

AGENDA
TOWN OF PORTAGE LAKE
REGULAR SELECT BOARD MEETING
October 19, 2022
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
September 21, 2022 regular meeting
3. Old Business:
 - a. Decision on EV Charging Stations
 - b. Road Crack Sealing—Steelstone opinion
 - c. Fire Dept washer/dryer Order Issues
 - d. ARPA Funds Remainder: TH Doors & Hall Security Camera Estimates
 - e. 401k Plans: Maine PERS or 403(b) Plan
 - f. Personnel Policy Review-New Section IV Employee Benefits, A, B & C
 - g. Town Hall Insulation & Pest Issues
4. New Business:
 - a. Treasurer's Quarterly Financial Update
 - b. Payables Warrants
5. Town Manager's Report
 - a. Peter Smith resigned from Public Works effective October 7. Job has been posted. Received one resume, but he declined the job
 - b. Parking lot paving is complete
 - c. Kim Allen has been hired as a contracted worker to do the monthly check reconciliation as an added separation of duties in the office
 - d. State elections are Tuesday November 8 from 10 to 8 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, November 16 at 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
October 19, 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, Kathy Hoppe, Tammy Kenney, Herb McPherson.

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

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

OLD BUSINESS

Decision on EV Charging Stations: Kathy Hoppe addressed the Board with more information on the EV Charging Stations, and the difference between the various levels of chargers. A private donor has offered to finance the cost of one level II EV charging station here in Portage. The Board discussed the best location for these chargers in town. **Motion made and seconded to proceed forward with the donation of an EV charging station. Motion carries.**

Road Crack Sealing-Steelstone opinion: Steelstone recommended crack sealing. Discussion tabled until the March town meeting.

Fire Dept. washer/dryer Order Issues: The original quote from K&T will no longer be honored. They are now asking \$20,359, up from the original quote of \$8700 for the washer and dryer set. The Board has declined this offer. Discussion tabled until other options can be looked into.

ARPA Funds Remainder-TH Doors & Hall Security Camera Estimates: The Board discussed the quotes for the two doors and security camera installation. A Special Town Meeting will be held Wednesday, November 16, 2022, at 5:30 p.m. to approve the allocation of these funds.

401k Plans-Maine PERS or 403(b) Plan: The Board discussed the pros and cons of Maine PERS versus a 403(b) plan. **Motion made and seconded to go with a 403(b) plan. Motion carries.**

Personnel Policy Review-New Section IV Employee Benefits, A, B & C: The Board reviews the changes to section IV Employee Benefits. Corrine recommended instead of having vacation time front loaded it will accrue monthly. Vacation time was not allowed to be carried over into the New Year and the Board would like to see that changed. Vacation time rolled over no more than 240 hours. Sick leave will also be accrued. The Board will offer 2 more days for bereavement leave. **Motion made and seconded to recognize Juneteenth as a paid holiday. Motion carries.**

Town Hall Insulation & Pest Issues: Corrine contacted other pest control services. Corrine believes Orkin is the best option. Michelle would like to hold a Special Town Meeting to approve the funds for this, as well as
October 19, 2022

for the ARPA funds allocation for the purchase and installation of the hallway and gym doors. **Motion made and seconded to hold a Special Town Meeting at 5:30 p.m. November 16, 2022, to approve funds from stumpage for the pest control and ARPA funds allocation. Motion carries.**

NEW BUSINESS

Treasurer's Quarterly Financial Update: The Treasurer presented the quarterly financial update to the Board. **Motion made and seconded to accept the Treasurer's report. Motion carries.**

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

TOWN MANAGER'S REPORT

- A. Peter Smith resigned from Public Works effective October 7.** Job has been posted. Received one resume, but he declined the job. Starting pay has been increased. Herb McPherson will fill in during winter plowing until a new Public Works Foreman can be hired.
- B. Parking lot paving is complete.** Removal of the pipe at the corner of the Town Office was discussed as it is a safety hazard. It will be removed by next spring.
- C. Kim Allen has been hired as a contracted worker to do the monthly check reconciliation as an added separation of duties in the office.**
- D. State elections are Tuesday, November 8 from 10 a.m. to 8 p.m.**

OTHER BUSINESS

Dave discussed the Forestry meeting last night. The plan is to cut 200 acres, 150 acres at Oak Point and 50 acres by the railroad tracks.

Comments from the Public (as time allows):

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

Regular Selectboard Meeting adjourned at 7:47 p.m.

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

Approved: 11/16/22
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce

Michelle Eastman
Michelle Eastman, Chairperson

Free EV charger & Installation

From: tydavent@gmail.com

Sent: Wed, Oct 5, 2022 at 9:53 pm

To: 'Corrine Routhier'

Hi Corinne,

I spoke with Len Lednum this afternoon. You may recall that when we chatted with Jay Kamm about a month ago he mentioned there was someone interested in helping municipalities install EV chargers. Jay directed us to talk with Galen Weibley who works for the City of Presque Isle. I reached out to Galen and he supplied me the contact information for Len.

Len is very passionate and committed to electric vehicles and sees a huge economic benefit. I think he told me that for a penny worth of power he can travel 4-5 miles, "filling up" costs him around \$4-5 worth of electricity to go I think he said 250 miles (don't quote me on the milage). He is from the County originally and owns an EV. Back around 2018 he was coming up to the County but the only place he could charge his vehicle was Ivy's motel in Houlton. He has been working to change that ever since. He paid for the EV charger in Presque Isle and Caribou, and is interested in helping Portage by buying us a charger, paying for its installation and providing upfront money that should cover the first 2 years electric costs.

Let me take a step back and give you some of the information from our conversation:

1. Most municipalities are installing them where there is already power, where they can keep an eye on them and snow removal isn't much extra work. As a result most are installed at the town office or fire station.
2. There is now a universal standard for the charger plug so the charger would work for any vehicle. Tesla apparently has a different plug but Tesla provides owners with an adaptor. (When Tesla first came out there wasn't a standard yet.)
3. Len would purchase a Level 2 charger. A full charge, depending on battery size, would take 2-3 hours but many people might plug in for a shorter period of time, like an hour while they walk around a town, grab a bite to eat, shop ... basically taking advantage of the opportunity charge while visiting a destination (think of it as 'topping off').
4. When EV owners are deciding what route to take, they like to know that there are opportunities to charge if necessary, so with no chargers on the Rt. 11 corridor it is unlikely at this time EV owners would venture up or down Rt. 11, aka the lack of chargers is a barrier to tourism and travelers.
5. He confirmed what Jay told us regarding the huge embrace of EV Canada has done. Apparently there are lots of EV over there and charging stations. So again, for Canadian tourism to go south on Rt 11 and not to Caribou, we need EV chargers on the Rt 11 corridor.
6. There are a number of apps that EV owners can use to locate chargers. If Portage installs one with his help he will make sure the sites have Portage's information.
7. The network wifi payment platform chargers require setting up an account and monthly fees. At this point, he doesn't think it is worth it for Portage to take that route. We would cost us more in network fees than the actual use. A charge would likely use less than \$6 of electricity. To help municipalities out, he would provide money (likely \$200 for 2 years – aka \$100/year) to cover electricity. If we found that there was more use and we wanted to upgrade to a network charger he would swap ours out.
8. Presque Isle's is older than 2 years so the upfront money to cover electrical costs is gone. He told me he thinks Presque Isle has a sign up asking people to Venmo \$10 to the City. If interested we could contact Galen to confirm and learn more.
9. Len seems VERY aware of what is happening in the EV world and in the County. He told me that the Chevy dealership in Ft. Kent is pushing EVs, that York's in Houlton is as well and that Griffith is not only pushing them has sold 14-15.

RE: Free EV charger & Installation

From: tydavent@gmail.com

Sent: Thu, Oct 6, 2022 at 8:06 am

To: 'Corrine Routhier'

P.S. Forgot to mention permitting. Len said all permitting, if there is any, is the responsibility of the town since they should know their own ordinances. I don't imagine Portage has any ordinance that would regulate EV chargers but we should check. And with that thought in mind, if Portage doesn't have anything, the Planning Board should probably review the issue, maybe contact MMA and find out what the 'issues' are with installing EV chargers and possibly adopt an appropriate ordinance for the future.

I have been trying to think what the potential issues might be and confess this is only a guess, but likely involves public safety to make sure they are installed in an off the road safe location to avoid accidents. Maybe related to business v residential? Not sure, which is why they may want to check with MMA. I think you also said Ft. Kent had adopted a simple ordinance, so the Planning Board might want to talk to someone at Ft. Kent and learn about the issues they considered.

Kathy Hoppe

Tydavent@gmail.com

"What befalls the earth befalls all the sons of the earth. This we know: the earth does not belong to man, man belongs to the earth. All things are connected like the blood that unites us all. Man did not weave the web of life; he is merely a strand in it. Whatever he does to the web, he does to himself. One thing we know: our god is also your god. The earth is precious to him and to harm the earth is to heap contempt on its creator." Chief Seattle

From: tydavent@gmail.com <tydavent@gmail.com>

Sent: Wednesday, October 5, 2022 9:53 PM

To: 'Corrine Routhier' <manager@townofportage.org>

Subject: Free EV charger & Installation

Hi Corinne,

I spoke with Len Lednum this afternoon. You may recall that when we chatted with Jay Kamm about a month ago he mentioned there was someone interested in helping municipalities install EV chargers. Jay directed us to talk with Galen Weibley who works for the City of Presque Isle. I reached out to Galen and he supplied me the contact information for Len.

Len is very passionate and committed to electric vehicles and sees a huge economic benefit. I think he told me that for a penny worth of power he can travel 4-5 miles, "filling up" costs him around \$4-5 worth of electricity to go I think he said 250 miles (don't quote me on the mileage). He is from the County originally and owns an EV. Back around 2018 he was coming up to the County but the only place he could charge his vehicle was Ivy's motel in Houlton. He has been working to change that ever since. He paid for the EV charger in Presque Isle and Caribou, and is interested in helping Portage by buying us a charger, paying for its installation and providing upfront money that should cover the first 2 years electric costs.

Let me take a step back and give you some of the information from our conversation:

1. Most municipalities are installing them where there is already power, where they can keep an eye on them and snow removal isn't much extra work. As a result most are installed at the town office or fire station.
2. There is now a universal standard for the charger plug so the charger would work for any vehicle. Tesla apparently has a different plug but Tesla provides owners with an adaptor. (When Tesla first came out there wasn't a standard yet.)

Re: Portage Fire Order

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

Sent: Wed, Oct 19, 2022 at 8:46 am

To: Corrine Routhier

Town Logo.png (64 KB)

Corrine, Since I quoted the washer and dryer originally to the former Town Manager, there has been a change in the regional manager for Automatic Laundry and they will no longer honor our previous pricing, in fact the price to me has more than doubled to my cost at \$20,359.00. I am trying to find another supplier that offers the same quality product. I may take 6 months as some suppliers have product on order, and their order takes out 7 months.

If you prefer to cancel, please let me know, Thanks Tom, K & T Fire Equipment

On Tuesday, October 18, 2022 at 01:56:49 PM EDT, Corrine Routhier <manager@townofportage.org> wrote:

Hi Tom,

Just checking in to see if you have heard when the washer & drying cabinet will be in for Portage Fire? Also, I haven't seen an invoice for those units yet. Are you able to email it to me?

Sincerely,

Corrine M. Routhier, CCM

Town of Portage Lake in Aroostook County

Manager, Treasurer, Tax Collector & Deputy Clerk

Nashville Plt., ME, Tax Collector & Deputy Clerk

Ph: 207-435-4361

Fx: 207-435-6229

Email: manager@townofportage.org

www.townofportage.org

Under Maine's Freedom of Access law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public record which may be inspected by any person upon request, unless otherwise made confidential by law.

DATE: September 27th, 2022

TO: Town of Portage

JOB: Door Replacements



724 Main St
Presque Isle, ME 04769
(207) 764 -0668 phone
(207) 764 -6819 fax
pgshop0372@portlandglass.com

This is a Proposal!

We propose the following in accordance with the outline below:

We will remove, and dispose existing door and frames, furnish and install the following:

Office Door: Hollow metal 36" door and frame, no glass, closer with hold open, rim panic with cylinder, and off set pull.

\$4,300.00

Fire Department: Hollow metal 36" door and frame, with 4x25 lowe tempered insulated glass, weatherstrip, sweep, 5" threshold, closer, and a lever set.

\$4,621.47

Rear Entry: Hollow metal 36" door and frame, with 22x28 lowe tempered insulated glass, weatherstrip, sweep, 5" threshold, door closer, rim panic with cylinder and off set pull

\$5,075.95

Gym Door: Fiberglass inswing Therma-Tru 36" door and frame, no glass, locking leverset.

\$2,525.47

ALL PRICES ARE INSTALLED, WITH NO TAX

*Price good for 15 days from above date.

*Please sign and return one copy, at that time material will be ordered

*Term Net 30 for account holders, COD upon completion of work for others

Accepted: _____
Printed: _____
Date: _____
Title: _____

By Portland Glass Co.

Melanie Thompson

Retirement Plan Comparisons 2022

Maine PERS		403(b)--Edward Jones Invest.	Simple IRA (E.J.I.)	SEP IRA (E.J.I.)
% Employer Pays	Set by MPERS each year; Total is % of EE gross wages	Set by Town; no obligation to contribute, but vesting schedule for amount that Town contributes recommended	2% of Employee compensation OR a dollar-for-dollar match up to 3% of EE compensation	The Lesser of 25% of Employee compensation OR \$61,000
% Employee Pays	Set by MPERS each year	Set by EE	Optional; set by EE	None; Emplr only contributes
Payroll Process	Will be explained after adoption of Agreement	ACH file to provider, not exactly sure of the process start to finish	Open 1 primary account. When payroll is processed, a check sent to E.J. along w/contribution transmittal form	same as Simple IRA
Other Costs		Town pays to the Provider all fees of having the plan (estimated between \$600-\$1200 annually, depending on the Provider chosen)		
Other Info	Portage Lake has a 218 Agreement, so our EE's will still pay in and receive SSN benefits. Plan doesn't follow EE to employment outside of municipal work; If EE leaves Town for another municipal position w/o a 218 Agreement, EE will lose Social Security benefits if enrolled in MainePERS in new town	Edward Jones is advisor for all accounts. EE can choose whether contribution will be pre-tax (tax deferred) like traditional 401K or post-tax (contribution made after payroll taxes taken out) like a Roth IRA. Plan follows EE to new employers regardless if it's another town or private employer. All Town contributions automatically tax deferred.		

Retirement Plan Comparisons 2022

	Maine PERS	403(b)--Edward Jones Invest.	Simple IRA (E.J.I.)	SEP IRA (E.J.I.)
To Adopt Plan:	First, Town Meeting vote to approve admission. Then Certified Copy of that Town Meeting minutes sent to MPERS. Agreement drafted by MPERS, sent to Town for signatures	Must have a written program plan prior to admission--this is prepared by the company. Approved by Board; no meeting minutes needed	Agreement w/Provider; no meeting minutes needed	Agreement w/Provider; no meeting minutes needed
Effective Date:	1st month after signed agreement with MPERS OR a designated date defined at Town Meeting and in Agreement. All documents must be submitted 30 days ahead of date of adoption	Open enrollment, dates can be set by Town	October 1st	Around tax time (April)
Employee (EE) Eligibility	Employer MUST OFFER to all non-excluded EE's. EE Classification parameters set by Town; EE must not already be covered by a qualified pension plan. OPTIONAL for elected officials, appointed officials for a fixed term, EE's covered by Social Security under Federal 218 agreement, EE's not subject to Municipal Public EE's Labor Relations Law	All employees, unless specified by Town; recommended to have a vesting schedule for eligibility	All EE's having earned \$5,000 annually in any 2 years and expects to earn \$5,000 in current year. No age limit	All EE's over 21 years old and employed for 3 of the last 5 years, earning at least \$600 in current year

Quarterly Selectboard Financial Update

As of Septembr 30, 2022--Third Quarter

Revenues vs. Expenses, Net

Total Revenues to date	\$1,085,875.11	
Total Expenses to date	\$890,111.70	
Net Gain (Loss)		\$195,763.41

2022 Tax Commitment	Commitment	Received	Remainder
Real Estate	\$851,447.17	\$735,641.15	\$115,806.02
Personal Prop.	\$80,958.30	\$80,257.02	\$701.28
	\$932,405.47	\$815,898.17	\$116,507.30

Checking Account-Katahdin

Checkbook Reconciliation Balance	\$261,316.88
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Bank Reserve Accounts Status

NorState:

Fire Dept. Equip Reserve & Savings	\$53,129.79	
ARPA Funds Checking	\$19,724.02	
Ministerial School Lot Stumpage		
Savings & CD	\$56,127.14	
Road Reserve Fund	\$219,240.92	
Total at NorState FCU		\$348,221.87

Katahdin:

PW Equipment Reserve ICS & Checking	\$52,113.09	
Silviculture ICS & Checking	\$196,725.24	
*General ICS Savings	\$395,352.12	
Total at Katahdin		\$644,190.45

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

Key Bank

Revaluation Reserve Savings	\$45,005.17	
Total at Key Bank		\$45,005.17

Acadia FCU:

Cemetery Perpetual Care Savings	\$12,955.58	
Stumpage: Savings & CD	\$400,717.36	
Total at Acadia FCU		\$413,672.94

TOTAL RESERVES: \$1,451,090.43

Total Assets in Banks: \$1,712,407.31

Real & Personal Property Taxes outstanding principle

Real:		Pers. Prop:	
2020	\$341.70	2021	\$0.00
2021	\$11,842.02		
	\$12,183.72		

Quarterly Selectboard Financial Update

YEAR TO DATE as of September 30, 2022

Expense Budgets:

	Budget Amt.	Expended YTD	Revenues YTD	Remainder
Genl. Admin.	\$33,500.00	\$31,776.15	\$5,225.59	\$6,949.44
Office Staff	\$81,500.00	\$58,884.78	\$3,025.75	\$25,640.97
Assessing	\$2,000.00	\$1,135.01		\$864.99
Town Hall	\$20,000.00	\$16,015.60	\$1,505.50	\$5,489.90
Plan & Appeals	\$1,400.00	\$505.00		\$895.00
Code	\$10,500.00	\$10,123.69	\$3,153.75	\$3,530.06
Discounts	\$14,000.00	\$12,743.14		\$1,256.86
Abatements	\$2,185.00	\$1,119.20		\$1,065.80
Annual Dues	\$2,530.00	\$2,530.00		\$0.00
Insurance	\$65,000.00	\$49,340.52	\$1,356.00	\$17,015.48
Genl. Assistance	\$5,559.00	\$226.07		\$5,332.93
Fire Dept.	\$28,000.00	\$15,001.52	\$6,435.00	\$19,433.48
Animal Control	\$2,350.00	\$1,396.91	\$211.00	\$1,164.09
Police Patrol	\$2,068.00			\$2,068.00
Cont'd. Svcs.	\$3,700.00	\$95.00		\$3,605.00
Public Works	\$77,300.00	\$44,855.56	\$274.68	\$32,719.12
Ash. Transfer Stn.	\$45,175.00	\$37,645.40		\$7,529.60
Transfer Station	\$608.00	\$1,025.00	\$417.00	\$0.00
Cemetery	\$3,000.00	\$1,474.86	\$350.00	\$1,875.14
Beautification	\$1,500.00	\$311.33	\$45.00	\$1,233.67
Rec Dept.	\$1,806.00	\$245.75		\$1,560.25
Parks/Beach/Pav	\$14,500.00	\$9,397.99	\$357.54	\$5,459.55
Seaplane Base	\$5,000.00			\$5,000.00
Campground	\$4,600.00	\$4,173.85	\$2,686.20	\$3,112.35
Snomobile Club	\$2,500.00	\$2,500.00		\$0.00
PL ATV Club	\$2,500.00	\$2,500.00		\$0.00
PL Historical Soc.	\$2,500.00	\$2,500.00		\$0.00
Social Services	\$3,222.00	\$3,121.50		\$100.50
Education Commit	\$500,406.00	\$375,304.51		\$125,101.49
Education-Subsidy		\$18,191.70	\$18,191.70	\$0.00
Excise Taxes		\$86,410.07	\$96,484.68	\$10,074.61
Street Lights	\$8,560.00	\$5,811.84		\$2,748.16
Ashland User Fees	\$60,637.00	\$60,636.17		\$0.83

Selectboard Meeting Attendance
October 19, 2022 Regular Meeting

Please PRINT

John Barzenberg
Corrine Routhier

Sandra Bartlett

Tammy Kenney

Kathy Lippe

Mark Morrison

AGENDA
TOWN OF PORTAGE LAKE
SPECIAL SELECT BOARD MEETING
November 7, 2022
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Approve Nov. 16, 2022 Special Town Meeting Warrant Articles
3. Other Business
4. Public Comments (as time allows)
5. Adjourn

Next Regular Select Board Meeting: Wednesday, November 16 at 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Special Meeting
November 7, 2022, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier.

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

Approve November 16, 2022, Special Town Meeting Warrant Articles: The Board reviewed the Warrant Articles for the November 16, 2022 Special Town Meeting. **Motion made and seconded to approve the Warrant Articles for the Special Town Meeting to be held November 16, 2022, at 5:30 p.m. Motion carries.**

Comments from the Public (as time allows):

Next regular Selectboard meeting is Wednesday, November 16, 2022, at 6:00 p.m.

Special Selectboard Meeting adjourned at 6:02 p.m.

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

Approved: 11/16/22
Date
Barry Kenney
Barry Kenney

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

Please PRINT

Corrine Kautner

AGENDA
TOWN OF PORTAGE LAKE
REGULAR SELECT BOARD MEETING
November 16, 2022
6:00 P.M.

1. Call Meeting to Order & Attendance
2. Approval of Minutes
 - October 19, 2022 regular meeting
 - November 7, 2022 special meeting
3. Old Business:
 - a. EV Charging Station Update
 - b. Snowmobile Club Groomer Shed update—Bruce Laveway
 - c. Personnel Policy Review- Sections V to XII (remainder of policy)
4. New Business:
 - a. Skating Rink on tennis courts—Otis Nelson
 - b. Choose Annual Town Meeting date
 - c. Proposed use of State Reimbursements for 2023 Budget
 - d. Payables Warrants
5. Town Manager's Report
 - a. Morning Dr. septic issue: Meeting on Nov 17th to determine correct measurements
 - b. Thermostat in FD & valve needed replacing—total cost was about \$900 for repairs and labor
 - c. Winter sand has been delivered and was put into the sand shed by Portage Construction
 - d. Jason Poulin has been hired as the Public Works Director. He started on November 7.
 - e. Kim Allen has been hired as the new Deputy Clerk
 - f. There are no Tax Acquired properties for the town this year—all 2020 taxes have been paid
 - g. Portage Lake had about 78% of voters participate in the Nov 8 election: 234 ballots were counted
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, December 21 at 6 pm

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
November 16, 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, Arthur Routhier, Bruce Laveway, Otis Nelson.

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

Approval of Minutes: Selectboard reviews the minutes from the October 19, 2022, regular meeting and the November 7, 2022 special meeting. **Motion made and seconded to accept the minutes for the October 19, 2022, regular meeting as written. Motion carries. Motion made and seconded to accept the minutes for the November 7, 2022, special meeting as written. Motion carries.**

OLD BUSINESS

EV Charging Station Update: The private donor will be covering the cost of everything and is going to include an extra \$300 donation to cover the electrical usage for the next two years. The next step for the Town of Portage will be to speak to an electrician.

Snowmobile Club Groomer Shed update—Bruce Laveway: The Groomer Shed is coming along nicely. They are waiting for Versant to come and run power to the groomer shed.

Personnel Policy Review—Sections V to XII (remainder of policy): The Board discussed changes to Sections V to XII of the Personnel Policy. **Motion made and seconded to accept Section V Employee Conduct. Motion carries. Motion made and seconded to accept as rewritten Section VI Personnel Management. Motion carries. Motion made and seconded to accept Section VII Work Schedule, with the removal of the words "so-called" with regard to personal days. Motion carries. Motion made and seconded to accept Section VIII Expenses with the changes of \$0.60 per mile mileage reimbursement, and a tiered meal reimbursement. Invoices would need to be submitted for reimbursement. Motion carries. Motion made and seconded to accept Section IX Performance Appraisals as written. Motion carries. Motion made and seconded to accept Section X Separation from Employment and Disciplinary Action as written. Motion carries. Motion made and seconded to accept Section XI Grievance Procedures with the change of the following: "The Board of Selectpersons shall conduct an Executive Session hearing with the employee. Any other employee in attendance will be at the discretion of the Selectboard." Motion made and seconded to accept Section XII Miscellaneous with the revisions discussed. Motion carries.**

NEW BUSINESS

Skating Rink on tennis courts—Otis Nelson: Otis would like to put a skating rink on the tennis courts. The Board discussed their concerns regarding spring runoff, insurance, et cetera. It would be a community driven project as far as maintenance goes. **Motion made and seconded to allow Otis Nelson to proceed with the skating rink on the tennis courts with materials provided through the Rec budget. Motion carries.**

Choose Annual Town Meeting Date: The Town typically chooses the last Friday of March for the Annual Town Meeting. **Motion made and seconded to choose March 31, 2023, as the Annual Town Meeting Date. Motion carries.**

Proposed use of State Reimbursements for 2023 budget: The Town Manager would like to propose using the state reimbursements for Veteran Exemption, Homestead and BETE directly for our municipal budget
November 16, 2022

and to put into reserves for future use. **Proposal 1:** Putting a percentage of the Homestead Exemption reimbursement into a reserve account to use for Town Hall improvements. The Board chose 20% to go into a reserve account. **Proposal 2:** Appropriating half of the Veteran Exemption annual reimbursement to be used for the Municipal Cemetery Department and the other half appropriated for Parks. The Board decided to earmark the entire annual reimbursement for the Municipal Cemetery Department for flags on Veteran's graves. **Proposal 3:** Using \$25,000 from the BETE Exemption reimbursement to put away for the Revaluation Reserve (\$5000), Public Works Equipment Reserve (\$10,000), and the Fire Department Equipment Reserve (\$10,000). The Board agrees.

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

TOWN MANAGER'S REPORT

- A. Morning Drive septic Issue: Meeting on November 17th to determine correct measurements.
- B. Thermostat in Fire Department & valve needed replacing—total cost was about \$900 for repairs and labor.
- C. Winter sand has been delivered and was put into the sand shed by Portage Construction.
- D. Jason Poulin has been hired as the Public Works Director. He started on November 7.
- E. Kim Allen has been hired as the new Deputy Clerk.
- F. There are no Tax Acquired properties for the town this year—all 2020 taxes have been paid.
- G. Portage Lake had about 78% of voters participate in the November 8 election: 234 ballots were counted.

OTHER BUSINESS

Beech brought up the light at the Sand Shed, which is out again. This has been an ongoing issue for years. The Board discussed updating the light.

Comments from the Public (as time allows):

At 6:59 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. The public portion of the meeting resumed at 7:32 p.m.

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

Regular Selectboard Meeting adjourned at 7:32 p.m.

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

Approved: 12/21/22
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce

Michelle Eastman
Michelle Eastman, Chairperson

Leonard Lednum
7 Crest Ave
Lisbon ME, 04250
(207) 415-3724

Board of Selectpersons,

My name is Leonard Lednum. With your approval, I wish to donate, and install a "Clipper Creek HCS-40, 32 Amp, Level 2 EVSE Electric Vehicle Charge Station". This unit will charge most Evs at a rate of 30-40 miles per hour, and is considered a "destination charger". Simply put, this charger is meant for locations where EV users may want to travel, but have few options in the area.

This unit will be factory new, and professionally installed by LaJoie Electric & Control Service, Inc. I have worked with Peter on other Ev charge station installs, and he is well versed in this type of installation.

I will personally cover the cost of the charge station, and install. Once installed, the unit becomes property of Portage. I ask nothing in return, and hold no further claim to the unit.

Along with the charge station donation, once installed and operational, I will also send a donation of \$300.00 to cover electrical use of the unit. This amount will cover the cost of charging for about 15,000 miles of charging. With this letter I have enclosed information about the unit that Peter would be installing. If you have any questions at all, feel free to reach out to me.

Respectfully,
Leonard Lednum

Proposed Use of State Reimbursements for 2023 budget year

I would like to propose using our state reimbursements for Veteran Exemption, Homestead and BETE directly for our municipal budget and to put into reserves for future use. All of the proposed uses would be voted on annually at Town Meeting, like we do with other revenues. Using these reimbursements would decrease our Net Income each year by approximately \$40,000 and decrease our municipal budget (to be raised through taxes) by approximately the same amount. Actual amounts will change each year depending on the amount of reimbursement.

Homestead Exemption:

Right now, Homestead Exemption reimbursement to the town averages \$32,800. All of that goes into surplus when the books close at the end of the year—we have never ear-marked Homestead for anything. **I would like to propose putting a percentage of this into a reserve account to use for Town Hall Improvements in the coming years.** Our building is getting older, and repairs are becoming more expensive. If we put this away, we will be able to draw from it if large expenses come up unexpectedly. I'm thinking anywhere between 60% to 75% of these funds annually, which would equal between \$19,680 to \$24,600 being put into this reserve account.

Veteran Exemption:

Right now, Veteran Exemption reimbursement to the town averages \$430, which closes to surplus when books close at the end of the year. Like with Homestead, this has rarely been used for anything other than going into surplus. **I would like to propose appropriating half of the annual reimbursement to be used for the Municipal Cemetery Department for flags on Veteran's graves (a cost of about \$230 yearly), and the other half appropriated for Parks to be used toward expenses at the Veteran's Park (like the flag light and maintenance of Honor Roll).** Using this reimbursement in this way would reduce the budgeted amounts for these two departments, which in turn decreases the amount the Town needs to raise and appropriate with tax dollars.

BETE Exemption:

Right now, BETE Exemption reimbursement to the town averages \$31,790, which also closes to surplus when books close at the end of the year. **I would like to propose adding 25-30% of this reimbursement to the Public Works Equipment Reserve and 25-30% of the reimbursement to the Fire Department Equipment Reserve annually, in addition to the \$10,000 we raise and appropriate for each of those accounts each year.** The cost of trucks and equipment are increasing at a rate faster than we can appropriate for, and I don't want to burden taxpayers by asking to raise and appropriate more than \$10,000 each year. But if we use the BETE exemption—which stands for Business Equipment Tax Exemption—and use some of that to save for our own business equipment, I think we'll be ahead of the game in the long run. 30% of the reimbursement would add roughly \$9,500 a year to each of those reserve accounts, and leave approximately \$19,000 closing to surplus as undesignated.

Another option is to use \$15,000 from BETE reimbursement to put away for the Revaluation Reserve (5,000), Public Works Equipment Reserve (10,000) and the Fire Dept Equipment Reserve (10,000). This would replace raising and appropriating \$15,000, thereby reducing the amount we need to ask for in tax money. This would reduce our municipal budget by \$15,000, and still leave a sizable amount of money closing to surplus.

Selectboard Meeting Attendance
November 16, 2022 Regular Meeting

Please PRINT

Arthur Rattier

Corrine Rattier

Bruce Laveway

Otis Nelson

AGENDA
TOWN OF PORTAGE LAKE
EMERGENCY SELECT BOARD MEETING
December 5, 2022
6:00 P.M.

1. Call Meeting to Order & Attendance
2. New Business:
 - a. Dean's Motor Lodge liquor license application

3. Other

4. Public Comments

5. Adjourn

Next Regular Select Board Meeting: Wednesday, December 21, 2022

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Emergency Selectboard Meeting
December 5, 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.

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

NEW BUSINESS

Dean's Motor Lodge liquor license application: The Board reviews the liquor license application for Dean's Motor Lodge. **Motion made and seconded to accept the liquor license application by Dean's Motor Lodge as presented. Motion carries.**

OTHER BUSINESS

The Board discussed dates to hold employee evaluations for Sarah and Paul.

Comments from the Public (as time allows):

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

Emergency Selectboard Meeting adjourned at 6:10 p.m.

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

Approved: 12/21/22
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce

Michelle Eastman
Michelle Eastman, Chairperson

[illegible]

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

1. Call Meeting to Order & Attendance
2. Approval of Minutes
 - November 16, 2022 regular meeting
 - December 5, 2022 emergency meeting
3. Old Business:
 - a. 403b Retirement Plan—choose eligibility & % of Town contribution
4. New Business:
 - a. Stumpage Permit for winter 2023 cut
 - b. Request for Road on Oak Point for property owner access by property owner
 - c. Safety Issues on north hill in Town
 - d. Certificate of Settlement for 2020 tax commitment
 - e. Auditor Engagement Letter to approve
 - f. PLSC BYOB Permit
 - g. Payables Warrants
5. Town Manager's Report
 - a. All street lights in the Town are now changed over to LED
 - b. Orkin pest remediation & insulation project ½ done—attic insulation removed & replaced
 - c. Hallway & FD truck bay man-door to be installing 1st week of January
 - d. Jason—cleaned up Shop and basement of Town Hall, doing great job on roads
 - e. Sarah passed her test for Notary Public, she is waiting to be sworn to become official
6. Other Business
 - a. Dog Registration gift certificate winner
7. Public Comments (as time allows)
8. Executive Session per 1 MRSA §405(6)(A) Personnel Matters
9. Adjourn

Merry Christmas & Happy New Year!

Next Regular Select Board Meeting: Wednesday, January 18, 2023

PORTAGE LAKE BOARD OF SELECTPERSONS
Record of Regular Meeting
December 21, 2022, at 6:00 p.m.
Portage Lake Municipal Building Conference Room

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

Others Present: Corrine Routhier, Jodi Page, Sarah Bauzenberger, Brian Cote, Wayne Gagnon, Matt Stedman.

Meeting called to order at 6:12 p.m. by Beech.

Approval of Minutes: Selectboard reviews the minutes from the November 16, 2022, regular meeting and the December 5, 2022, emergency meeting. **Motion made and seconded to approve the minutes for the November 16, 2022, regular meeting. Motion carries. Motion made and seconded to approve the minutes for the December 5, 2022, emergency meeting. Motion carries.**

OLD BUSINESS

403b Retirement Plan—choose eligibility and % of Town contribution: Employees must work a minimum of 20 hours a week to be eligible for the 403b Retirement Plan. The Board selected a 3% Town contribution rate. The Town contribution of 3% of annual earnings will be added to a warrant article for approval by the Town's citizens.

NEW BUSINESS

Stumpage Permit for winter 2023 cut: The Board reviewed the Stumpage Permit for the winter 2023 cut. **Motion made and seconded to allow the Town Manager to sign the Stumpage Permit for the winter 2023 cut. Motion carries.**

Request for Road on Oak Point for property owner access by property owner: The Board discussed with Matt the environmental concerns regarding opening up a permanent road to access Oak Point. The Board denied the request.

Safety Issues on north hill in Town: There have been 3 accidents on the north hill in Town in the last month and a half when trucks could not make the hill and had to back down, jackknifing in the process. The Board discussed the options available and the problems each presented. The DOT was contacted regarding signage for that area. Corrine was asked to reach out to our legislators to see if they could help with the situation.

Certificate of Settlement for 2020 tax commitment: The Town has received all of the taxes for 2020.

Auditor Engagement Letter to approve: The Board reviewed the Auditor Engagement letter. They are keeping us at the same rate as last year. The Board signed it for approval.

PLSC BYOB Permit: The Board reviewed the BYOB Permits for the Portage Lake Snowmobile Club and signed them for approval.

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

TOWN MANAGER'S REPORT

- A. All street lights in the Town are now changed over to LED, saving the Town a lot of money.
- B. Orkin pest remediation & insulation project ½ done—attic insulation removed & replaced
- C. Hallway & FD truck bay man-door to be installing 1st week of January
- D. Jason—cleaned up Shop and basement of Town Hall, doing great job on roads
- E. Sarah passed her test for Notary Public, she is waiting to be sworn in to become official

OTHER BUSINESS

Dog registration gift certificate winner: This year's winner is Jake Rubin.

Comments from the Public (as time allows):

At 6:44 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 6:56 p.m. The public portion of the meeting resumed at 6:57 p.m.

Next regular Selectboard meeting is Wednesday, January 18, 2023, at 6:00 p.m.

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

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

Approved: 1-18-23
Date

Barry Kenney
Barry Kenney

Signed: David M. Pierce
David M. Pierce

Michelle Eastman, Chairperson
Michelle Eastman, Chairperson



PERMIT NUMBER: 2023 1st half Portage Lake

STUMPAGE PERMIT

1. Agreement made and executed on this date: December 6th, 2022
2. By "The Grantor(s)": Town of Portage Lake.
3. To "The Grantee": IRVING WOODLANDS LLC.
4. "Time Period of the Stumpage Permit": From Date: January 1, 2023
To Date: June 1, 2023
5. **OWNERSHIP:** The Grantor(s) do hereby declare that the Grantor(s) rightfully and legally own the percentage ownership indicated (the "Percentage Ownership") for each property described in **Schedule A** (the "Property"). In accordance with this Percentage Ownership, The Grantor(s) hereby agree that they are entitled to, and should be paid Stumpage Fees as set out in **Schedule B** for the proportion of total timber harvested from the Property equivalent to their declared Percentage Ownership on the Property.
6. **PERMISSION:** The Grantor(s) do hereby grant to the Grantee permission, to enter upon the Property described in **Schedule A** with sufficient force of men and equipment within the Time Period of the Stumpage Permit, and upon the conditions outlined in this Stumpage Permit, to harvest areas designated by the Grantee and remove timber.
7. **HARVEST VOLUMES:** The estimated harvest volumes are outlined in **Schedule C**.
8. **STUMPAGE FEES:** The Grantee will pay the Grantor(s) the Stumpage Fees set out in **Schedule B**, in United States currency, for the Grantor(s) rightful Percentage Ownership of all species/products actually harvested by the Grantee on the Property during the Time Period of the Stumpage Permit.
9. **PAYMENT TERMS:** The Grantee will make Stumpage Fee payments to the Grantor(s) on a monthly basis, for all timber products delivered to a receiving or storing facility (the "Receiving Facility"). The Grantee will make reasonable efforts to ensure prompt payment, and it is expected that payments will be received by the Grantor for timber within no more than 60 days of delivery to a Receiving Facility. Payments will be made by cheque or direct bank deposit as mutually agreed by the Grantor(s) and the Grantee.

- (c): The Grantee agrees to make reasonable efforts to protect and avoid damage to public and private improvements on the Property, including, but not limited to, utility lines, roads, trails, and markers. The Grantee will assume responsibility for repair of any damage done to these improvements by the Grantee or his operators.
- (d): The Grantee agrees to construct and maintain roads and trails to accepted normal forest operations standards in order to carry out the planned operations on the Property.
- (e): The Grantee agrees to take reasonable precautions to reduce the risk of forest fires, including having appropriate fire fighting equipment available. In the event a forest fire occurs during the course of these operations, the Grantee agrees to act promptly, with a reasonable force of men and equipment, to extinguish any fires on the Property.

13. **IMPROVEMENTS:** Unless otherwise mutually agreed by both the Grantee and the Grantor(s), it is hereby agreed that at the expiration of this Stumpage Permit, any non-moveable improvements constructed or left on the premises by the Grantee, shall become the property of the landowner(s) where that improvement is situated. The Grantee will have the right to use those improvements during the Time Period of the Stumpage Permit or future Stumpage Permits. If requested within 30 days of the expiration of the Time Period of the Stumpage Permit, the Grantee shall remove any buildings or other moveable improvements left by the Grantee on the Property.

14. **INDEPENDENCE:** Both parties acknowledge that the Grantee is an independent contractor, and is neither an agent nor an employee of the Grantor(s) for any purpose whatsoever. The Grantee is responsible for all payroll taxes, workers' compensation, insurances, social security and all other employer and employee related costs.

15. **INSURANCE:** The Grantee agrees to ensure that the following insurances are obtained and maintained in full force and effect throughout the entire Time Period of this Stumpage Permit (and any extensions):

- (a): Workers' Compensation Insurance that covers any/all employees at the job site.
- (b): General Liability Insurance with minimum coverage for bodily injury in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and property damage in the amount of \$250,000, all of which shall not be cancellable without notice to the Grantor(s).

IRVING WOODLANDS LLC

Signature

Printed Name

Title

Witness:

By: _____
Signature

Printed Name

SCHEDULE C

PLANNED HARVEST LEVELS DURING THE TIME PERIOD OF THE STUMPAGE PERMIT			
Year	Volume	Value	Notes
2010	1000	10000	
2011	1000	10000	
2012	1000	10000	
2013	1000	10000	
2014	1000	10000	
2015	1000	10000	
2016	1000	10000	
2017	1000	10000	
2018	1000	10000	
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2100	1000	10000	

[illegible]

Schedule B - 2023 First Half Stumpage Rates \$/Ton

Stumpage rates for wood cut on permitted tracts will be paid as follows:

ASHLAND - T13R6 Portage	
	2023
	Stumpage Rates
Spruce & Fir TL	\$29.00
Spruce & Fir Logs CTL	\$29.00
Spruce & Fir Studwood CTL	\$29.00
Spruce & Fir Pulpwood	\$1.00
White Pine TL - Logs	\$15.00
White Pine Pulpwood	\$1.00
Hemlock TL / Pulp	\$1.00
Tamarack TL / Pulp	\$1.00
Cedar TL	\$22.00
Cedar Shingle	\$22.00
Cedar Fence	\$22.00
Mixed Hardwood Semi-TL	
Mixed Hardwood Logs (includes Veneer in mix)	\$36.00
Mixed Hardwood Pulpwood	\$6.00
Biomass (HF)	\$0.50
Poplar Pulpwood	\$12.00
WP SL per fbm	\$106.00
Hemlock/Tamarack Logs per fbm	\$20.00
Hard Maple Veneer	\$500.00 MBF
White & Yellow Birch Veneer	\$400.00 MBF

Selectboard Meeting Attendance
December 5, 2022 Emergency Meeting

Please PRINT

Carrine Routhier

Sarah B. B. B.

Rue R.

Walter L. L.

Matt Stedman