



# Town of Porter

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

## **SELECT BOARD MEETING AGENDA** **February 4, 2026 – 4:00 pm** **Porter Town Hall**

### **Routine Agenda Items:**

- Motion to accept the agenda
- Motion to accept the minutes of the January 21, 2026 Select Board Emergency 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. **ARPA Funds Discussion (Proposed Restoration of 2021 Article 56: Virtual Meetings) – Corey Lane**

### **New Business:**

- A. **Approve / Sign Renewal Contract with CAI Technologies**

**Other:** Time Permitting

### **Adjourn Meeting**

**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 February 4, 2026 – 4:00 pm Porter Town Hall

The Select Board meeting was called to order by Selectman John O'Donnell at 4:02 pm.

➤ **Roll Call:**

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

Absent: Selectman John 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 both in favor.

➤ **Motion to Accept/Approve the January 21, 2026 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the January 21, 2026 Select Board meeting as written. It was seconded by Jeff Cypher. Motion carried with both in favor.

- **Emergency Management Report** – Dawn Campbell informed the Board that EMA Director Roger Berube has completed updating the EMA files for 2026. Hard copies of the EMA records are kept at the Town Office in the file cabinet located below the time clock. The 2026 EMA file is also saved on the “shared drive” of the Town Office’s computer system.

- **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** – No report given.

- **Road Advisory Committee Report** – Treasurer Dawn Campbell reminded the Select Board and Road Advisory Committee member Aaron Wedgewood that the existing BAN (Bond Anticipation Note) that the town has through Bangor Savings Bank will be maturing on

October 1, 2026. This means that the town has until that date to draw funds against it. As of today, approximately \$178,00.00 has been drawn from the total one million dollars that is available. The original plan was to refinance this amount through a bond with MMBB (Maine Municipal Bond Bank) at a lower interest rate. MMBB only processes bonds in the Spring and Fall. Applying in the Fall would mean that the funds would not be available until November 5, 2026 and we would miss the deadline date for paying off the existing BAN. Therefore, the plan was to apply in the Spring for a bond through MMBB. This needs to be done by March 11, 2026 or the opportunity will be lost. Dawn explained, in detail, the process that needs to be followed and noted that the plan for performing road repairs must be in place, with contracts, in order to move forward with the application for the bond. She stressed, that a plan of action needs to be completed by the Select Board and Road Advisory Committee before there is anything more that she can do. There was quite a bit of discussion regarding this matter.

➤ **Review of Action Items** – No actions were taken.

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

P/R Warrant #60 was approved and signed for \$6,867.84

A/P Warrant #59 was approved and signed for \$1,282.50

\*\* The additional warrants below are due to the Fiscal Year End on January 31, 2026.

A/P Warrant #2 was approved and signed for \$29,523.46 (for January bills)

A/P Warrant #1 was approved and signed for \$170,723.76 (for February bills)

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

- Distributed the updated spending report as of January 31, 2026 to the Select Board. She made note of the fact that this report will change slightly due to any additional bills that will need to be paid from the prior fiscal year.
- Distributed the bank reconciliation for December 2025 to the Select Board.
- Reported that the Town Office will be closed on Friday, February 13, 2026 in recognition of the President's Day holiday on Monday, February 16<sup>th</sup>. This closure is being advertised to the public.

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

- As of January 31, 2026 our office processed dog licenses for 176 dogs with 29 still unlicensed. The twenty-five dollar (\$25.00) late fee, per dog, became effective on February 1<sup>st</sup>. It was noted that the late fee only applies to dogs that were already previously licensed. It does not apply to new dogs.
- An invitation for Maine Water's Ribbon Cutting & Grand Opening (on Tuesday, February 17, 2026 at 1:00 pm) of their new drinking water facility at 12 Power House Road in Parsonsfield is included in the meeting packet.

- An e-mail (dated February 2, 2026) has been received from Gary Lee and is included in the meeting packet. It is regarding his previous request (dated 11/22/2025 - received on 11/25/2025). The previous request was addressed to the “Assessing Office & Tax Collector”, but was mailed to the attention of the Select Board. This request asked that the Select Board consider his request to the Assessors for an abatement that was approved for a partial amount in their response to him (dated November 18, 2025). He requested that the designation of “water front” be additionally removed from the property located at 12 Lee Lane. The original request was submitted to the Select Board in the December 10, 2025 meeting packet. Although this matter was not discussed in open session at that meeting, the Board agreed that the Assessors were fair in their review of Mr. Lee’s request for an abatement for his property and they support their decision.

The Board reiterated that they still feel as though the Assessors response to Mr. Lee shows that they completed a fair assessment of the property. It was noted that in the Assessors response, Mr. Lee was advised that he can appeal the decision to the Oxford County Board of Assessment Review. Maureen Scanlon will advise Mr. Lee of the Select Board’s decision on this matter.

- **John Lowry** – No report given.
- **Jeff Cypher** – had nothing more to report on that wasn’t already discussed during the meeting.
- **John O’Donnell** – John mentioned that he had the access to the propane tank at the Town Office building shoveled out for the expected delivery. He asked if the delivery had been made yet. It was confirmed that propane was delivered today.
- **Conservation Commission Report** – No report given.
- **OLD BUSINESS:**

**A. ARPA Funds Discussion (Proposed Restoration of 2021 Article 56: Virtual Meetings)  
– Corey Lane**

John O’Donnell informed Corey Lane that Treasurer Dawn Campbell contacted the Maine Municipal Association’s Legal Department regarding the discussion at the January 21<sup>st</sup> meeting about obligating ARPA funds. The written response from MMA Staff Attorney Adelia Weber was read aloud by John O’Donnell as follows:

“Thank you for speaking with me on the phone this afternoon about obligating ARPA funds. I am writing this email to summarize our conversation.

As stated on the phone, Municipal legislative body authorization is necessary in order to appropriate ARPA funds to the use(s) the municipality plans for the funds in the same way the municipality would appropriate and authorize expenditure of other municipal revenues. General warrant articles previously adopted by the town meeting to accept all grants are likely not sufficient to accept grants that include specific conditions limiting the use of funds, that include specific terms and conditions that the municipality must adhere to, and/or that include possible penalties or repayment of funds.

Here, it's clear that Porter's municipal legislative body (ie: the town meeting) approved both the \$10,000 for the computer equipment, and also approved reallocating some of those funds to a roads reconstruction reserve account. Therefore, Porter has complied with the municipal legislative body approval requirement for obligating ARPA funds.

As for most budget article, including these ARPA allocations, when the municipal legislative body approves an appropriation, the Select Board is authorized, through that vote, to **spend up to the amount approved by the voters**. The town is not obligated to spend the entirety of the amount appropriated. Additionally, unless the moneys are spent within the fiscal year or the funds are in a reserve account, whatever surplus amount is sent to undesignated surplus. The town meeting would, again, have to reappropriate the money at the annual town meeting to a new purpose/account to be able to spend it.

Here, it seems that the town overbudgeted ARPA funds for the computer equipment, and then reallocated the surplus funds for the roads construction project. Because both appropriations occurred through a vote of the legislative body, I don't see an issue with appropriating the surplus ARPA funds to the reserve account.

Lastly, you mentioned on the phone that the citizen would like to "report the town to the town attorney" and requested the town attorney's contact information. A town attorney does not "discipline" the town, nor do they enforce laws on the town. The town attorney is the attorney representing the town in any legal action, and advises the town on legal matters at the town's request. If the citizen would like to bring a lawsuit against the town, they will need to do so through their own attorney."

For further clarification, he also read aloud the written response from Dawn Campbell to Attorney Weber as follows: "Thank you, Adelia. This information is helpful. I just want to clarify for our records that they resident was looking for information from our town attorney on who she could report the Town to for the "misuse of ARPA funds."

Corey Lane requested and received a copy of this document. She stated that what seems to be missing is that Article 56 at the 2021 Annual Town Meeting was not fulfilled. John O'Donnell responded that the town did fulfill it. It was put back into the undesignated fund for road construction. Corey stated that it was supposed to be used to purchase equipment for virtual meetings. Once again, she was reminded that this was to address the complications of holding in-person meetings due to the COVID pandemic. The purchase of the ten (used) laptop computers was to allow for the ability to continue with required town business by holding virtual meetings in lieu of in-person meetings. Once the town was allowed to hold in-person meetings again, the idea of holding virtual meetings was abandoned and the funds were reallocated as directed by the town's legislative body at the 2024 Annual Town Meeting. The intent was not to hold virtual meetings on an ongoing basis. John O'Donnell stated that this matter is now considered closed; the town does not intend to hold virtual meetings.

➤ **NEW BUSINESS:**

**A. Approve / Sign Renewal Contract with CAI Technologies**

Treasurer Dawn Campbell presented, for approval, the renewal contract with CAI Technologies for the town's mapping program, which covers the time period of April 1, 2026 through March 31, 2027.

The Select Board approved and signed the renewal contract with CAI Technologies for the town's mapping program. Dawn Campbell will follow-up on it with CAI Technologies.

➤ **OTHER BUSINESS:**

- A. John O'Donnell mentioned that at the last meeting it was suggested that it is a law that signs must be posted to notify the public that video recordings are in progress, such as the surveillance cameras at the Town Office/Hall building. He has confirmed that this is not a law in the State of Maine. Corey Lane responded that it was town attorney advice. John informed her that the town has a policy that was approved / adopted by the Select Board in October of 2022 that addresses the matter of signage as follows:

**Section – Notification Procedures – #2** – Clearly written signs will be prominently displayed at the perimeter of video monitoring areas advising the public that video monitoring is occurring. **#3** – On a case-by-case basis, as approved by the Town Selectboard, a decision may be made to eliminate public signage or employ notification in order to support crime prevention or investigative activities.

- B. Brent Day stated that at a Budget Committee meeting the matter of the significant efforts made by two (non-employee) citizens of the town were key to the town securing a FEMA grant in the amount of approximately \$339,000.00. It was noted that without their tremendous efforts, this would not have been possible. It is felt that these two individuals should be recognized for their efforts. Several ideas for doing this were discussed. There will be more discussion on the matter once further research has been completed.

➤ **Meeting Adjournment:**

John O'Donnell made a motion to adjourn the meeting at 5:10 pm. It was seconded by Jeff Cypher. Motion carried with all in favor.

Respectfully submitted,



Maureen F. Scanlon  
Town Clerk