

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**REGULAR SELECT BOARD MEETING**  
**July 20, 2022**  
**6:30 P.M.**

---

1. Call Meeting to Order & Attendance
2. Choose Chairman for remainder of ensuing year
3. Approval of Minutes
  - June 15, 2022 regular meeting
  - June 20, 2022 emergency meeting
4. Old Business:
  - a. Appointment of Town Clerk
  - b. Appointment of new Animal Control Officer
5. New Business:
  - a. Choose 2022 tax mil rate
  - b. BYOB Applications
    - a. McKeen event at Pavilion
    - b. PLA Dinner at Town Hall
  - c. Speed Bump Request—Cottage Rd
  - d. Speech, Expression & Social Media Policy review
  - e. Treasurer's Quarterly Financial Report—2<sup>nd</sup> Qtr.
  - f. Payables Warrants
6. Town Manager's Report
  - a. Peter Smith hired as new Public Works Foreman
  - b. 2<sup>nd</sup> installment of ARPA funds received, amt of \$19,667.37
  - c. Seven Islands reimbursement for Nashville prescribed burn--\$1,504.44
  - d. Northeast Labs is new water testing lab for Artesian Well drinking water tests
  - e. Street lights on Main St. have all been converted to LED
7. Other 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 August 17 at 6 pm**

**PORTAGE LAKE BOARD OF SELECTPERSONS**  
**Record of Regular Meeting**  
**July 20, 2022, at 6:30 p.m.**  
**Portage Lake Municipal Building Conference Room**

---

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

**Others Present:** Corrine Routhier, Jodi Page, Sarah Bauzenberger, Arthur Routhier, Jacob Rubin.

Meeting called to order at 6:30 p.m. by David Pierce.

**Choose Chairman for the ensuing year:** **Motion made and seconded to nominate Michelle Eastman as Chairperson for the remainder of the ensuing year. Motion carries.**

**Approval of Minutes:** Selectboard reviews the minutes from the June 15, 2022, regular meeting and the June 20, 2022, emergency meeting. **Motions were made and seconded to accept the minutes for the June 15, 2022, regular meeting and June 20, 2022, emergency meeting as written. Motions carry.**

**OLD BUSINESS**

**Appointment of Town Clerk:** **Motion made and seconded to appoint Sarah Bauzenberger to the positions of Town Clerk, Agent for Bureau of Motor Vehicles, Agent for Inland Fisheries & Wildlife, and Registrar of Voters. Motion carries.**

**Appointment of new Animal Control Officer:** **Motion made and seconded to appoint Todd Allen as the new Animal Control Officer for Portage Lake. Motion carries.**

**NEW BUSINESS**

**Choose 2022 tax mil rate:** The Board reviews the various 2022 Tax Commitment Mil Rate options presented to them. **Motion made and seconded to go with a mil rate of 12.75, down from 13.25 the prior year. Motion carries.**

**BYOB Applications:**

- a) **McKeen event at Pavilion:** **Motion made and seconded to accept the BYOB permit for Myrna McKeen at the Pavilion for August 6, 2022. Motion carries.**
- b) **PLA Dinner at Town Hall:** **Motion made and seconded to accept the BYOB permit for the Portage Lake Association for their annual dinner and meeting at the Town Hall on August 5, 2022. Motion carries.**

**Speed Bump Request - Cottage Road:** The Board discussed the speed bump request on the Cottage Road by Jim McAuley to install a speed bump by his property. **Motion made and seconded to ask the Game Wardens to patrol the area more frequently for the speeding ATVs and if complaints continue to come in, then the Town will install a speed bump. Motion carries.**

**Speech, Expression & Social Media Policy review:** The Board discusses the Speech, Expression & Social Media Policy and the revisions they would like to see made.

**Treasurer's Quarterly Financial Report--2<sup>nd</sup> Quarter:** The Board reviews the Treasurer's Quarterly Financial Report. **Motion made and seconded to accept the Treasurer's Quarterly Financial Report. Motion carries.**

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

### OTHER BUSINESS

- Beech brought up the campground power and the breaker panel. We do not need a breaker panel, but it was suggested we increase the wattage for the bigger RVs we accommodate. We may need to increase the nightly rates due to the increase.
- Michelle asked who maintains the privy at the boat landing. The Public Works Foreman is the person who takes care of that. We have the sewage pumped out every couple years.
- Michelle also asked about what determines whether a road will be plowed by the Town of Portage. Year-round residency and road size, whether the plow can turn around, are the main factors that determine whether a road is plowed or not.

### TOWN MANAGER'S REPORT

**Peter Smith hired as new Public Works Foreman:** Peter Smith started yesterday.

**2<sup>nd</sup> Installment of ARPA funds received, amount of \$19,667.37:** The second installment of the ARPA funds has been received, which brings the total ARPA funds received to \$39347.

**Seven Islands reimbursement for Nashville prescribed burn—\$1504.44:** The Town of Portage was reimbursed \$1504.44 for the Nashville prescribed burn.

**Northeast Labs is new water testing lab for Artesian Well drinking water tests:** As of the end of the year, Clearwater Labs will no longer be taking our water tests. We will be contracting with Northeast Labs instead.

**Street lights on Main St. have all been converted to LED:** Lights on Main Street have been converted, with the rest soon to follow.

**At 7:09 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 7:33 p.m. The public portion of the meeting resumed at 7:33 p.m.**

**Comments from the Public (as time allows):** Arthur Routhier commented on the great job Greg Loutsios is doing mowing.

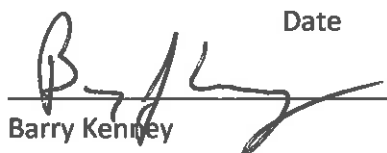
Next regular Selectboard meeting is Wednesday, August 17, 2022, at 6:00 p.m.

**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.

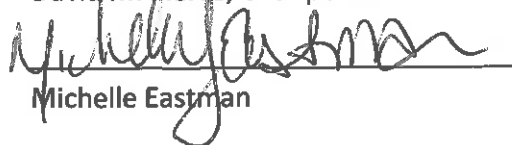
Approved: \_\_\_\_\_

Date

  
Barry Kenney

Signed: \_\_\_\_\_

David M. Pierce, Chairperson

  
Michelle Eastman

**July 2022**

**Please appoint Sarah Bauzenberger to the following positions:**

**Town Clerk**

**Agent for Bureau of Motor Vehicles**

**Agent for Inland Fisheries & Wildlife**

**Registrar of Voters**

**July 2022**

**Animal Control Officer Appointment Request**

**Please appoint Todd Allen to as the new Animal Control Officer for Portage Lake.**

## 2022 Tax Commitment Mil Rate Options

	Mil Rate	Overlay	Difference from 2021 Mil Rate of 13.25
#1	12.9	\$44,342.68	-0.35
#2	12.75	\$32,379.54	-0.28
#3	12.65	\$24,404.12	-0.38
#4	12.6	\$20,416.40	-0.43
#5	12.55	\$16,428.69	-0.48
#6	12.5	\$12,440.98	-0.53
#7	12.45	\$8,456.26	-0.58

Maximum Mil Rate allowed: 12.96

Minimum Mil Rate allowed: 12.34

MAS  
AIF

# Quarterly Selectboard Financial Update

As of June 30, 2022--First Quarter

## Revenues vs. Expenses, Net

Total Revenues to date	\$118,272.34	
Total Expenses to date	\$464,170.12	
Net Gain (Loss)		<u>(\$345,897.78)</u>

2022 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$0.00	\$0.00	\$0.00
Personal Prop.	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

## Checking Account-Katahdin

Checkbook Reconciliation Balance	<u>\$146,101.77</u>
----------------------------------	---------------------

## Bank Reserve Accounts Status

### NorState:

Fire Dept. Equip Reserve & Savings	\$43,101.57	
ARPA Funds Checking	\$39,347.98	
Ministerial School Lot Stumpage		
Savings & CD	\$56,091.80	
Road Reserve Fund	\$147,200.86	
<b>Total at NorState FCU</b>		<u>\$285,742.21</u>

### Katahdin:

PW Equipment Reserve ICS & Checking	\$42,094.71	
Silviculture ICS & Checking	\$196,650.93	
General ICS Savings	\$123,849.14	
<b>Total at Katahdin</b>		<u>\$362,594.78</u>

### Key Bank

Revaluation Reserve Savings	\$4,004.48	
<b>Total at Key Bank</b>		<u>\$4,004.48</u>

### Acadia FCU:

Cemetery Perpetual Care Savings	\$12,952.32	
Stumpage: Savings & CD	\$400,583.49	
<b>Total at Acadia FCU</b>		<u>\$413,535.81</u>

## TOTAL RESERVES:

\$1,065,877.28

## Total Assets in Banks:

\$1,211,979.05

## Real & Personal Property Taxes outstanding principle

### Real:

2020	\$6,957.47
2021	\$16,479.86
	<u>\$23,437.33</u>

### Pers. Prop:

2021	<u>\$0.00</u>
------	---------------

# Quarterly Selectboard Financial Update

YEAR TO DATE as of June 30, 2022

## Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$33,500.00	\$27,051.56	\$3,777.99	\$10,226.43
Office Staff	\$81,500.00	\$42,183.56	\$1,931.25	\$41,247.69
Assessing	\$2,000.00	\$180.51		\$1,819.49
Town Hall	\$20,000.00	\$13,464.24	\$1,493.00	\$8,028.76
Plan & Appeals	\$1,400.00	\$200.00		\$1,200.00
Code	\$10,500.00	\$7,191.93	\$1,052.50	\$4,360.57
Discounts	\$14,000.00			\$14,000.00
Abatements	\$2,185.00			\$2,185.00
Annual Dues	\$2,530.00	\$2,299.00		\$231.00
Insurance	\$65,000.00	\$30,871.23	\$433.00	\$34,561.77
Genl. Assistance	\$5,559.00	\$158.95		\$5,400.05
Fire Dept.	\$28,000.00	\$9,805.08	\$2,704.44	\$20,899.36
Animal Control	\$2,350.00	\$1,217.10	\$180.00	\$1,312.90
Police Patrol	\$2,068.00			\$2,068.00
Cont'd. Svcs.	\$3,700.00			\$3,700.00
Public Works	\$77,300.00	\$30,208.12	\$274.68	\$47,366.56
Ash. Transfer Stn.	\$45,175.00	\$22,587.24		\$22,587.76
Transfer Station	\$608.00	\$696.00		<b>-\$88.00</b>
Cemetery	\$3,000.00	\$673.86		\$2,326.14
Beautification	\$1,500.00	\$311.33	\$29.00	\$1,217.67
Rec Dept.	\$1,806.00			\$1,806.00
Parks/Beach/Pav	\$14,500.00	\$3,779.57	\$557.54	\$11,277.97
Seaplane Base	\$5,000.00			\$5,000.00
Campground	\$4,600.00	\$934.27	\$1,836.00	\$5,501.73
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	\$500,406.00	\$250,203.06		\$250,202.94
Education-Subsidy		\$17,579.10	\$17,801.07	\$221.97
Excise Taxes		\$9,751.23	\$61,366.55	\$51,615.32
Street Lights	\$8,560.00	\$4,424.41		\$4,135.59
Ashland User Fees	\$60,637.00			\$60,637.00





## 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](http://www.townofportage.org)

June 6, 2022

COPY

Seven Islands Land Co.  
Attn: Shawn Bugbee, permittee  
PO Box 677  
Ashland, ME 04732

Mr. Bugbee,

Thank you for taking the time to meet with me today concerning the initial billing for 3 men and a tanker for 7 hours to help control a flare up at your prescribed burn in Nashville Plantation on May 13. I also appreciate the decision by Seven Islands and yourself to help our Fire Department be compensated in some way for the expenses that we incurred on that day.

As discussed and agreed upon, below is a breakdown of costs to be reimbursed to the town of Portage Lake. Enclosed is an actual invoice for those costs for your financial department to have for their records.

Use of PLFD Tanker	7 hrs. X \$135/hr.=	\$945
3 PLFD members for 7 hours	21 hrs. X \$26.64/hr.=	<u>\$559.44</u>
Total Requested for Restitution		\$1,504.44

Also as discussed, the Town of Portage Lake and the Portage Lake Fire Department understand that this payment does not in any way constitute precedence for payment in situations like this in the future.

Again, thank you for meeting with me in person to discuss this. I appreciate your time and effort looking into this matter for us.

Sincerely,

Corrine Routhier, Manager  
Town of Portage Lake

**Please PRINT**

Coulin Routher

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**REGULAR SELECT BOARD MEETING**  
**August 17, 2022**  
**6:00 P.M.**

---

1. Call Meeting to Order & Attendance
2. Approval of Minutes  
July 20, 2022 regular meeting
3. Old Business:
  - a. Speech, Expression & Social Media Policy
  - b. ARPA review—need to choose how to spend the remainder of funds
  - c. Campground Electric Repair—estimate of \$7,947
4. New Business:
  - a. BYOB Application—PLA for Pavilion use on August 26
  - b. Request for Special Town Meeting—choose date
    - a. Up to \$35,500 from Road Reserve to crack seal West & Cottage Rds.
    - b. Transfer Station Dept. overdrawn by \$417, pay overage out of surplus? Overlay?
    - c. Request of \$600 from ARPA funds to cover shortage for 2 employees' Hazard Pay
  - c. Municipal Valuation Return approval
  - d. Taxes Received update
  - e. Personnel Policy Review—Sections I & II
  - f. Payables Warrants
5. Town Manager's Report
  - a. Cyndi Mullen resigned as Deputy Clerk; will post job this coming week
  - b. DEF system sensor in the Plow had to be replaced
  - c. Steelstone will be here to pave parking lot around the 1<sup>st</sup> week of October
  - d. IT upgrades have started in the Big Room and the Conference Room
  - e. Town Office will be closed this Friday August 19 due to scheduling conflicts
  - f. Town Employee Cookout—Sept 1 at 5 pm
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 August 17 at 6 pm**

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
August 17, 2022, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

---

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

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

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

**Approval of Minutes:** Selectboard reviews the minutes from the July 20, 2022, regular meeting. **Motion made and seconded to accept the minutes for the July 20, 2022, regular meeting as written. Motion carries.**

**OLD BUSINESS**

**Speech, Expression & Social Media Policy:** Changes were made as discussed at the last meeting and were sent to the Town of Portage Lake's attorney. It was suggested in paragraph 4, section E, to either change the word "expectations" or to remove the entire section completely. **Motion made and seconded to adopt the Speech, Expression & Social Media Policy with the removal of paragraph 4, section E. Motion carries.**

**ARPA review—need to choose how to spend the remainder of funds:** There is roughly \$10,000 left of the ARPA funds. The washer and dryer have been put on hold only because it needs to go to town meeting in order to earmark the funds for that purpose. The conference room and big room projects have begun. Hazard pay for town employees has been approved by the town as well. Michelle brought up the bathroom situation for the playground. Corrine suggested replacing the door that always remains open with one that locks and leaving the front door unlocked so that visitors may use the bathroom facilities. Beech would like to see a few AED (defibrillator) machines placed around town. Discussion tabled until next month so Corrine can do some research.

**Campground Electric Repair—estimate of \$7947:** The quote from Underwood Electric to upgrade the last 3 sites 5, 6 & 7 with the bigger amps is \$7947. That cost is with us digging the trench for the new lines. It was decided to scrap this expenditure. Corrine would like to have the campground surveyed in order to extend the campground and have more sites available for campers. A grant may be available to help with the cost. Beech suggested speaking with Matt Stedman before we have the site surveyed.

**NEW BUSINESS**

**BYOB Application—PLA for Pavilion use on August 26:** The PLA is hosting their appreciation cookout on August 26, 2022. **Motion made and seconded to accept the BYOB application. Motion carries.**

**Request for Special Town Meeting—choose date:** A special Town Meeting will be held at 5:30 p.m. on September 21, 2022, before the regular Selectboard meeting. A special Selectboard meeting will be held on August 31, 2022, at 6 p.m. to approve the warrant articles. **Motion made and seconded to have a special meeting on August 31, 2022, at 6 p.m. to approve the warrants as listed here: \$35, 500 from Road Reserve to crack seal West & Cottage roads, to transfer \$417 from our Overlay account to cover the transfer station, and to request \$600 from the ARPA funds to cover the shortage of 2 employees. Motion carries. Motion made and seconded to have a special Town Meeting on September 21, 2022, at 5:30 p.m. Motion carries.**

- a) **Up to \$35,500 from Road Reserve to crack seal West & Cottage Roads:** Corrine had Peter check out West road because it is starting to crack in places and the cracks are starting to get pretty wide. This is a high estimate, so the warrant article will read "up to \$35,500." Peter would like to get this done by the end of September if possible. The warrant will be included in the Special Town meeting warrant articles.
- b) **Transfer Station Dept. overdrawn by \$417, pay overage out of surplus? Overlay?:** We received the bill for last year's license fee in February and paid it. Due to issues from the billing company, it should have been received and paid in August of last year. Essentially, the town paid for two year's but only budgeted for one. **Motion made and seconded to write the warrant to pay the \$417 overdraft fee from Overlay. Motion carries.**
- c) **Request for \$600 from ARPA funds to cover shortage for 2 employees' Hazard Pay:** Due to a formula error, Sarah and Maggie were underpaid hazard pay and should have received an additional \$300 each.

**Municipal Valuation Return approval:** Now that our taxes are done, we need to file our Municipal Valuation return. The Board signed it for approval.

**Taxes Received update:** The Board was updated on how much the Town has taken in so far on taxes. We are about where we were last year at this time with a little over half of the taxes taken in for real estate. The discount period for paying your taxes early ends on Monday. Since the Town Office will be closed this coming Friday, Corrine will be here on Monday from 7:30 a.m. to noon to accommodate anyone willing to pay their taxes early.

**Personnel Policy Review—Sections I & II:** The Board reviews the Personnel Policy. Section I remains unchanged. Section II changes were reviewed, updated and approved. **Motion made and seconded to accept Sections I and II with the change C "Conditions Governing Employment" to D and the word "desire" to the word "necessary." Motion carries.**

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

#### **TOWN MANAGER'S REPORT**

- A. **Cyndi Mullen resigned as Deputy Clerk; will post job this coming week:** Cyndi Mullen has resigned as Deputy Clerk effective last Tuesday, August 9, 2022. Changes to the Deputy Clerk position were discussed, mainly the amount of hours worked from 26 to 20 per week with the ability to work more hours if necessary.
- B. **DEF system sensor in the Plow had to be replaced:** A sensor has been ordered. We are just waiting for someone to be able to install it.
- C. **Steelstone will be here to pave parking lot around the 1<sup>st</sup> week of October:** Steelstone will be here the last week of September, 1<sup>st</sup> week of October to pave the parking lot.
- D. **IT upgrades have started in the Big Room and the Conference Room:** The IT upgrades have started.
- E. **Town Office will be closed this Friday, August 19, due to scheduling conflicts:** Sarah has the day off and Corrine has training which were all approved prior to the Deputy Clerk's resignation.
- F. **Town Employee Cookout—September 1 at 5 p.m.:** Corrine would like to have an employee cookout on September 1, 2022, at 5 p.m.

### OTHER BUSINESS

Michelle brought up the loans available for people on the Efficiency Maine website. Our Town would need to adopt an ordinance to add us to the list so that these loans can become available for our residents. Corrine will look into it.

### Comments from the Public (as time allows):

At 7:03 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 7:25 p.m. The public portion of the meeting resumed at 7:26 p.m.

Next regular Selectboard meeting is Wednesday, September 21, 2022, at 6:00 p.m.

**Regular Selectboard Meeting adjourned at 7:27 p.m.**

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

Approved: 9/21/22  
Date  
Barry Kenney  
Barry Kenney

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

## ARPA Funds Wish List Workbook

Town of Portage Lake is to receive a total of \$39,289.08 from ARPA

	Item	Amount	
1	Fire Dept Washer & Dryer	\$ 8,700.00	K&T Environmental
2	Conference Room IT upgrade	\$ 3,580.00	Greenmark IT
3	Big Room proj. & sound syst.	\$ 7,200.00	Greenmark IT
4	<del>Septic Inspection Estimate TH</del>		Allen's Environmental
5	Hazard Pay	\$ 9,450.00	Stipend by Employee & Hrs worked
		\$ 28,930.00	

Hazard pay can be given to all eligible employees from March 2020 throughout the Pandemic  
Employees include FF, Election Workers, Office Staff, Cleaning Staff, Public Works & Parks

\$ 10,359.08 ARPA funds remaining if Wish List spent  
(not including interest)

Any remaining ARPA funds not spent must be returned back to the US Treasury

## Washer ,Dryer for fire fighter turn out gear

From: Tom York <tom.york91@yahoo.com>

Sent: Mon, Aug 29, 2022 at 8:36 am

To: manager@townofportage.org

---

We offer the Continental model EHO2OPA, # 10241220, 2.8 cu ft 20 lb capacity Soft mount washer w stainless steel basket able to handle 1 or 2 sets of turnout gear per load, logi pro controls, programable, NFPA rated for turnout gear.

The Front load washer with the riser is \$4600.00 .

The washer is 27" wide x 28" deep x 42" high, 120 volt at 15 amp, 3/4" diameter hose inlet hot and cold, 3 year warranty.

Simple to install requires a flat floor and at least a 1" drain

K & T Cannot install for insurance purposes,

Turnout gear once washed can drip dry, but mold can set in very quickly if not vented well. It is not recommended to use high heat above 80 degrees to dry gear , so the New Cabinet airflo dryer with top hangers for drying 2 sets at a time is recommended, it uses a powered fan 120v to dry the gear in the cabinet, cabinet space is 23.5" w x 24.5" x 67.5" tall cabinet cost is \$ 4500.00..

There will be a freight cost for delivery to K & T Fire Equipment for the factory, freight charges are very high , so if you place the order , i will get the freight charges for that day and get it to you for approval. K & T assemble and will deliver it to your location Tom, K & T Fire Equipment 463 2788



**Stipend based on hours worked by Employee**

Employee	2020 Hhrs	2021 Hrs	Total Hrs	>500	300-499	101-299	<100
Brad Boutot	27.5	15.5	43	\$0.00	\$0.00	\$0.00	\$100.00
Brian Cote	102	93	195	\$0.00	\$0.00	\$250.00	\$0.00
David Pierce	29.5	34.5	64	\$0.00	\$0.00	\$0.00	\$100.00
Jesse Pinette	26	37	63	\$0.00	\$0.00	\$0.00	\$100.00
Tom Raymond	14	13	27	\$0.00	\$0.00	\$0.00	\$100.00
Larry Duchette	2111	2102	4213	\$800.00	\$0.00	\$0.00	\$0.00
Corrine Routhier	1482.75	1682.25	3165	\$800.00	\$0.00	\$0.00	\$0.00
Maggie Pierce	370.25	308	678.25	\$800.00	\$0.00	\$0.00	\$0.00
Sarah Bauzenberger	1336.25	385	1721.25	\$800.00	\$0.00	\$0.00	\$0.00
Cyndi Mullen		865.5	865.5	\$800.00	\$0.00	\$0.00	\$0.00
Rena Belanger	111.75	109	220.75	\$0.00	\$0.00	\$250.00	\$0.00
Paul Soucy		122	122	\$0.00	\$0.00	\$250.00	\$0.00
Chris Walker	2044.83	2081.5	4126.33	\$800.00	\$0.00	\$0.00	\$0.00
Herb McPherson	18		18	\$0.00	\$0.00	\$0.00	\$100.00
Clark Condon	308.25		308.25	\$0.00	\$500.00	\$0.00	\$0.00
Alden Routhier	335.25		335.25	\$0.00	\$500.00	\$0.00	\$0.00
William Beaulier		16	16	\$0.00	\$0.00	\$0.00	\$100.00
Tyler Farnham		16.75	16.75	\$0.00	\$0.00	\$0.00	\$100.00
Brady Holmes		146.25	146.25	\$0.00	\$0.00	\$250.00	\$0.00
Riley Pinette		216.5	216.5	\$0.00	\$0.00	\$250.00	\$0.00
Serena Bonville	17.5		17.5	\$0.00	\$0.00	\$0.00	\$100.00
Jennifer Brophy	3.75		3.75	\$0.00	\$0.00	\$0.00	\$100.00
Geraldine Condon	42.75	18.25	61	\$0.00	\$0.00	\$0.00	\$100.00
Janice Cyr	13.75		13.75	\$0.00	\$0.00	\$0.00	\$100.00
Michelle Eastman	22.5		22.5	\$0.00	\$0.00	\$0.00	\$100.00
Cathie Farnum	12.5		12.5	\$0.00	\$0.00	\$0.00	\$100.00
Carol Gagnon	8.25		8.25	\$0.00	\$0.00	\$0.00	\$100.00
Katherine Gagnon	10.5	11.5	22	\$0.00	\$0.00	\$0.00	\$100.00
Marcelle Gagnon	12		12	\$0.00	\$0.00	\$0.00	\$100.00
Pamela Hallett		12.5	12.5	\$0.00	\$0.00	\$0.00	\$100.00
Danica Hartman	4.25	3.75	8	\$0.00	\$0.00	\$0.00	\$100.00
Debra Holmes	2.75	7.75	10.5	\$0.00	\$0.00	\$0.00	\$100.00
Haleigh Holmes	3.25		3.25	\$0.00	\$0.00	\$0.00	\$100.00
Kimberly Holmes	4		4	\$0.00	\$0.00	\$0.00	\$100.00
Kimberly Mapley		0.75	0.75	\$0.00	\$0.00	\$0.00	\$100.00
Jean McPherson	6.5	5.5	12	\$0.00	\$0.00	\$0.00	\$100.00
Tracy Snow-Cormier	0.75	2.25	3	\$0.00	\$0.00	\$0.00	\$100.00
37				\$4,800.00	\$1,000.00	\$1,250.00	\$2,400.00

\$9,450.00

## TAXES RECEIVABLE UPDATE AS OF 8/17/2022

### 2022 Tax Commitment

#### REAL ESTATE TAXES:

Commit: \$851,447.17                      327 Accts. Left to be paid  
Rec'd: \$451,221.96  
Bal    \$400,225.21

Percentage received as of 8/17/2022 **52.99%**

#### PERSONAL PROPERTY TAXES:

Commit: \$80,958.30                      17 Accts. Left to be paid  
Rec'd: \$15,180.17  
Bal    \$65,778.13

Percentage received as of 8/17/2022 **18.75%**

#### Comparisons:

##### First month following Commitment:

Tax Year	% Received	
	RE	PP
2016	43.49%	16.37%
2017	NA	NA
2018	44.46%	15.53%
2019	67.96%	95.58%
2020	73.05%	97.24%
2021	52.06%	19.07%
2022	52.99%	18.75%

**Please PRINT**

Sarah Bauzenberger

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**SPECIAL SELECT BOARD MEETING**  
**August 31, 2022**  
**6:00 P.M.**

---

1. Call Meeting to Order & Attendance
2. Special Town Meeting for September 21, 2022 Warrant review & approval
3. Other Business
4. Public Comments (as time allows)
5. Adjourn

**Next Regular Select Board Meeting:** Wednesday September 21 at 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Special Selectboard Meeting  
August 31, 2022, at 6:00 p.m.  
Portage Lake Municipal Building Conference Room

---

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

Others Present: Jodi Page, Corrine Routhier, Brian Cote.

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

**NEW BUSINESS**

**Special Town Meeting for September 21, 2022, Warrant Review and approval:** The Board reviews the following Warrant Articles for the Special Town Meeting to be held on September 21, 2022:

1. **ART. 2 To see if the Town will vote to expend up to \$35,500 from the Road Reserve Savings to hire a contractor to seal the pavement cracks on West and Cottage Roads.** Concerns were raised about crack sealing this late in the year.
2. **ART. 3 To see if the Town will vote to appropriate \$417 from Overlay to cover a budget deficit in the Transfer Station Department.** The Town received the bill for 2021 in February 2022 and received the 2022 bill on time. Both invoices were paid in 2022 but the Town had not budgeted for the additional bill.
3. **ART. 4 To see if the Town will vote to appropriate \$600 from the Coronavirus Local Fiscal Recovery Funds (a.k.a. America Rescue Plan Act funds) received by the Town from the federal government for the purpose of correcting Hazard Pay for two employees who were not paid their full entitlement appropriated at the special town meeting on July 20, 2022.**
4. **ART. 5 To see if the Town will vote to appropriate up to \$9,500 from the Coronavirus Local Fiscal Recovery Funds (a.k.a. American Rescue Plan Act funds) received by the Town from the federal government for the purpose of purchasing a front-load washer and drying cabinet for the Fire Department to clean turn-out gear.** Brian raised concerns regarding the necessity of the purchase.

**A motion was made and seconded to accept the warrant articles as written. Motion carries.**

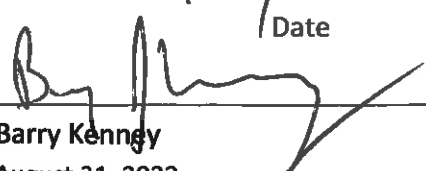
**OTHER BUSINESS**

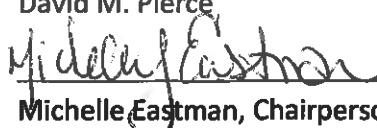
**Comments from the Public (as time allows):**

Next regular Selectboard meeting is Wednesday, September 21, 2022, at 6 p.m.

**Regular Selectboard Meeting adjourned at 6:18 p.m.**

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

Approved: 9/21/22  
Date  
  
Barry Kenney  
August 31, 2022

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

**Please PRINT**

Carine Rauthier

**AGENDA**  
**TOWN OF PORTAGE LAKE**  
**REGULAR SELECT BOARD MEETING**  
**SEPTEMBER 21, 2022**  
**6:00 P.M.**

---

1. Call Meeting to Order & Attendance
2. Approval of Minutes
  - August 17, 2022 regular meeting
  - August 31, 2022 special meeting
3. Old Business:
  - a. ARPA Funds Remainder: Hallway Door & AED estimates
  - b. 401k Plans
  - c. Personnel Policy Review-Sections II & IV, discuss revision of order of sections
4. New Business:
  - a. Abatement Requests:
    1. W. Labbe for 2022 taxes: \$701
    2. B. Dunbar for 2022 taxes: \$418.20
  - b. Winter Sand Bid Award
  - c. Tax Collector update: 2022 Taxes Received to date
  - d. Utility poles for Groomer Shed
  - e. Muni Building Insulation & Pest Issues
  - f. Efficiency Maine Electric Vehicle Charging Stations grant
  - g. Efficiency Maine Energy Efficiency grant for Municipalities
  - h. Payables Warrants
5. Town Manager's Report
  - a. DEF system sensor in the Plow is fixed, getting ready for winter
  - b. One 30-45 Day Foreclosure Notice sent; Automatic foreclosure date set for October 27
  - c. Playground Committee to apply for grant to revitalize the Rec area
  - d. Peter will be at Traffic Safety Training October 4 & 5; going back to Winter Hours starting October 11. He is working toward becoming a Road Scholar through Maine Local Roads
  - e. Sarah is working toward becoming a Certified Clerk of Maine and has applied to become a Notary Public
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, October 19 at 6 pm**

PORTAGE LAKE BOARD OF SELECTPERSONS  
Record of Regular Meeting  
September 21, 2022, 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, Arthur Routhier, Kathy Hoppe.

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

**Approval of Minutes:** Selectboard reviews the minutes from the August 17, 2022, regular meeting and the August 31, 2022, special meeting. **Motions made and seconded to accept the minutes for the August 17, 2022, regular meeting and the August 31, 2022, special meeting as written. Motions carry.**

**OLD BUSINESS**

**ARPA Funds Remainder-Hallway Door & AED estimates:** There is no estimate for the hallway door or Fire Department doors yet, though a rep came and took measurements. The estimate for an additional AED unit that is the same model as the one we currently have came in at \$1495. Michelle is wondering if the Town should have cameras installed in the hallway, and what the cost would be. Locations for the additional AED unit were discussed. **Motion made and seconded to table the discussion until the quote for the hallway doors come back. Motion carries.**

**401k Plans:** The Board reviewed the spreadsheet prepared by Corrine for the various 401(k) plans available. **Motion made and seconded to table the discussion until more research can be done. Motion carries.**

**Personnel Policy Review-Sections II & IV, discuss revision of order of sections:** The Board reviews the revisions to the Personnel Policy previously discussed. Changes to section VII were also discussed. **Motion made and seconded to accept the revisions, adding the statement referencing the Expression and Social Networking Policy. Motion carries. Motion made and seconded to move section III Recruitment and Selection to section II, section II Employment is moved to section III, section VII Employee Benefits is moved to section IV. Motion carries.**

**NEW BUSINESS**

**Abatement Requests:**

- **W. Labbe for 2022 taxes: Motion made and seconded to accept the abatement request from William Labbe in the amount of \$701. Motion carries**
- **B. Dunbar for 2022 taxes: Motion made and seconded to accept the abatement request from B. Dunbar in the amount \$418.20. Motion carries.**

**Winter Sand Bid Award:** Only one bid was received for winter sand from Portage Construction in the amount of \$7250 for 500 yards at \$14.50 per yard, up last year from \$12.75 per yard for 400 yards. **Motion made and seconded to accept the bid for winter sand from Portage Construction. Motion carries.**



**Tax Collector update-2022 Taxes received to date:** The Town has taken in 82.68% in Real Estate taxes, and 99.12% for Personal Property taxes, comparable with prior years.

**Utility poles for Groomer Shed:** Snowmobile Club is looking for 5 poles for their lean-to. Town has 15 poles by the salt shed. **Motion made and seconded to donate the 5 poles to the Snowmobile Club. Motion carries.**

**Municipal Building Insulation & Pest Issues:** The Municipal building has a mouse infestation. Orkin Pest Control was called for an estimate. The Board reviews the quotes that were provided, one for a contract to provide a monthly pest control for the next year at \$449 plus \$149 a month. Orkin proposes to seal up all the possible entrances, remove all the insulation in the attic and replace it with blown-in insulation that is treated to repel mice, and sanitize everything. There are multiple places in the building that have no insulation. The cost for Orkin to do the above-mentioned tasks will run \$52,890. A special town meeting would be required to approve this expenditure. Kathy Hoppe brought up the question of what the blown-in insulation is treated with. Discussion tabled until next month so Corrine can gather more information.

**Efficiency Maine Electric Vehicle Charging Stations grant:** The Town of Portage is looking into a grant to provide a charging station for electric vehicles in hopes of bringing in more tourism. There are no charging stations available between Fort Kent and the Interstate on Route 11. The grant we qualify for covers 80% of the cost for a level II charging station. The deadline to apply for the grant is November 17, 2022. **Motion made and seconded to continue looking into charging stations. Motion carries.**

**Efficiency Maine Energy Efficiency grant for Municipalities:** The Town of Portage is looking into a grant for energy efficient lighting, heat pumps, etc. The deadline for this grant is August 2023.

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

#### **TOWN MANAGER'S REPORT**

- A. DEF system sensor in Plow is fixed, getting ready for winter:**
- B. One 30-45 Day Foreclosure Notice sent; Automatic foreclosure date set for October 27:** A foreclosure notice was sent to a property on the Cottage Road.
- C. Playground Committee to apply for grant to revitalize the Rec area:** The Town is looking into a grant to revamp our playground and ball field/tennis court area. Corrine is forming a committee and would like at least one member of the Board to be on it.
- D. Peter will be at Traffic Safety Training October 4 & 5; going back to Winter Hours starting October 11. He is working toward becoming a Road Scholar through Maine Local Roads.**
- E. Sarah is working toward becoming a Certified Clerk of Maine and has applied to become a Notary Public:**

#### **OTHER BUSINESS**

Dave asked if we had anything on future harvests.

**Comments from the Public (as time allows):**

At 7:10 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 8:04 p.m. The public portion of the meeting resumed at 8:05 p.m.

Next regular Selectboard meeting is Wednesday, October 19, 2022, at 6:00 p.m.

Regular Selectboard Meeting adjourned at 8:05 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: 10-19-22  
Date  
Barry Kenne  
Barry Kenne

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

ARPA



Search...

☰  AED MARKET

Close

Chat Now

Contact Us



Login / Signup



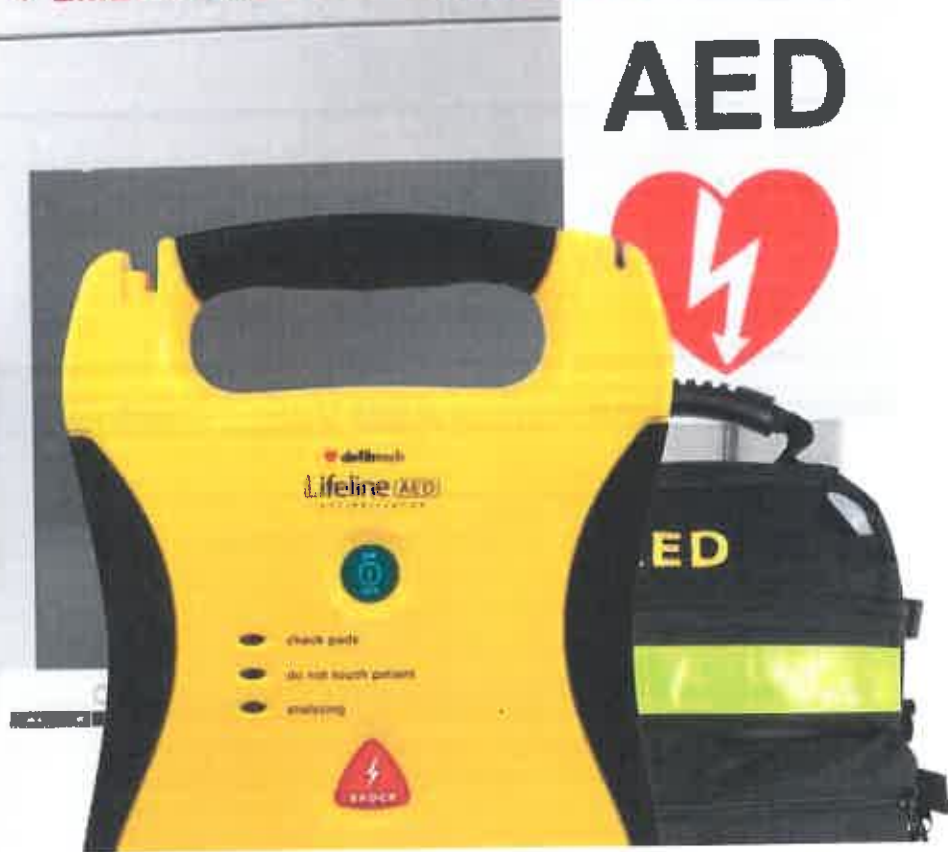
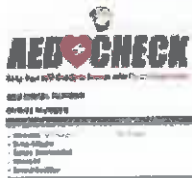
My account ▾



Cart

♥ EMERGENCY DEFIBRILLATOR

AED





AED MARKET

Close

Search...

Chat Now

Contact Us



Login / Signup



My account ▾



Cart



## Defibtech Lifeline - New AED Value Package

DEFIBTECH

SKU: DCF-100-NVP



Price: **\$1,495** ~~\$1,750~~

### Choose AED Options

Please Select



### Add Ons

☐ Pediatric Pads ( + \$107.42)

[View Add On](#)

☐ Extra Adult Pads ( + \$61.38)

[View Add On](#)

☐ Upgrade to Alarmed Wall Cabinet ( + \$41)

[View Add On](#)



AED MARKET

Close

Search...

Chat Now

Contact Us



Login / Signup



My account ▾



Cart

#### AED Wall Cabinet

- Adult Pads
- AED wall sign
- Carrying Case
- Check tags
- Door Sticker

## FEATURES

- A calm, clear, concise voice leads the operator through the rescue one step at a time.
- Well lit progress lights help to provide visual text guidance to back up the voice prompt instructions.
- Lightweight design and no moving parts makes for an easy rescue with no confusion.
- Active status indicator that lets the user know the AED is ready to perform.
- Can easily be upgraded as protocols change.
- Records data that can be retrieved and reviewed.
- Uses biphasic technology
- Very rugged and durable, withstands dust and water ingress and tested to military standards.
- 5-year or 7-year battery available.

## WARRANTY

The Defibtech Lifeline AED comes with an 8-year warranty.

**APPLICATION FOR ABATEMENT OF PROPERTY TAXES**  
(Title 36 M.R.S.A., Section 841)

This application must be signed and filed with the municipal assessor(s). A separate application should be filed for each separately assessed parcel of real estate claimed to be overvalued.

1. Name of Applicant: William Labbe
2. Mailing Address: 31 Forest View Cir, Apt 4E Ashland
3. Property Address or Map/Lot: 19 / 22
4. Tax year for which abatement is requested: 2022
5. Assessed valuation of real estate: 123,100
6. Assessed valuation of personal property: —
7. Abatement requested in real estate valuation: 54,980.00
8. Abatement requested in personal property valuation: —
9. Reasons for requesting abatement (please be specific, stating grounds for belief that property is overvalued for tax purposes): House burned down in May of 2021, Assessing agent forgot to include valuation change in 2022 tax changes for 2022 tax commitment  

taxed	804.53
actual tax	103.53 - should have owed
	701.00

To the assessing authority of the Municipality of Portage Lake

In accordance with the provisions of Title 36 M.R.S.A., Section 841, I hereby make written application for abatement of property taxes as noted above. The above statements are correct to the best of my knowledge and belief.

8/22/22  
Date

Carmen Porellin, Town  
Signature of Applicant tax collector

**APPLICATION FOR  
ABATEMENT OF MUNICIPAL PROPERTY TAXES**

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10

This application must be filed with your municipal assessor. A separate application should be filed for each separately assessed parcel of real estate claimed to be overvalued.

1. Name: Byron + Dawn Dunbar
2. Mailing address: 169 Manton View Dr., Herman ME 04401
3. Physical address (if different than mailing address): 263 Cottage Rd m 21/L 8
4. Phone: \_\_\_\_\_ Email: \_\_\_\_\_
5. Tax year for abatement: 2022
6. Assessed value of real estate: .....\$ 76,000
7. Reduction of real estate value requested: .....\$ 32,800
8. Assessed value of personal property: .....\$ \_\_\_\_\_
9. Reduction of personal property value requested: .....\$ \_\_\_\_\_
10. Reasons for requesting abatement (please be specific about the reason(s) you believe the assessment is illegal, erroneous, or that the property is overvalued for tax purposes, and include supporting documentation such as comparable sales/deed reference):  
Camp valued at 32,800 torn down in 2021 (Stemmer),  
wasn't removed from assessment when 2022  
taxes were committed. Assessing agent adjusted  
the amount on 9/14/22, after all taxes were  
committed + paid  
Abatement amount = \$418.70

DECLARATION(S) UNDER THE PENALTIES OF PERJURY. I declare that I have examined this return/report/document and (if applicable) accompanying schedules and statements and to the best of my knowledge and belief they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Corin Roulfin, Tax Collector Portugal 9/15/22  
Signature of applicant Date

**PORTAGE CONSTRUCTION CO. INC.**

**PETER & BRAD ST. PETER**

**OFFICE (207) 435 6820 - CELL (207) 227 2088**

TO: Town of Portage Lake  
\_\_\_\_\_  
\_\_\_\_\_

DATE: 9/20/2022

**description of work for which quote is given:**

Screen and deliver 500 yards of winter sand to storage building in Portage.

500 yards x \$14.50 per yard

Total \$7,250.00

This quotation will not be binding upon us unless accepted in writing by the purchaser.

**Terms :** Net 30 days. A late payment charge of 1 1/2 % per month (18% annual rate) from date of invoice will be added to all unpaid balances over 30 days, but not to exceed the legal rate established by this state.

This quotation does not include any applicable sales tax.

If this quotation meets your approval, kindly sign below where indicated and return to our office at P.O. Box 79, Portage, ME 04768.

PORTAGE CONSTRUCTION CO. INC.

BY: Brad St. Peter

DATE: 9-20-22

BY: Cain Lorde



## **TAXES RECEIVABLE UPDATE AS OF 9/21/2022**

### **2022 Tax Commitment**

#### **REAL ESTATE TAXES:**

Commit:	\$851,447.17	<b>143 Accts. Left to be paid</b>
Rec'd:	<u>\$703,951.54</u>	
Bal	\$147,495.63	

Percentage received as of 9/21/2022 **82.68%**

#### **PERSONAL PROPERTY TAXES:**

Commit:	\$80,958.30	<b>7 Accts. Left to be paid</b>
Rec'd:	<u>\$80,245.16</u>	
Bal	\$713.14	

Percentage received as of 9/21/2022 **99.12%**

Orkin - Corrine Routhier - 09.17.2022

From: Belanger, David <[dbelange@orkin.com](mailto:dbelange@orkin.com)>

Sent: Sat, Sep 17, 2022 at 7:50 am

To: [manager@townofportage.org](mailto:manager@townofportage.org)

---

Orkin-159005-09-15-2022-19-00-10.pdf (386.8 KB)

Your general pest control agreement was sent in previous email.  
That's the interior and exterior bait stations, interior traps, interior and exterior crawling and flying insect control.

The more important health issue is the infestation of rodents in your building and the under insulated attic.

Our process is remove all insulation from attic and basement that has been littered with urine and fecal matter.

Sanitize all surfaces in attic and basement.

Seal perimeter roof line and foundation perimeters

Place door seals around the whole building.

Seal out the office space from the rest of the buildings.

Seal off each room from each other via electrical and plumbing fixtures

Vacuum between office space ceiling to remove droppings.

Clean out basement of harborage items and items the town no longer uses

Clean out kitchen harborage items and items the town no longer uses

Clean out droppings in kitchen and sanitize

Replace attic insulation with TAP Blown in insulation at an R factor of R60.

Place basement insulation around the perimeter of R19

Replace basement level hardware cloth screening and secure properly.

Place a commercial dehumidifier air cleaner in the basement with lifetime filter changes

This will be a possible 6 day job. We provide the dumpster for removal of materials and will sanitize the building on the way out.

Let me know what is missing or needs explaining.

Thank you for your time

Sent from my iPad



# Orkin Pest Control

## ORKIN-THERM™ SERVICE AGREEMENT

THIS AGREEMENT IS CONTINGENT UPON THE APPROVAL AND SIGNATURE OF THE ORKIN BRANCH MANAGER, WHO HAS SOLE AUTHORITY TO EXECUTE IT ON BEHALF OF ORKIN.

GRID #

### Town Of Portage

Customer

20 School St

Street Address (Treated Premises)

Portage

City

(null) x2074354361

Home Phone

9/15/22

Date

Maine

State

04768

Zip Code

(null) x2074354361

Work Phone

County Name

Is this within the City Limits? ☐ Yes ☐ No

Structure to be treated

METHOD OF PAYMENT: ☐ FINANCED - See Separate Finance Agreement

☐ CASH - BALANCE DUE UPON COMPLETION OF WORK

DOWN PAYMENT MADE BY: ☐ CHECK # ☐ CASH

☐ COMPLETE EASY PAYMENT FORM

### Corrine Routhier

Billing Name (if different)

20 School St

Billing Address (if different)

Portage

City

Maine

State

04768

Zip Code

1. a. Purchase and Installation Charge .....	\$ 52,890.00
b. Minus Adjustment .....	(\$ )
Subtotal (a minus b) .....	\$ 52,890.00
2. Other Items:	
a. Sales Taxes .....	\$
b. Other Fees .....	\$
Subtotal (a plus b) .....	\$ 0
3. TOTAL: Cash Price (1 plus 2) .....	\$ 52,890.00
4. LESS: Amount Paid .....	(\$ )
5. Unpaid Balance (3 minus 4) .....	\$ 52,890.00

Orkin shall perform Orkin-Therm Services ("Services") in Customer's structure as specified in the Insulation Inspection Report.

**PAYMENT:** For the Services provided under this Agreement, Customer agrees to pay ORKIN, INC. ("Orkin") the above amount at the time of Services. **TERMS:** Balance is due in full upon completion of work. Failure to pay by such time constitutes default and entitles Orkin to start collection proceedings. Customer agrees to pay Orkin's collection costs, including court costs and reasonable attorney's fees as allowed by law. Orkin reserves the right to charge a fee for dishonored checks and checks returned unpaid up to the maximum permitted by law.

**LIMITED WARRANTY:** Orkin is not the manufacturer of the Insulation. Orkin shall assign all applicable Manufacturer's Warranties to Customer. Customer acknowledges that Orkin is performing a service. Orkin makes no warranties with respect to the Insulation, whether expressed or implied, including without limitation, any implied warranties of merchantability or otherwise. Orkin disclaims any and all liability for consequential, incidental and other damages, however caused. No Orkin account manager or other representative is authorized to alter or modify this limited warranty in any respect whatsoever, and no such alteration or modification shall be binding on Orkin unless contained in writing signed by the President of Orkin.

**MEDIATION/ARBITRATION:** ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT, OR THE SERVICES PERFORMED BY ORKIN UNDER THIS AGREEMENT OR ANY OTHER AGREEMENT, REGARDLESS OF WHETHER THE CONTROVERSY OR CLAIM AROSE BEFORE OR AFTER THE EXECUTION, TRANSFER OR ACCEPTANCE OF THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO ANY TORT AND STATUTORY CLAIMS, AND ANY CLAIMS FOR PERSONAL OR BODILY INJURY OR DAMAGE TO REAL OR PERSONAL PROPERTY, SHALL BE SETTLED BY BINDING ARBITRATION. UNLESS THE PARTIES AGREE OTHERWISE, THE ARBITRATION SHALL BE ADMINISTERED UNDER THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION ("AAA") AND SHALL BE CONDUCTED BY AAA. IF ADMINISTERED UNDER THE AAA RULES, A CLAIM SHALL BE DETERMINED UNDER THE AAA SUPPLEMENTARY PROCEDURES FOR CONSUMER-RELATED DISPUTES IN CASES WHERE SUCH PROCEDURES ARE APPLICABLE. ANY OTHER CONTROVERSY OR CLAIM SHALL BE DETERMINED UNDER THE AAA COMMERCIAL ARBITRATION RULES. THE CUSTOMER AND ORKIN AGREE THAT THE ARBITRATOR SHALL FOLLOW THE SUBSTANTIVE LAW, INCLUDING THE TERMS AND CONDITIONS OF THIS AGREEMENT. THE ARBITRATOR'S POWERS TO CONDUCT ANY ARBITRATION PROCEEDING UNDER THIS AGREEMENT SHALL BE LIMITED AS FOLLOWS: ANY ARBITRATION PROCEEDING UNDER THIS AGREEMENT WILL NOT BE CONSOLIDATED OR JOINED WITH ANY ACTION OR LEGAL PROCEEDING UNDER ANY OTHER AGREEMENT OR INVOLVING ANY OTHER PREMISES, AND WILL NOT PROCEED AS A CLASS ACTION, PRIVATE ATTORNEY GENERAL ACTION OR SIMILAR REPRESENTATIVE ACTION. EITHER PARTY HAS THE RIGHT TO REQUIRE A PANEL OF THREE (3) ARBITRATORS, BUT IN THE ABSENCE OF THE PARTIES' AGREEMENT, THE REQUESTING PARTY SHALL BE RESPONSIBLE FOR THE COST OF THE ADDITIONAL ARBITRATORS. EITHER PARTY MAY REQUEST AT ANY TIME PRIOR TO THE HEARING THAT THE AWARD BE ACCOMPANIED BY A REASONED OPINION. THE AWARD RENDERED BY THE ARBITRATOR(S) SHALL BE FINAL AND BINDING ON ALL PARTIES, EXCEPT THAT A PARTY MAY WITHIN 30 DAYS OF THE ORIGINAL AWARD REQUEST AN ARBITRAL APPEAL TO AN APPEAL TRIBUNAL, CONSTITUTED IN THE SAME NUMBER AND BY THE SAME PROCESS AS THE INITIAL ARBITRATOR(S). THE APPEALING PARTY SHALL BE RESPONSIBLE FOR THE FILING FEE AND OTHER ARBITRATION FEES AND COSTS SUBJECT TO AWARD BY THE APPEAL TRIBUNAL UNDER APPLICABLE LAW. THE APPEAL TRIBUNAL SHALL REVIEW ALL QUESTIONS OF LAW AND FACT UNDER A CLEARLY ERRONEOUS STANDARD. THE AWARD OF THE APPEAL TRIBUNAL SHALL BE FINAL AND BINDING. JUDGMENT MAY BE ENTERED ON THE AWARD IN ANY COURT HAVING JURISDICTION THEREOF. CUSTOMER AND ORKIN ACKNOWLEDGE AND AGREE THAT THIS ARBITRATION PROVISION IS MADE PURSUANT TO A TRANSACTION INVOLVING INTERSTATE COMMERCE AND SHALL BE GOVERNED BY THE FEDERAL ARBITRATION ACT. BEFORE HAVING RECOURSE TO ARBITRATION, CUSTOMER AND ORKIN EACH AGREES TO TRY IN GOOD FAITH TO SETTLE ANY CONTROVERSY OR CLAIM BY AT LEAST FOUR (4) HOURS OF MEDIATION ADMINISTERED UNDER THE AAA COMMERCIAL MEDIATION RULES WITH ORKIN AGREEING TO PAY THE COSTS OF THE MEDIATION. THE AAA MAY BE CONTACTED AT THE TOLL-FREE NUMBER 800.778.7879, OR THROUGH THE FOLLOWING WEBSITE: <http://www.adr.org>.

**LIMITATION OF LIABILITY:** Customer acknowledges and agrees that if any loss or damage should result from failure of the insulation, or from improper design, installation, application, or maintenance of the insulation, Orkin's liability, if any, is expressly subject to the manufacturer's warranty and limited to a sum not greater than the amount Customer paid Orkin for the insulation installation Services. Customer acknowledges that Orkin is performing a service and except for any damage to the structure caused by Orkin in the performance of the Orkin-Therm Services, waives any claims for personal or property damage related to the Services Orkin performs.

**ENTIRE AGREEMENT:** Customer acknowledges that the only terms and conditions of this Agreement are those stated within this document and that there are no other terms or provisions which apply other than those printed herein. Note that as to the paragraph on MEDIATION/ARBITRATION, if the sentence precluding the arbitrator from conducting an arbitration proceeding as a class, representative or private attorney general action is found to be invalid or unenforceable then the entirety of the MEDIATION/ARBITRATION paragraph shall be deemed to be deleted from this Agreement. Customer also waives and releases Orkin from liability for any claim or injuries, damages, or losses of whatever nature or type related to mold or fungal growth.

**CANCELLATION:** CUSTOMER MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION.

David Belanger

Inspector Name (PRINT)

(207) 210-1439

Branch Telephone Number

THIS AGREEMENT IS NOT VALID UNTIL APPROVED BY THE BRANCH MANAGER

1570921

Employee ID # or Certification #

9/15/22

Date

Branch Manager's Signature

159005 REV. 9/2008

257 Perry Rd

Branch Street Address

Bangor

City

Maine

04750

Customer Email: [manager@townofportage.org](mailto:manager@townofportage.org)

9/15/22

Date

Customer's Signature

**ORKIN****Commercial Services Agreement**Date **9/15/22**Customer Name **Town Of Portage**Billing Address **20 School St**City **Portage**State **Maine**Zip Code **04768**Phone **(null) x2074354361****I. INTENT**

- A. This Agreement is intended to constitute a mutual understanding between (hereinafter the Customer) and Orkin, LLC (hereinafter "Orkin").
- B. The specifications indicate services to be rendered by Orkin at the building(s) and premises of the Customer located at (service address):  
**20 School St Portage, Maine 04768**

County Name: \_\_\_\_\_ Is this within city limits ☒ Yes ☐ No ☐ Food Safety with GM QA ☐ Health Care ☐ Health Care with GM QA☐ Pharmaceutical with GM QA ☐ Element ☐ AirRemedy™ ☐ AirSpa™☐ Actizyme: Odor Neutralizer ☐ Fly Foam Service ☐ Other \_\_\_\_\_**II. SCOPE AND NATURE OF WORK**

- A. Orkin agrees to provide service for the following pests (the "Covered Pests")  
☒ Roaches ☒ Common ants ☒ Rats and mice ☒ Pharaoh ants ☒ Common spiders ☒ Fleas ☐ Odor ☐ Other \_\_\_\_\_  
Service means the periodic treatment to help control/combate the Covered Pests. Service cannot guarantee the Covered Pests will not return, but if they do, Orkin will retreat, as set out under the Triple Guarantee attached hereto and incorporated into this Agreement. \*Additional per service charge required to cover these ants.
- B. **Service Exclusions. Services Requiring a Separate Agreement:** The Customer understands that this Agreement does not cover other pests including, but not limited to: Carpenter Ants, Fire Ants, Tawny Ants, Bed Bugs, Bat Bugs, Brown Recluse Spiders, Mosquitoes, Stored Product Pests, Birds, Wildlife, Termites and other wood destroying organisms, or mold like conditions. Service for these pests requires a separate agreement or addendum. The requirement of a separate agreement or addendum can not be waived by the Customer or any employee or agent of Orkin. This exclusion can not be waived by the Customer or any employee or agent of Orkin.

**III. CUSTOMER OBLIGATIONS**

- A. The Customer shall extend all reasonably necessary cooperation to ensure satisfaction from pest services, including: availability of premises; appropriate sanitation, and corrective construction measures.
- B. Whenever conditions conducive to the breeding and harborage of pests covered by this Agreement are reported to the Customer in writing by Orkin, the Customer shall take the necessary steps to correct such conditions.
- C. The Customer is responsible for communicating with all persons in the premises about the treatments and the nature of services offered hereunder; moreover, the Customer acknowledges that it has no information, or has communicated to Orkin in writing any information it does have, that any persons in the premises have any medical condition or sensitivity which may be affected by the services contemplated by this agreement.
- D. Should the Customer discover any covered pests during the term of this Agreement, they must follow the applicable notification and documentation processes as set out in the scope of service, provided by Orkin.
- E. Failure of the Customer to take necessary steps to correct conditions reported to it or to otherwise comply with the Customer Obligations in Section III will relieve Orkin of its obligations under the Triple Guarantee and will permit Orkin, at its discretion, to terminate this Agreement with sixty (60) days written notice.

**IV. SERVICE SCHEDULE**

- A. Orkin service representative shall service the Customer (service frequency): ☒ 1 Time ☐ 2 Times ☐ 4 Times per month ☐ Other \_\_\_\_\_  
All areas requiring attention shall be treated as deemed necessary by Orkin.
- B. Orkin representatives shall make additional visits and treatment as they are deemed necessary at no additional charge. Such service visits shall also be made promptly when requested by a designated representative of the Customer.

**V. TERMS AND PRICE INCREASES:**

- A. This agreement shall be effective for a period of ☒ 1 ☐ 2 ☐ 3 years from the date hereof, and thereafter the term shall automatically renew for additional terms of one (1) year. This agreement can be cancelled by either party by giving written notice of termination at least 60 days prior to the end of the applicable term then in effect.
- B. For multiple year agreements, the service charge will not increase for two years after the initial treatment. Thereafter, and for all non-multiple year agreements, Orkin shall have the right to increase the service charges effective anytime after the anniversary date of the initial treatment.

**VI. PAYMENT**

- A. The cost of the services described herein shall be \$ **499.00** plus tax of \$ \_\_\_\_\_ for the initial service and \$ **149.00** plus tax of \$ \_\_\_\_\_ per service thereafter for a period of (12) months. You will receive an invoice in the month serviced. Payment shall be due upon receipt of invoice.

**VII. MATERIALS**

The materials used to control pests in and around Customer's premises shall be used in accordance with each product's label and specifications and in conformance with applicable Federal, State and Local laws and regulations.

**VIII. RELEASE AND LIMITATION OF LIABILITY:**

- A. Customer expressly releases Orkin from liability for any claim whatsoever including, but not limited to, personal injury (including stings or bites from fire ants, spiders, or any other pests) or property damage (to include the structure or contents) unless caused by the gross negligence or willful misconduct of Orkin. The Customer agrees that under no circumstances shall Orkin be liable for any amount greater than the amount paid by the Customer to Orkin for the services to be provided at the affected location(s).
- B. **IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY OTHER PERSON FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES RELATED TO THIS AGREEMENT OR THE SERVICES PERFORMED HEREUNDER INCLUDING, BUT NOT LIMITED TO, LOSS OF USE OR ANTICIPATED PROFITS, PRODUCTION DELAYS, BUSINESS INTERRUPTION, OR LOSS OF REPUTATION OR GOODWILL.**

**IX. EQUIPMENT REPLACEMENT**

- A. The Customer agrees to use the leased equipment or Orkin provided equipment (the "Equipment") in a proper manner and upon the cancellation of this Agreement to return the Equipment in good condition, usual wear and tear excepted. All Equipment (which includes rodent barrier equipment, air products, or insect light traps) that is damaged, lost or destroyed on the Customer's premises will be replaced and charged to the Customer. Charges will be in accordance with the current existing equipment costs, unless such loss or damage was caused by Orkin's own negligence. Orkin shall retain ownership of leased components.
- B. Upon termination of this Agreement for any reason, the Customer agrees to make the leased components available to Orkin. At Orkin's discretion, Orkin may in a lawful manner and without breach of the peace, enter upon the Customer's premises, take possession of and remove the leased components. Orkin will not be responsible for any damage to the Customer's property upon removal of the leased components except such damage solely caused by Orkin's negligence.

**PAYMENT SUMMARY**

1. INITIAL SERVICE PAYMENT	
a. Initial / Start-up Service	\$ <b>149.00</b>
b. One-Time Charges	\$ <b>300.00</b>
c. Product Sales	\$ _____
d. Sales Tax (if applicable)	\$ _____
TOTAL (1a + 1b + 1c + 1d)	\$ <b>449.00</b>
2. RECURRING SERVICE CHARGES	
a. Per Service Treatment Charge	\$ <b>149.00</b>
b. Sales Tax (if applicable)	\$ _____
TOTAL (2a + 2b)	\$ <b>149.00</b>
3. RECURRING LEASE SERVICE CHARGES	
a. Leased Component Charges	\$ _____
<input type="checkbox"/> Sconce <input type="checkbox"/> Standard <input type="checkbox"/> Industrial <input type="checkbox"/> AutoFresh <input type="checkbox"/> Actizyme: Odor Neutralizer	
<input type="checkbox"/> AirRemedy™	
<input type="checkbox"/> AirRemedy Alpha	
<input type="checkbox"/> AirRemedy Beta	
<input type="checkbox"/> AirRemedy Gamma	
<input type="checkbox"/> AirSpa™	
<input type="checkbox"/> AirSpa Alpha	
<input type="checkbox"/> AirSpa Beta	
<input type="checkbox"/> AirSpa Gamma	
<input type="checkbox"/> Other	_____
b. Sales Tax (if applicable)	\$ _____
TOTAL (3a + 3b)	\$ _____
INITIAL SERVICE INVESTMENT (Total of 1a, b, c, d + 3a + b)	\$ <b>449.00</b>
RECURRING SERVICE/LEASE PAYMENT (Total of 2+3)	\$ <b>149.00</b>
METHOD OF PAYMENT:	
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> PAYMENT OPTION FORM <input type="checkbox"/> P.O. #	

I have read and understand all the terms of this Agreement on the reverse side.

David Belanger

1570921

Inspector Name (PRINT)

Employee ID # or Certification #

(207) 210-1439

Branch Telephone Number

9/15/22

Date

Branch Management Signature  
162181APP (rev 5.22)

257 Perry Rd

Branch Street Address

Bangor

City

Maine

State

04750

Zip Code

9/15/22

Date

Customer's Signature

OFFICE COPY

# Rural Level 2 EV Charging: EVI-FON-001-2023

Through this Funding Opportunity Notice (FON), Efficiency Maine is seeking applications for Level 2 electric vehicle (EV) chargers that are available to the public in **rural communities**. This opportunity falls under Efficiency Maine's Electric Vehicle Initiatives and aims to expand public EV charging infrastructure in rural and remote areas in Maine. The goal of this round of funding is to assist rural communities in the state's 14 northern counties (i.e., all counties except Cumberland County and York County), where public EV chargers are less common, to enhance those communities' capacity to attract commerce and tourism and to serve local EV drivers as EVs become the dominant form of transportation. Developing comprehensive coverage of public EV chargers throughout the state will also encourage EV adoption in all parts of Maine.

Local governments, businesses, tribal governments, and non-profits in eligible towns may apply for this FON. Projects at local government-owned properties, tribal properties, and public libraries are eligible for a bonus incentive.

For more details on this opportunity, download the "Rural Level 2 EV Charging Funding Opportunity Notice" document in the section below. Additional materials needed to apply to this FON are also available below.

The deadline to apply for this funding opportunity is November 17, 2022.

## Documents:

- [Rural Level 2 EV Charging Funding Opportunity Notice – Updated 9/7/2022](#)
- [Attachment A: Application Form](#)
- [SAMPLE Incentive Offer Letter and Terms and Conditions](#)

## Informational Webinar Materials:

- [EVI-FON-001-2023 Webinar Slides](#)
- [EVI-FON-001-2023 Webinar Q&A](#)

LEARN MORE

AT HOME AT WORK RESOURCES

EFFICIENCY MAINE

Selectboard Meeting Attendance  
September 21, 2022 Regular Meeting

---

**Please PRINT**

Sandra Bartlett

Corrine Roulier

Arthur Roulier

Kathy Hoppe