

Town of Porter

71 Main Street, Porter, ME 04068
Phone: (207) 625-8344 – Fax: (207) 625-4120
www.portermaine.org

SELECT BOARD MEETING AGENDA March 4, 2026 – 4:00 pm Porter Town Hall

- **ROLL CALL**
- **AGENDA APPROVAL**
- **ROUTINE AGENDA ITEMS:**
 - Motion to accept the minutes of the February 18, 2026 Select Board Meeting
 - EMA Director
 - Animal Control Officer's Report
 - Code Enforcement Officer/Plumbing Inspector's Report – **(last meeting of each month)**
 - Local Health Officer
 - Road Commissioner's Report
 - Road Advisory Committee
 - Review of Action Items
 - Approve/Sign Payroll Warrant & Accounts Payable Warrant
 - Town Treasurer
 - Town Clerk
 - John Lowry
 - Jeff Cypher
 - John O'Donnell
 - Conservation Commission – **(first meeting of each month)**
- **OLD BUSINESS:**
 - A. **Review of Proposal for Website Services from Cristina Forsyth**
 - B. **Consolidated Fee Schedule Discussion / Approval**
- **NEW BUSINESS:**
 - A. **Appointments of Municipal Officers (Animal Control Officer, Code Enforcement Officers, Health Officer, Plumbing Inspectors)**
 - B. **Review of Franchise Agreement with Spectrum Northeast, LLC (subsidiary of Charter Communications)**
- **OTHER BUSINESS:** Time Permitting
- **ADJOURNMENT**

No later than 5:30 pm. Any business not concluded by the time of adjournment will be taken up at 9:00 am the following day or at another date determined.



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Select Board Meeting Minutes March 4, 2026 – 4:00 pm Porter Town Hall

The Select Board meeting was called to order by Chairperson John Lowry at 4:00 pm.

➤ **Roll Call:**

In attendance were: Select Board members John Lowry, Jeff Cypher and John O'Donnell; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon; Road Advisory Committee Member Aaron Wedgewood; Conservation Commission Member Margaret Lowry

➤ **Motion to Accept the Agenda:**

John O'Donnell made a motion to accept/approve the agenda. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Motion to Accept/Approve the February 18, 2026 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the February 18, 2026 Select Board meeting as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Emergency Management Report** – No report given.

➤ **Animal Control Report** – No report given.

➤ **Code Enforcement Officer/Plumbing Inspector Report** – No report given.

➤ **Local Health Officer Report** – No report given.

➤ **Road Commissioner Report** – Maureen Scanlon reported that Brad Sanborn will be posting roads tomorrow (Thursday, March 5, 2026) restricting access down the back roads by heavy trucks. He mentioned that early morning deliveries are allowed after receiving prior approval from him first. This information will be posted on the website.

➤ **Road Advisory Committee Report** – No report given.

➤ **Review of Action Items** – Items addressed:

- **Dangerous Buildings Process:**

17 Chapel Street – Dawn Campbell reported that the town’s attorney has recommended not proceeding with the Dangerous Building process for this property that has already been foreclosed upon by the town for non-payment of property taxes. This property is scheduled to be listed for sale by a realtor in April. This item will be added to the agenda for the April 15, 2026 Select Board meeting under “New Business”.

18 School Street – It was noted that this property is currently being boarded up and secured against intruders by the bank; the owner of the property now.

- **Approval of Payroll & Accounts Payable Warrants:**

P/R Warrant #6 was approved and signed for \$5,155.61.

A/P Warrant #7 was approved and signed for \$202,194.12.

- **Treasurer** – Treasurer Dawn Campbell reported on the following:

- Submitted the IT Agreement with 360 Solutions Group with the corrected dates that was previously approved at the February 18, 2026 Select Board meeting, for approval signature. A copy of the signed Agreement will be sent to 360 Solutions Group.
- Some of the equipment has arrived for the sound system, that has been purchased by resident Cecilia Gandolfo, as a donation to the town for use at public meetings. It will be set up for use once all items have arrived. A thank you letter will be sent to Cecilia for her generous donation.
- She is working on completing the Annual Report. The short audit is still being finalized before it can be included in the Annual Report. Dawn reviewed the items that are being addressed before the short audit report can be finalized. Once this report has been approved by the Select Board, the Annual Report will be sent to the printers for printing. Notice of its availability to the public will be posted on the town’s website.
- Dawn reminded the Select Board and Road Advisory Committee Member Aaron Wedgewood of the need to sign the Commitment Letter with MMBB (Maine Municipal Bond Bank) in order to secure a bond for performing road repairs. MMBB only processes bonds twice a year, in the spring and in the fall. Securing the bond in the fall is not an option because the BAN (Bank Anticipation Note) with Bangor Savings Bank must be paid prior to the date that the funds would be received for the bond. The reason for applying for a bond, is for a lower interest rate. There was a lot of discussion on this matter that included a review of the town’s options and what roads could be repaired with the funds.

- **Town Clerk** – Town Clerk Maureen Scanlon reported on the following:

- Absentee Ballots for the March 27, 2026 Municipal Election are now available at the Town Office during normal business hours. This information has been posted on the town’s website and at the normal posting locations throughout town. Absentee Ballots will no longer be available as of 3:00 pm on Thursday, March 26th.

- As of yesterday, our office has licensed 192 dogs for 2026. There are still 15 dogs unlicensed. I've created a second Annual Dog License Renewal notice that I plan to send to the eleven owners of the 15 unlicensed dogs. It informs them again, of the cost for licensing their dog, the \$25.00 late fee, per dog, that became effective on February 1st as required by the State of Maine, and the need to bring in the current rabies information that we are now required to keep a copy of in our records. This second notice includes a paragraph at the bottom letting them know that the town's Animal Control Officer may be visiting them in the near future regarding the need to comply with the licensing law for their dog. A copy of this notice is included in the meeting packet for the Board's review.
 - I have received another 2025 Property Tax Abatement from the Assessor which brings the total abatement amount to \$29,413.53. I have also received another 2025 Property Tax Supplemental Billing from the Assessors which brings the total supplemental billing amount to \$42,577.48.
- **John Lowry** – had nothing to report.
 - **Jeff Cypher** – had nothing to report.
 - **John O'Donnell** – had nothing to report.
 - **Conservation Commission Report** – Conservation Commission Chair Maggie Lowry reported on the results of their meeting last night as follows:
 - They are tentatively planning a beach clean-up on May 2nd.
 - They will be speaking to the Recreation Commission about when they want the Ballfield cleaned up. Maggie will also check with Mike Jordan on the status of the dugout door installation project.
 - They received an update on the activities of the Francis Small Heritage Trust.
 - They are still looking for more members to join the commission.
 - **OLD BUSINESS:**
 - A. Review of Proposal for Website Services from Cristina Forsyth**

Webmaster John Lowry has been speaking with Cristina Forsyth regarding the town's needs for the website. A meeting is scheduled for March 10th at 10:00 am to review this information in order for her to submit a proposal to provide services that will address the town's needs.
 - B. Consolidated Fee Schedule Discussion / Approval**

This agenda item was "tabled" and will be added to the March 18, 2026 agenda under "Old Business".

➤ **NEW BUSINESS:**

A. Appointments of Municipal Officers (Animal Control Officer, Code Enforcement Officers, Health Officer, Plumbing Inspectors)

Town Clerk Maureen Scanlon reported that the following Municipal Officers need to be re-appointed for a one-year term:

Animal Control Officer – Cynthia Eaton
Code Enforcement Officer – Dan Davis
Deputy Code Enforcement Officer – Erik Frye
Health Officer – Joseph DeKay, MD
Plumbing Inspector – Dan Davis
Deputy Plumbing Inspector – Erik Frye

Additionally, Dawn Campbell needs to be re-appointed as the town's Registrar of Voters for a two-year term.

John O'Donnell made a motion to re-appoint the Municipal Officers as reported by the Town Clerk. It was seconded by Jeff Cypher. Motion carried with all in favor.

Appointment papers were signed by the Select Board and the Oaths of Office will be administered by the Clerk's office.

B. Review of Franchise Agreement with Spectrum Northeast, LLC (subsidiary of Charter Communications)

John Lowry asked the Selectmen to review the proposed Franchise Agreement with Spectrum Northeast, LLC for discussion at the next regularly scheduled meeting. This agenda item will be added to the March 18, 2026 agenda under "Old Business".

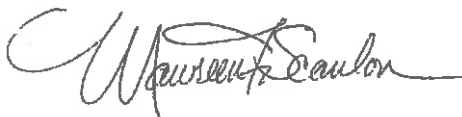
➤ **OTHER BUSINESS:**

There were no "Other Business" agenda items brought up for discussion.

➤ **Meeting Adjournment:**

John O'Donnell made a motion to adjourn the meeting at 5:34 pm. It was seconded by Jeff Cypher. Motion carried with all in favor.

Respectfully submitted,



Maureen F. Scanlon
Town Clerk