). Permittee(s) may remove debris or down trees which may obstruct the trail without additional permission of Permittor.
9. The Permittee(s) agree to provide a protective liability insurance policy naming the Permittor(s) as the insured up to the limits of \$400,000.00 per occurrence which includes legal fees associated with litigation.
10. This permit prohibits future claims of adverse possession and/or prescriptive use by Permittee(s) for the permitted ATV Trail.
11. The Permittee(s) agrees to accept all responsibility for any environmental violation and remediation as a result of the permitted trail.
12. The Permittors ☒ AGREE ☐ DISAGREE to the use of Off-Road motorcycles/dirtbikes on said ATV trail
13. The Permittors agree to the following ATV trail width limit: ☐ 60" ☒ 65" ☐ Grandfathered oversize ATVs in accordance with Title 12 MRS §13155 (5-B).
14. Permission to publish the trail on a paper or digital map ☒ Yes ☐ No
15. Permission to install cameras to help with law enforcement or other issues? ☒ Yes ☐ No
16. Permittee(s) acknowledges the club may need to obtain permits (DEP/LUPC) for trail construction and maintenance
17. Other requirements _____

4/20/22
Date

David M. Pierce
Landowner Signature

Date

Club/Town & Club Representative Signature



lawrence duchette <townofportage.manager@gmail.com>

RE: ATV permit

1 message

Stedman, Matt <Stedman.Matt@jdirving.com>

To: lawrence duchette <townofportage.manager@gmail.com>

Wed, Mar 16, 2022 at 2:45 PM

The new line items align with ATV task force recommendations & new laws.

It is up to the Town if they want to allow use of Dirt Bikes, Oversized ATV's.

It puts more environmental awareness and liability on the club for garbage & dirty water issues if they come up.

If you want to allow trails on the property to be mapped in Free App's for folks to use.

If you &/or the council would like my thoughts let me know.

Matt Stedman

Planning Forester

Office: 207-834-5767

Cell: 207-557-1921



WOODLANDS DIVISION

<https://www.jdirving.com/jdirving-products-services-forestry-products-irving-woodlands.aspx>

Quarterly Selectboard Financial Update

As of March 31, 2022--First Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$34,291.08	
Total Expenses to date	\$221,025.84	
Net Gain (Loss)		<u><u>(\$186,734.76)</u></u>

2022 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>\$152,222.43</u></u>
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$43,074.73	
ARPA Funds	\$19,675.65	
Ministerial School Lot Stumpage		
Savings & CD	\$56,056.87	
Road Reserve Fund	<u>\$147,164.16</u>	
Total at NorState FCU		<u><u>\$265,971.41</u></u>

Katahdin:

PW Equipment Reserve ICS & Checking	\$42,129.02	
Silviculture ICS & Checking	\$193,344.10	
General ICS	<u>\$248,881.33</u>	
Total at Katahdin		<u><u>\$484,354.45</u></u>

Key Bank

Revaluation Reserve	<u>\$40,003.49</u>	
Total at Key Bank		<u><u>\$40,003.49</u></u>

Acadia FCU:

Cemetery Perpetual Care	\$12,949.10	
Stumpage: Savings & CD	<u>\$397,109.76</u>	
Total at Acadia FCU		<u><u>\$410,058.86</u></u>

TOTAL RESERVES:

\$1,200,388.21

Total Assets in Banks:

\$1,352,610.64

Real & Personal Property Taxes outstanding principle

Real:

2020	\$9,618.63
2021	<u>\$24,957.79</u>
	<u>\$34,576.42</u>

Pers. Prop:

2021	<u>\$0.00</u>
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Quarterly Selectboard Financial Update

YEAR TO DATE as of March 31, 2022

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$33,500.00	\$15,113.80	\$3,082.94	\$21,469.14
Office Staff	\$81,500.00	\$18,428.22	\$633.00	\$63,704.78
Assessing	\$2,000.00	\$108.50		\$1,891.50
Town Hall	\$20,000.00	\$9,669.17	\$544.00	\$10,874.83
Plan & Appeals	\$1,400.00			\$1,400.00
Code	\$10,500.00	\$3,520.03	\$187.50	\$7,167.47
Discounts	\$14,000.00			\$14,000.00
Abatements	\$2,185.00			\$2,185.00
Annual Dues	\$2,530.00	\$1,759.00		\$771.00
Insurance	\$65,000.00	\$18,518.00	\$433.00	\$46,915.00
Genl. Assistance	\$5,559.00	\$51.99		\$5,507.01
Fire Dept.	\$28,000.00	\$2,307.79	\$1,200.00	\$26,892.21
Animal Control	\$2,350.00	\$717.10	\$118.00	\$1,750.90
Police Patrol	\$2,068.00			\$2,068.00
Cont'd. Svcs.	\$3,700.00			\$3,700.00
Public Works	\$77,300.00	\$15,046.59	\$274.68	\$62,528.09
Ash. Transfer Stn.	\$45,175.00	\$11,293.62		\$33,881.38
Transfer Station	\$608.00	\$486.00		\$122.00
Cemetery	\$3,000.00			\$3,000.00
Beautification	\$1,500.00	\$18.83		\$1,481.17
Rec Dept.	\$1,806.00			\$1,806.00
Parks/Beach/Pav	\$14,500.00	\$180.78	\$57.54	\$14,376.76
Seaplane Base	\$5,000.00			\$5,000.00
Campground	\$4,600.00		\$22.00	\$4,622.00
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	\$3,222.00			\$3,222.00
Education Commit		\$125,101.50		-\$125,101.50
Education-Subsidy		\$887.80	\$887.80	\$0.00
Excise Taxes		\$1,401.07	\$24,293.68	\$22,892.61
Street Lights	\$8,560.00	\$2,220.88		\$6,339.12
Ashland User Fees	\$60,637.00			\$60,637.00

2022 Appointments

Please make a motion & vote on each name individually:

Cynthia Mullen:

Town Manager
Tax Collector
Agent for Overseers of the Poor
Road Commissioner

not done

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

Paul Soucy:

Code Enforcement Officers
Health Officer
Plumbing Inspector
Building Inspector

Margaret Pierce:

Alternate Code Enforcement Officer
Alternate Health Officer
Alternate Plumbing Inspector
Alternate Building Inspector

Brian Cote:

Fire Chief

Christopher Walker: Animal Control Officer



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

April 13, 2022

Lawrence Duchette
Town Manager
Portage Lake, ME 04768

Larry,

I have given it much thought and have decided to resign as Town Treasurer and Clerk. My last day of work in this office will be Friday April 29, 2022. I have enjoyed working for the Town Office over the last 14 years, but I believe the direction that the Board of Selectpersons is taking the town is not a direction I wish to follow.

Sincerely,

Corrine M. Routhier, Certified Clerk of Maine

Corrine's

Apr. 20, 2022 Selectboard mtg Statement

I was recently given the opportunity to present my resume and to interview for the position of Town Manager. I am disappointed I was not chosen for the job but that's the way things go sometimes. However, a few things struck me during and after my interview that I would like to bring up. I was surprised that I wasn't asked more detailed questions about my resume, nor was I asked questions about the workings of municipal government specific to our office and to the tasks outlined in the Town Manager Job Description—other than whether I can create a budget and know how to manage within that budget. During my interview, I literally showed you I can do that when I presented a way for the Town to stay within the Town Officers budget set at Town meeting while still having enough money to hire a new town clerk if I was hired as manager—all to avoid having to raise the municipal budget for this year. I have read the job description for Town Manager—there is nothing in it that I am not qualified for, and in fact much of what is listed I already do as Town Clerk & Treasurer. Aside from myself, at least one other candidate had several years of municipal experience, which should have also put her on a higher level than the person who was hired, but I'm sure you didn't take her resume into consideration either. The Board was tasked with hiring a municipal manager and should have added questions to your list that dealt with the municipal aspects of the job needed for this town office. If you had, you would have seen my value for the position. A manager should do more than just "manage"—they should be a leader who is trusted by the townspeople. My resume showed that I am a leader in my Clerk career and the community. Again, not one question was asked about it. I **know** that the decision to hire who you did was only based on the questions asked during the interview.

After my interview, I expected to know the next day who was hired. I heard nothing from the Board for a day and a half, when I got a letter in the mail saying that I wasn't chosen. I was Ok with that—disappointed, but OK. But as a current employee of the town I should have been told right away who the new town manager actually was. Instead, I found out only after I reached out to a Board member, not because any of the Board members reached out to me. I was sleepless and physically ill from the stress of wondering and worrying over who my new boss would be. I had heard rumors that my Deputy Clerk had also applied, and when it took so long for you as a Board to decide who to hire, I began to worry that my co-worker would be hired. When it was confirmed, the worst-case scenario for me became reality. In hindsight, if you were that undecided, another round of interviews would have been the next logical step in the process. But that didn't happen. You handled this hiring process in the worst way possible.

I am not being petty nor am I making a big deal over this because I didn't get this job. I am not a sore loser. It's part of the process, and better luck to me next time, if there is a

next time. In a normal circumstance, if I didn't get the job I would have shown up to work and done my duties as Treasurer & Clerk with the same high-quality of work ethic as I have always done. I would have helped whoever you had decided to hire with the transition to the new position—anyone except for the person you actually **did** hire. I am the person who has been training your new manager in the office for the last 11 months. You may or may not know, but the work dynamic between myself and my Deputy Clerk is strained, to say it nicely. We are cordial to each other, but beyond that there isn't a relationship like I have had with all my other co-workers, past and present. Over the last few months what little relationship we had has deteriorated. I found it difficult to teach her new things, as she was unreceptive to learning them—and that grew especially more difficult over the last month during the application period for the manager position. I know your hiring decision was partly based on the fact that you all thought I would stay on as Clerk/Treasurer and "help" the new manager—basically train her for the job that I was told I wasn't qualified for. I know one Board member said "where else is she going to go?" in reference to me staying on as Clerk with my former Deputy Clerk as the new manager, insinuating I was not capable of finding another job somewhere else and was stuck where I was. I struggle to understand why the Board would think I would stay and work in a situation and environment like that.

I have worked for this town for 16 years total—14 of those years in the office as a Clerk & Treasurer. I have worked with 5 town managers here and helped 4 of them get settled into their jobs over the span of my career. My Deputy Clerk has been with this office for 11 months, with only 6 months of municipal experience prior to working here. I was told "another individual is **the most qualified** for the requirements of our opening". That is a slap in the face for all the years of service and commitment I have given to this Town Office. Telling me I am not the "most qualified" for a municipal government job I have basically been doing for years is insulting. I have bent over backward for my job, this town, and its residents—many times coming in on weekends or before office hours to accommodate customers because our job as a Town Office is Customer Service. Some of you have experienced that first hand! I do what needs to happen for the customer to get what he/she needs, whenever possible. I know I was not hired as Town Manager because of a personal feeling against me from one particular Board member, not based on a professional view of my career & community service.

And as Town Treasurer & Deputy Tax Collector, I have worked tirelessly. I went back to college to get a Business Administration degree so I could do the financial aspect of my job to the best of my abilities. I make sure my figures are spot-on for the annual Town Reports and I have a great connection with the Town's auditor, a relationship that

doesn't happen overnight. I have helped to fix errors in the accounts for TIF, Stumpage and Silviculture, bringing all balances in line with the audit. I make sure all our bank accounts are accurate, balance them in the TRIO system, and correct any bank or data entry errors immediately. I give the Board a detailed quarterly Treasurer report as required by state statute. Aside from what *needs* to be done, I also do a Cash Flow spreadsheet monthly of our revenues and expenses to make sure we are in line with our budget, and that all bills are paid when due. I have arranged the town accounts to better reflect where revenues should be going and from where expenses should be paid. I created a multi-page spreadsheet for the Treasurer portion of the annual Town Report—which at least one other town will be using as a template for their own annual reports. I created payment plans for taxpayers to help them pay off their accounts before they either go to lien or foreclosure-- which has led to this town having the lowest percentage of outstanding taxes and foreclosures in the years since I've been doing this while also giving us a steadier stream of tax revenue throughout the year. I do these things because it helps the Town and it helps our customers. I love this town and want to make sure we are financially strong for whatever the future holds. I also want transparency for everything we do here. I am so greatly disappointed that I wasn't asked a single question about any of this during the interview process because these are things you would have learned if you had asked. However, these are also things you should already know as a Board if you knew the employees in the office at all.

There is so much more that I do. Me singularly, as an employee and not a title. I am rarely without something to do while at work—I manage my time well and find tasks related to my job to keep myself busy so I don't feel like I'm getting paid for nothing. I have a strong work ethic. I take every training I can, and periodically re-read the manuals in the office for my various jobs to make sure the Town is doing everything it should be doing according to the laws of the State. I am familiar with procedures of municipal meetings and how they should be run to be legal. I created and update the Town's Facebook Page and maintain the town's website, uploading tons of documents to give everyone access to things like tax information and meeting minutes; I have transcribed old town records and posted those on the Town's website for historical research & reference; I manage the cemetery maps, lists, and lot conveyances; I have been working on mapping the new section of the cemetery, a project I was going to try to complete this summer with the help of a new committee I was planning to form; I add all real estate tax assessor changes into TRIO each spring; I send exemption applications to new residents when they are eligible for them; I prepare the TRIO reports that help the Board decide the mil rate; I do the annual tax commitment and reports; I fill out and file the yearly Municipal Valuation Return; I prepare the Town Report & the budget Warrant Articles; I have helped prepare

the annual budget for years, this year's budget was the first time I prepared a budget of my own, which was reviewed by the Budget Committee; I oversee the elections and all of the laws and requirements for those—including setting up the Big Room & finding and training election clerks. I do research on several aspects of municipal government when asked. I have advocated and submitted testimony on behalf of the Maine Town & City Clerks Assn on laws affecting town offices; I am the ARPA funds reporting administrator; I am the Freedom of Access Officer for this town; I am also the 911 Officer for this town; I send out monthly motor vehicle registration reminders to residents; I do all necessary journals to close the Town's accounts at the end of the year; I prepare and file all of the necessary reports for the state and federal payroll taxes on time; I do the Tax Liens and Foreclosure notices; I know the TRIO software system inside and out and I help other towns with anything TRIO related, sometimes going to their offices on my own time to teach them how to use the software—initially at the request of our town's auditor; I am a Notary Public and have gone to people's homes when they couldn't make it to the office due to illness or infirmity. I am a Certified Clerk of Maine. I also serve as Nashville's Tax Collector. I take inventory of not only office supplies but of cleaning supplies for the town hall and order said supplies accordingly. I even put garbage cans under the leaky ceiling in the kitchen and put mop heads on the floor to prevent water from spreading every spring when the snow and ice back up behind the hood and it causes a leak for about a good solid week. Over the years I have painted, on my own time, the bathrooms, hallway, stage, kitchen and conference room. All these things I do while still paying the bills on time and doing payroll on a regular basis. What I've listed doesn't even include anything I do and have done for the community. I am a hard worker with the betterment of the town in mind, always.

Along with the things that I do, there is so much I KNOW about the processes in the Town Office and the town itself. Your new manager has been with this office for less than a year; she hasn't experienced all the cyclical workings of municipal government here. Some of these things your new manager could learn in time, I'm sure. But I know them now—no extra training needed or time taken to learn. I am sure none of these things crossed your minds when you made your decision. I'm sure because I was never asked, so it wasn't factored into your rubric.

If you have ever read the Clerk's Report in the Town Reports each year since I have been Town Clerk, you will know that in each and every report I thank the people of Portage Lake for having confidence in me and allowing me to do a job that I truly love. It's not just a paycheck to me. It's my whole life. I love this town and its people; I KNOW this town and its people. I want the best for this town and its people. But you don't see that or

choose **not** to see that. That is why your decision to hire who you did tears my heart out, because I cannot stay in a work environment where I am not appreciated or valued for what I do and what I know. I cannot work for a manager who doesn't know even a fraction of the things that I know about this town and this office, and I cannot work for a manager or a Board who doesn't respect me or have the confidence in me that the townspeople have. If you had hired ANYONE else—even if it wasn't me—I wouldn't be here tonight with this statement. You had at least one other highly qualified candidate for this position—more qualified than my Deputy Clerk in municipal government—that would have been a good fit for the job. But as things are, I have submitted my resignation as Town Treasurer and Town Clerk with the former Manager, effective April 29, 2022. However, if after all of this presented to you tonight you feel that you hired in error, I would be willing to stay on as Clerk & Treasurer. I no longer wish to be Town Manager—you have ruined that dream for me at this moment and I would not be able to effectively lead or manage with the current make-up of the Board. If you and the Town feel I am as much of an asset to this office as I am, I will stay with a few conditions. First, you rescind your offer to the new Town Manager and hire another candidate who is more qualified for the position. Second, the Board Chairman must resign from the Board effective immediately. Third, the remaining Board members agree to take this job seriously—read the Municipal Officers' Manual often, and attend all required and recommended trainings, and make an effort to do public outreach to learn what your townspeople need and want. Fourth, I receive a raise, to be negotiated in a properly called Executive Session. I will need your answer on this tonight.

Otherwise, your next step when your new manager comes back from vacation is to appoint her for all the duties you have appointed for me tonight. Legally a town cannot run without a Clerk, Agent or Treasurer, so I will remain in those capacities until my last day so no disruption of services will happen for the taxpayers. After that, you The Board will have to step up your oversight of this office, coming in on a regular basis to ask questions, and to perform checks and balances for cash receipts and payables because there will only be one person in the office for a time. You will also need to have an interim audit performed, something that typically happens when a manager and/or Treasurer leave, to have a clear understanding of what has been done on the financial side before and after I leave.

You are elected officials who work for the residents. Be mindful of that, always.

Selectboard Meeting Sign-In

Wednesday April 20, 2022

Please Print Clearly

1	Sam + Ed Baizenberg	26	Connie Routher
2	Cheryl Miller	27	Arthur Routher
3	Judy R. Maloney	28	Otis Nelson
4	Wynn Curtis	29	Jon Brody
5	Tamara Jandreau	30	Karen Jandreau
6	Sandra Jandreau	31	Connie Ductelle
7	Julie Piser	32	Adam Sues
8	Dennis Toriet	33	En Roberson
9	Richard Hoppe	34	Abelien Slight
10	Robbi P. Caron	35	St. Thad
11	Zemon Caron	36	Ray J. Gillman
12	Michael Daulton	37	Jennifer Pitcairn
13	John Battlett	38	Grace Routher
14	Tom Gagnon	39	
15	Ralph Lyons	40	
16	Steve Jandreau	41	
17	Danion Jandreau	42	
18	David Gagnon	43	
19	Steven E. Dempster	44	
20	Elaine Dempster	45	
21	Harold Cyr	46	
22	Sam Maloney	47	
23	Herbert Maloney	48	
24	Herbert Maloney	49	
25	Herbert Maloney	50	

Tony Capen 435-3930

Tracy Snow Cormier 551-5900

Hub + Jean McPherson 435-6722

Dennis + Judy Tozier 203-927-2375

Kirk Logan 742-4271

Steve Dempster 352-209-1968

Elaine Dempster 352-209-1970

Pat Lyons 852-3486

Nancy Ann 435-3063

Harold 435-3063

Debra Roy 768-1456

David Roy 227-5861

Don Belanger

Kim Allen 590-0082

Betty DuMond

Paul

Judy

Mark

Jennifer

Ray & Lillian RAY 768-1335

Beverly Mafer

Tim + Betty Diamond

Larry Apple

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting for Executive Session
April 25, 2022, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier.

Meeting called to order at 6:18 p.m. by David Pierce.

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)(A) for Personnel Matters. Motion carries. A motion was made and seconded to end the Executive Session at 7:31 p.m.

Board Statement: At this time, we cannot finalize or vote on any determinations without speaking to all personnel involved which we will do at the next Board meeting on Monday, May 2, 2022.

Next regular Selectboard meeting is Wednesday, May 18, 2022, at 6 p.m.

Regular Selectboard Meeting adjourned at 7:35 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

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting for Executive Session
May 2, 2022, at 5:30 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier, Gloria Curtis, Sandra Bartlett.

Meeting called to order at 4:30 p.m. by David Pierce.

At 4:31 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 6:24 p.m.

NOTE: Taxpayers were informed to attend the special meeting on Thursday, May 5, 2022.

Next regular Selectboard meeting is Wednesday, May 18, 2022, at 6 p.m.

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: _____

Date

Barry Kenney

Signed: _____

David M. Pierce, Chairperson

Michelle Eastman

Agenda
Portage Lake Select Board
Special Meeting
Thursday May 5, 2022 at 5:30 pm
Portage Lake Town Hall Conference Room

Call Meeting to Order & Attendance

New Business

1. Appointment of new Town Manager

Public Comments (as time allows)

Adjourn

Next regular Select Board meeting is May 18 at 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting
May 5, 2022, at 5:30 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Jodi Page, Gloria Curtis, Richard Hoppe, Cindy & Ralph Miller, Christopher Walker, MacKenzie Chevalier, Sandra Bartlett, Michael Bartlett, Frank & Pam Hallett, Kim Kelley, Adam Soucy, Sandra Soucy, Sarah Bauzenberger, Corrine Routhier, Grace Routhier, Rena Belanger, Otis Nelson, Jen Brophy, Bev Clark, Marcel Theriault, Antoine Gagnon, Steven Dempster, Elaine Dempster, Garol Gagnon, Wayne Gagnon, Bobbi-Jo Caron, Zenon Caron, Sarah Brooks, Kim Holmes, Tammy Kenney, Gerri Condon, David Roy, Debra Roy, Kim Allen, Dan Hodgins, Mark Benson, Betty Benson, Gail Gagnon, Alden Routhier, Brady Holmes.

Meeting called to order at 5:30 p.m. by David Pierce.

NEW BUSINESS

Appointment of new Town Manager: Motion made and seconded to appoint Corrine Routhier as new Town Manager. Motion carries.

OTHER BUSINESS

ATV Club: The Board signed the permit for 1 year dated for April 20, 2022.

At 5:35 p.m., a motion was made and seconded to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(D). Motion carries. A motion was made and seconded to end the Executive Session at 5:48 p.m.

Comments from the Public (as time allows): Celebratory clapping and congratulations to Corrine Routhier.

Next regular Selectboard meeting is Wednesday, May 18, 2022, at 6 p.m.

Regular Selectboard Meeting adjourned at 5:50 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: 5/18/22
Date

Barry Kenney
Barry Kenney

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

Michelle Eastman
Michelle Eastman

Selectboard Meeting Sign-In

May 5, 2022

Gloria Curtis

Please PRINT

Gloria Curtis

Steven Dempster

RICHARD HOPPE

Elaine Dempster

Cindy & Ralph Miller

Carol Gagnon

Christopher Walker

Wayne Gagnon

Mackenzie Chevalier

Bobbie Jo Caron

Sandra Bonelli

Zenon Caron

Michael Bartlett

Sarah Brooks

Frank & Pam Hallett

Kim Holmes

Jim Kelley

Tammy Kenney

Adam Soung

Glorie London

Sandra Soung

David Roy

Sarah Bezaire

Dale Roy

Carine Rauthier

Kim Allen

Grace Rauthier

Dan Atkins

Rena Belanger

Mark Benson

Otto Nelson

Betty Benson

JEN BROPHY

Dan Gagnon

Bev Clark

Adam Rauthier

Margaret Thibault

Brad P. Holmes

Mull & Gagnon

AGENDA
TOWN OF PORTAGE LAKE
REGULAR SELECT BOARD MEETING
May 18, 2022
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Choose Chairman for the ensuing year
3. Approval of Minutes for April 20, 2022, and special meetings of April 25, 2022, May 2, 2022 and May 5, 2022
4. Old Business:
 - a. 2022 Appointments Continued
 - b. ARPA Funds Update
5. New Business:
 - a. PHCC Special Amusement Permit & BYOB Application
 - b. Pavilion Rental BYOB Application
 - c. Scholarship Application
 - d. Veteran Exemption Application
 - e. ATV Club Project Certification
 - f. State Certified Ratio Declaration
 - g. Parking Lot Paving Estimates
 - h. Spirit of America Award Nominee
 - i. MMA Legislative Policy Committee nominee request
 - j. Payables Warrants
6. Town Manager's Report
 - a. Portable toilets rented for Beach & Pavilion at 2021 rates
 - b. Spring clean-up underway
 - c. LED street light conversion process begun
 - d. 2 Salt companies called for prices for winter road salt
 - e. Primary Elections are Tuesday June 14
7. Other Business
8. Public Comments (as time allows)
9. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
10. Executive Session per 1 MRSA §405(6)(D) Labor Negotiations
11. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
11. Adjourn

Next Regular Select Board Meeting: Wednesday June 15 at 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
May 18, 2022, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

Members Present: David Pierce, Chairman; Barry "Beech" Kenney; Michelle Eastman (arrived after the second Executive Session began).

Others Present: Corrine Routhier, Jodi Page, Tammy Kenney, Chris Walker, Sandra Bartlett, Adam Soucy, Scott Ferland.

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

Choose Chairman for the ensuing year: Tabled until next month's meeting when full board present.

Approval of Minutes: Selectboard reviews the minutes from the April 20, 2022, regular meeting, the April 25, 2022, special meeting, the May 2, 2022, special meeting, and the May 5, 2022, special meeting. **A motion was made and seconded to accept the minutes for the April 20, 2022, regular meeting, the April 25, 2022, special meeting, the May 2, 2022, special meeting, and the May 5, 2022, special meeting as written. Motion carries.**

OLD BUSINESS

2022 Appointments Continued: The rest of the 2022 appointments were discussed. **Motion made and seconded to appoint Corrine Routhier as Tax Collector, Agent for Overseers of the Poor, and Road Commissioner. Motion carries. Motion made and seconded to appoint James McAuley to the Planning Board for a 2-year term expiring in 2024. Motion carries.**

ARPA Funds Update: The Board discussed the septic tank issues and decided to hold off on earmarking any funds for the septic tank. Corrine advised we have only received \$19,000 of the ARPA funds so far and the second payment will not be received until October or November. In order to spend any of the ARPA funds, the town will need to hold a town meeting. **Motion made and seconded to hold a special town meeting on July 20, 2022, at 6 p.m., with the regular Selectboard meeting to follow at 6:30 p.m. Motion carries.** The Board revisited this after the Executive Sessions as all Board members were present. **Motion made and seconded to accept the quote from Greenmark IT for the projector and sound system upgrade to the Conference Room at the Town Hall. Motion carries.**

NEW BUSINESS

PHCC Special Amusement Permit & liquor license Application: The Board reviews the special amusement permit and liquor license application for the Portage Hills' Country Club. **Motion made and seconded to accept the special amusement permit as written. Motion carries. Motion made and seconded to accept the liquor license application as written. Motion carries.**

Pavilion Rental BYOB Application: The Board reviews the BYOB application for Frederick Jacobs for a wedding to be held at the Pavilion June 17, 2022, from 4:30 to 11 p.m. **Motion made and seconded to accept the application as written. Motion carries.**

Scholarship Application: The Board reviews the scholarship application for Ashley Jones to attend Northern Maine Community College. **Motion made and seconded to accept the scholarship application as written. Motion carries.**

Veteran Exemption Application: The Board reviews the Veteran Exemption Application for Carmel Millard for 2108 Portage Road. **Motion made and seconded to accept the application. Motion carries.**

ATV Club Project Certification: The Board reviews the ATV Club Project Certification and signs it.
May 18, 2022

State Certified Ratio Declaration: The Board reviews the State Certified Ratio Declaration. Based on sales, it was recommended to go with a 104% ratio declaration as compared to the previous year of 105%. **Motion made and seconded to accept the 104% ratio declaration. Motion carries.**

Parking Lot Paving Estimates: The Board tabled the discussion until the next meeting when all Board members are present.

Spirit of America Award Nominee: Brian Cote was chosen as award nominee. **Motion made and seconded to nominate Brian Cote for the Spirit of America Award. Motion carries.**

MMA Legislative Policy Committee nominee request: No nomination was made for the MMA Legislative Policy Committee.

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

OTHER BUSINESS

Beech brought up selling all of the old metal roofing that was removed from the Town Hall. The Board chose to sell it outright at \$1000 or best offer. **Motion made and seconded to sell the old metal roofing outright at \$1000 or best offer. Motion carries.**

TOWN MANAGER'S REPORT

Portable toilets rented for Beach & Pavilion at 2021 rates: The portable toilets were delivered, 2 at beach, 1 at the pavilion.

Spring clean-up underway: The Town is looking for 2 individuals to help with spring clean-up.

LED street light conversion process begun: To save a considerable amount of money, the Town is looking to convert all the street lights to LED lights. The lights on Main Street will be converted first.

Two Salt companies called for prices for winter road salt: The Town is looking for quotes for our winter road salt. Only 1 company has provided a quote thus far at \$94 a ton.

Primary Elections are Tuesday, June 14: Primary elections will be held Tuesday, June 14, 2022. Also, Thursday, May 26, 2022, at 6 p.m. is the next school budget meeting where the school budget will be voted on.

At 6:35 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. Motion was made and seconded to accept Christopher Walker's resignation as Public Works Foreman. Motion carries.

At 6:51 p.m., a motion was made and seconded to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(D) for Personnel Matters. Motion carries. Michelle joined the meeting at this time. A motion was made and seconded to end the Executive Session at 7:13 p.m. The public portion of the meeting resumed at 7:14 p.m. Motion was made and seconded to accept the employment contract for Town Manager presented by Corrine Routhier. Motion carries.

At 7:15 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 7:28 p.m. The public portion of the meeting resumed at 7:29 p.m.

Comments from the Public (as time allows): Sandra Bartlett addressed the Board and thanked them for their willingness to listen to the citizens of Portage. Also mentioned was a training session being held at the Northeastland Hotel on June 29, 2022, for Selectmen and councilmen.

Next regular Selectboard meeting is Wednesday, June 15, 2022, at 6 p.m.

Regular Selectboard Meeting adjourned at 7:43 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: 6/15/22
Date

Barry Kenney
Barry Kenney

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

Michelle Eastman
Michelle Eastman

2022 Appointments

Corrine Routhier (In addition to those appointments made at the April 20, 2022 meeting:

~~Town Manager~~

Tax Collector

Agent for Overseers of the Poor

Road Commissioner

May 2022

Planning Board Appointment Request

Please appoint the following person to the Planning Board for a 2 year term to expire in 2024:

Planning Board: James McAuley



townofportage treasurer <townofportage.treasurer@gmail.com>

Portage Lake Spirit of America Follow-up

1 message

Bruce Flaherty <bwflah@gmail.com>
To: townofportage.treasurer@gmail.com

Tue, May 3, 2022 at 11:22 AM

Dear Corinne,

Thank you so much for the info – one to whom the annual town report was dedicated would be a very deserving Spirit of America honoree!

Best wishes,

Bruce

From: Bruce Flaherty <bwflah@gmail.com>
Sent: Thursday, January 27, 2022 1:24 PM
To: townofportage.manager@gmail.com
Subject: For Selectmen: 2022 Portage Lake Spirit of America Tribute

Dear Larry & Other Portage Lake Officials,

Hope you're enjoying a healthy 2022 & thank you for your town choosing such a deserving recipient (Daniel Higgins) of the 2021 Spirit of America Foundation award and earning Gold Distinction – Portage Lake is listed with pride on Foundation website <https://spirame.org>

Invitation:

Your Board of Selectmen is asked to pick the local person, project or group to receive the 2022 Portage Lake Spirit of America Foundation Tribute for outstanding community service using your own criteria and to honor the recipient (presumably with a resolution or proclamation). We'll need to know (see end of this e-mail) about the recipient to facilitate anticipated Fall/Winter events honoring Aroostook County's 2022 Spirit of America award winners.

Best/simplest strategy for most communities: choose the one to whom your annual town report is dedicated as Spirit of America winner and honor them (perhaps posthumously) at the annual town meeting – it's usually a well-attended event (great publicity for those honored) & is a nice tradition to which folks will look forward!

Your Selectboard may choose and honor the town's Spirit of America recipient each year without waiting to hear from us.

Selectboard Meeting Sign-In

May 18, 2022

Please PRINT

Caroline Routhier

Tammy Kenney

Sandra Bartlett

Chris M

Bob

Scott Ferland

AGENDA
TOWN OF PORTAGE LAKE
REGULAR SELECT BOARD MEETING
June 15, 2022
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Choose Chairman for ensuing year
3. Approval of Minutes for May 18, 2022
4. Old Business:
 - a. Ashland Ambulance Fee—Tony Goulet, guest
 - b. Parking Lot Paving Estimates
 - c. Maine Woods Daycare Update
5. New Business:
 - a. July 20 Special Town Meeting Warrant
 - b. Approve New Oldest Citizen—Irene Theriault
 - c. Donation request in memory of Gladys Cote
 - d. Elected Officials Workshop in PI June 29
 - e. Payables Warrants
6. Town Manager's Report
 - a. Need Contractor for ditching work: Cottage Rd. & Station Rd.
 - b. Greg Loutsios hired as new groundskeeper
 - c. Sarah Bauzenberger selected as new Town Clerk, will start next month
 - d. 3 Public Works Foreman applications in, possible interviews set for Friday
7. Other Business
8. Public Comments (as time allows)
9. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
10. Adjourn

Special Town Meeting: Wednesday July 20 at 6 pm

Next Regular Select Board Meeting: Wednesday July 20 at 6:30 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
June 15, 2022, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier, Jodi Page, Tony Goulet, Sandra Bartlett, Sarah Bauzenberger, Betty Benson, Mark Benson, Tammy Kenney, Leslie Rafford, Adam Soucy.

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

Choose Chairman for the ensuing year: Discussion tabled until next month when full board is present.

Approval of Minutes: Selectboard reviews the minutes from the May 18, 2022, regular meeting. **A motion was made and seconded to accept the minutes for the May 18, 2022, regular meeting as written. Motion carries.**

OLD BUSINESS

Ashland Ambulance Fee - Tony Goulet, guest: Tony Goulet presented his findings regarding the Ashland Ambulance Service fees charged to the Town of Portage and the surrounding communities each year, comparing the fees we are charged to the subsidy payments the Town of Ashland receives.

Parking Lot Paving Estimates: The Board reviewed the estimates received for parking lot paving. A decision was made to go with Steelstone Industries' with an estimate of \$93,288.75. Corrine will contact them to get an up-to-date estimate since the original estimate was received in March. **Motion made and seconded to accept Steelstone Industries' estimate for the paving around the Town Hall. Motion carries.**

Maine Woods Daycare Update: Maine Woods has decided not to pursue a Daycare inside the Portage Municipal Building. They are still pursuing a daycare in the Town of Portage.

NEW BUSINESS

July 20 Special Town Meeting Warrant: A special town meeting will be held on July 20, 2022, at 6 p.m. for the ARPA funds appropriation. **Motion made and seconded to accept the warrants as written. Motion carries.**

Approve New Oldest Citizen – Irene Theriault: Irene Theriault has been chosen as the Town of Portage's oldest citizen.

Donation request in memory of Gladys Cote: The Board decided to donate \$100 to the Aroostook House of Comfort in Gladys Cote's memory. **Motion made and seconded to donate \$100 to the Aroostook House of Comfort in the memory of Gladys Cote. Motion carries.**

Elected Officials Workshop in PI June 29: Reminder that there will be an elected official's workshop in Presque Isle on June 29, 2022.

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

OTHER BUSINESS

TOWN MANAGER'S REPORT

Need Contractor for ditching work: There is a ditch on Cottage Road that needs a contractor to be dug out because it contains ledge. The Station Road ditch needs to be dug out as well. Corrine will contact a few contractors for estimates.

Greg Loutsios hired as new groundskeeper: Greg Loutsios has been hired as the new groundskeeper. He and his wife moved to town last year. Corrine says he has been doing a great job.

Sarah Bauzenberger selected as new Town Clerk, will start next month: After conducting interviews and checking references, Sarah Bauzenberger has been chosen as the new Town Clerk.

3 Public Works Foreman applications in, possible interviews set for Friday: Interviews will be conducted for the 3 Public Works Foreman applications that were received.

Comments from the Public (as time allows): Inquiries were made as to when Chris Walker will be done as the current Town of Portage Public Works Foreman.

Next regular Selectboard meeting is Wednesday, July 20, 2022, at 6:30 p.m.

Regular Selectboard Meeting adjourned at 6:44 p.m.

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

Approved: 7/20/22
Date

Barry Kenney
Barry Kenney

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

Michelle Eastman
Michelle Eastman

Steelstone Industries

PO Box 746

Houlton, ME 04730

Commercial Paving Proposal

Date	Proposal #
3/31/2022	2194

Name / Address
TOWN OF PORTAGE LAKE PO BOX 255 PORTAGE LAKE, ME 04768

Project Location
Paving Town Office Yard

Phone #
207-532-2675

Fax #
207-532-7001

Rep	Project
	Paving - 2022

Description	Qty	Rate	Total
The removal 18,095.5 sf. of old pavement, regrade the yard and place 2" of 12.5 MM binder on area 34,180 sf.		93,288.75	93,288.75
Asphalt Escalator Clause Due to the volatility of asphalt this price is subject to change if not accept and work cannot be completed within 30 days for reasons beyond the control of Steelstone Industries. Base on current East Coast/North East Selling Price of Asphalt cost is \$670.00 per ton on 3/28/2022 there will be price adjustment for every \$10.00 there is a price increase or decrease in the price of asphalt it will change the price of payment \$-.70 per ton.			

Acceptance of Proposal: The above specification and prices are hereby accepted. I/We authorized Steelstone Industries to do this work as specified.
 Modifications to Proposal by either party must be done in writing and signed by both parties.
 Payment terms are Net 30 days.
 Finance charges are computed on all past due balances at a rate of 1.5% or an APR of

Subtotal	\$93,288.75
Sales Tax (0.0%)	\$0.00

Paving Quotation



Northeast Paving

PO Box 627

Presque Isle, Maine 04769

Contact: Richard Sheldon, Operations Manager

Phone: 207-764-4137

Fax: 207-764-3439

Quote To: Town of Portage
townofportage.manager@gmail.com
Attn: Larry Duchette
435-4361

Job Name: Town Office Paving
Project No:
Bid Date: 2-15-22
Addendums:

Phone:

Fax:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	REMOVE, REGRADE, REPLACE WITH 2" BIT.CONC. PAVT.,	1.00	LS	129,500.00	129,500.00

GRAND TOTAL**\$129,500.00****NOTES:**

1. Price is an all inclusive price including pav't removal and haul old pav't., to Presque Isle, Fine grade and pave 2" on a prepared gravel base.
2. Price based on 3,590 SYS, If quantity increases we will prorate.
3. This price does not include gravel. Gravel to be supplied by the town on location.
4. Price is for the 2022 season.
5. Northeast paving will not be held liable for delays and impacts related to an epidemic, pandemic, disease, or state of emergency and/or related government directives or orders.
6. This quote is based upon a mutually agreeable schedule. Excessive delays will incur additional costs.
7. This quote is valid for 30 days but may be accepted at any later date at the sole discretion of Northeast Paving.

To accept this quote sign, date and return.

The above prices, specifications, and conditions are satisfactory and hereby accepted.

Accepted:

Confirmed:

Eurovia Atlantic Coast, LLC dba Northeast Paving

\$199,300.00
if we remove
Tarr



CARON'S PAVING & SEALING CO.

686 South Perley Brook Rd.
Fort Kent, ME 04743
(207) 834-5751
2% After 30 Days

CUSTOMER'S ORDER NO.

PHONE

DATE

NAME

ADDRESS

town of portage
c of Henry & town of portage

SOLD BY	CASH	C.O.D.	CHANGE	ON ACCT.	MDSE. RET'D.	PAID OUT	
QTY.	DESCRIPTION					PRICE	AMOUNT

after ground work is
done 2" of asphalt will
be laid

Due to oil and asphalt
prices may subject to
change
plus a lot of more
money to measure

Having prices are approx

\$1150.00

RECEIVED BY

TAX

TOTAL

D PRODUCT 6107

All claims and returned goods must be accompanied by this bill

006217

THANK YOU



CARON'S PAVING & SEALING CO.

686 South Perley Brook Rd.
Fort Kent, ME 04743
(207) 834-5751
2% After 30 Days

CUSTOMER'S ORDER NO.

PHONE

DATE

NAME

ADDRESS

Portage Town office
20 School Rd

SOLD BY	CASH	C.O.D.	CHANGE	ON ACCT.	MDSE. RETD.	PAID OUT
Purbeck Co. Inc.						
QTY.	DESCRIPTION					PRICE
ATTACHED						

road 80 x 100

9'2 x 8'3

Scale 4'8 - 125

Base 12'8 x 4'6

33 x 30

Where Breakdown is

110 x 53

Adding 7' x 34' 150

more ground work will
be done by town of portage
fine tune ground work done
by Caron's

RECEIVED BY

TAX

TOTAL

D PRODUCT 6107

All claims and returned goods must be accompanied by this bill

006217

THANK YOU

Selectboard Meeting Attendance

June 15, 2022

Please PRINT

Corrine Rouhier

Sandra Bartlett

Sarah B

Betty Benson

Maek Benson

Tammy Kearney

Leslie Rafford

Adam Seung

AGENDA
TOWN OF PORTAGE LAKE
EMERGENCY SELECT BOARD MEETING
June 20, 2022
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
3. Adjourn

Special Town Meeting: Wednesday July 20 at 6 pm

Next Regular Select Board Meeting: Wednesday July 20 at 6:30 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting for Executive Session
June 20, 2022, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Cyndi Mullen.

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

At 6:01 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 7:04 p.m.

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

Regular Selectboard Meeting adjourned at 7:05 p.m.

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

Approved: _____

7/20/22

Date

Barry Kenney

Signed: _____

David M. Pierce

David M. Pierce, Chairperson

Michelle Eastman

Michelle Eastman

Please PRINT

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.