Town of Porter

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

SELECT BOARD MEETING AGENDA
July 8, 2026 – 4:00 pm
Porter Town Hall

- **ROLL CALL**
- **PLEDGE OF ALLEGIANCE**
- **AGENDA APPROVAL**
- **ROUTINE AGENDA ITEMS:**
  - Motion to accept the minutes of the June 24, 2026 Select Board Meeting
  - EMA Director Report
  - Animal Control Officer Report
  - Code Enforcement Officer/Plumbing Inspector's Report – **(last meeting of each month)**
  - Local Health Officer Report
  - Road Commissioner Report
  - Road Advisory Committee Report
  - Review of Action Items
  - Approve/Sign Payroll Warrant & Accounts Payable Warrant
  - Town Treasurer Report
  - Town Clerk Report
  - Selectmen Reports
  - Conservation Commission Report – **(first meeting of each month)**
- **OLD BUSINESS:**

  A. ____

- **NEW BUSINESS:**

  A. Presentation on Grants for Large Culverts – Matt Streeter (Trout's Unlimited)
  B. Approval of Travel and Overnight Conference Reimbursement Policy

- **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
July 8, 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, John O'Donnell and Aaron Wedgewood; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon

- **Pledge of Allegiance**

The meeting was opened with the reciting of the Pledge of Allegiance.

- **Motion to Accept the Agenda:**

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

- **Motion to Accept/Approve the June 24, 2026 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the June 24, 2026 Select Board meeting as written. It was seconded by Aaron Wedgewood. Motion carried with two in favor and John Lowry abstaining from the vote, due to his absence from the meeting.

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

- **Animal Control Officer 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.

There was some discussion amongst the Board members regarding various road related items.

- **Road Advisory Committee Report** – Road Advisory Committee Member Aaron Wedgewood reported that there is a Select Board Workshop regarding Roads, being held at 6:00 pm tonight, in this meeting room.

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

  - **Next Steps for 57 Mason Road (Foreclosed Trailer).**

    Treasurer Dawn Campbell reviewed the letter that she reported on at the last meeting for the Select Board with specific mention of the change in dates that were made to accommodate the Board Chair's absence from the last meeting. He signed this letter that was composed by the town's attorney. It will now be mailed to the former property owner. This is being done to address any (potential) future legal matters regarding the town's plans for disposal of the trailer, which has value of zero (0) dollars.

  - **Complete the website conversion project with upgrades included for additional improvements to it.**

    Dawn Campbell updated the Select Board on the status of this ongoing project.

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

  P/R Warrant #25 was approved and signed for $5,122.17.

  A/P Warrant #26 was approved and signed for $579,243.85.

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

  - She informed the Select Board that the amount being paid through A/P Warrant #26 that was just approved, includes the remainder of funds due on the Pike contract for the completion of the roadwork that was started last year and has now been completed. There was some discussion on the fact that the amount being paid includes an escalation in the amount that had been disclosed by them before continuing with the work. There was also some discussion on the specifics of the work that was performed.

  - Followed up on the State's bid pricing for the purchase of winter (road) salt from Eastern Salt. A motion was made at the last meeting to accept the bid pricing, contingent upon further review. This was done because the bid document was received by the Treasurer just moments before the start of that meeting and had to be submitted today, prior to this meeting being held. Therefore, approval by the Select Board at this meeting would have been impossible. However, after a thorough review, it has been deemed that this pricing is not conducive with the town's needs. It was noted that the town already purchases winter salt from Eastern Salt, at the same pricing, without having to meet the minimum and maximum purchase requirements in the bid. Therefore, the bid was rejected. All members of the Select Board were in favor of the rejection of the bid.

  - The final audit has been completed and received. The town's financial records have been updated, and show no variances. A copy of this final audit document is kept on file in the Clerk's Office.

- A certified letter is being sent to the owner of the property located at 16 Main Street in regards to the final installment payment that is due for repairs that were performed, with town assistance, on the septic system at this location. It was noted that this was originally set up as a ten (10) year loan to the resident. The letter was signed by all Select Board members and will be mailed tomorrow.

- Distributed the updated actual to budget spending report as of July 7, 2026 to the Select Board.

➢ **Town Clerk Report** – Town Clerk Maureen Scanlon reported on the following:

- Town Office/Hall meeting room rental applications submitted for approval:

  Approved – 7/30/2026 (8:00 am to 12:00 pm) – Sacopee Valley Health Center – Staff Training – Lisa Hart

  Approved – 8/17/2026 (10:00 am to 5:30 pm) – American Red Cross – Blood Drive – David Stires

- Samantha Wedgewood has been recommended for appointment as a Stanley Higgins Trust Trustee. She will accept the position if appointed.

  John Lowry made a motion to appoint Samantha Wedgewood as a Trustee of the Stanley Higgins Trust. It was seconded by John O'Donnell. Motion carried with two in favor and Aaron Wedgewood (Samantha's husband) abstaining from the vote.

- CEO Dan Davis and I would like to start a discussion on issuing Pole Permits and developing an ordinance on this matter for the town. A sample ordinance that Dan was able to find, is in the meeting packet. It will need to be tailored to the town's needs, but gives us something to consider.

- Submitted a copy of the town's E-911 Addressing Ordinance that was effective as of July 1, 1997. Code Enforcement Officer Dan Davis located this document in the town's Annual Report from 1997. She and Dan have not found anything more current than this version. They will be working together to create an updated and more comprehensive ordinance that will be approved by the town's legislative body when it has been completed. She also informed the Select Board that she is working on a spreadsheet document that will clarify the status of all town roads. This will include information on whether they are public, private or public easement roads, for future reference. It was noted that this will be a long-term project that requires researching of the town's existing records in order to compile the information into one central location.

➢ **John Lowry** – reported on the following:

- Updated the Board on a recent matter he addressed in determining whether or not it was a FOAA request for information. After some research, it was determined that it was not a FOAA request, due to the fact that the information being requested does not exist. The requestor has been informed that the concerns expressed are a civil matter between the property owners. This matter pertains to property located in both Porter and Brownfield.

VOTE TO CONTINUE PAST THE DESIGNATED 5:30 PM MEETING ADJOURNMENT TIME

Aaron Wedgewood made a motion to continue the meeting past the designated 5:30 pm adjournment time. It was seconded by John O'Donnell. Motion carried with all in favor.

- **John O'Donnell** – reported on the following:

  - He posted notice of the open volunteer positions for the town on Facebook. Two individuals have responded to him with an interest in being appointed to the Board of Appeals and the Conservation Commission. He will recommend them for appointments if they decide to pursue the positions.

  - Recommended setting up a small fund for the purchase (or reimbursement) of items such as the cake that was just purchased for the Boston Post Cane presentation ceremony, or Get Well / Sympathy flowers, etc. There was some discussion on this matter.

  - Suggested that when a holiday falls on the first Saturday of the month (which just occurred on July 4th) that office hours be held on a different Saturday during that month. Notice of the change will be posted in the Shopper's Guide, on the town's website and on the entrance door to the building. It was suggested that this also be done for Select Board meetings that fall on the eve of holidays (or on the actual holiday).

  - Asked if the town has lists of all the street lights and hydrants that are located throughout town. It was noted that there is no knowledge of these lists currently being kept in the Clerk's office. Research will be done on this matter.

  - Expressed concern about the sink holes that are starting to re-appear at the Bickford Pond Dam, after repairs were completed not long ago. There was some discussion on this matter. John Lowry will work on creating an RFP (Request for Proposal) to perform additional repairs, as discussed.

- **Aaron Wedgewood** – reported on the following:

  - He suggested that the office personnel in the Clerk's Office start e-mailing the Selectmen's group e-mail address with the name and contact information for all complaints / requests for repairs that are received by them. It was noted that as previously directed by the Select Board, complaints / requests for repairs are currently relayed to either the specific party that would be responsible for follow-up and/or the Select Board Chair. Maureen Scanlon will develop a reporting form and log book for this purpose. A form will be filled out for every complaint and/or request for repair that is received. It will then be scanned into the computer, sent to the Select Board and put into the log book for further follow-up documentation by the them. This will allow them to review this compiled information, at a later date, for tracking / trending purposes.

  - Recommended hiring a shredding company to dispose of documents that include personal information. There was some discussion on pricing options and the frequency of need for this service. The options will be further researched.

- Updated the Select Board on his communications with the Colcord Pond residents that have filed a petition with the Dept. of Environmental Protection regarding the water level of the pond.

➢ **Conservation Commission Report** – No report given.

➢ **OLD BUSINESS:**

There were no "Old Business" agenda items.

➢ **NEW BUSINESS:**

A. Presentation on Grants for Large Culverts – Matt Streeter (Trout Unlimited)

Aaron Wedgwood and John O'Donnell met with Matt Streeter, from Trout Unlimited recently. Matt intends to do further research before making his presentation, at a later date.

B. Approval of Travel and Overnight Conference Reimbursement Policy

Dawn Campbell presented a draft copy of a proposed "Travel and Overnight Conference Reimbursement Policy" for the Board's approval consideration. It was noted that the town's attorney has reviewed the document with no concerns noted regarding its content. There was some discussion regarding this proposed policy. This item will be added to the Select Board's "Action Items" list for completion / approval at a later date.

➢ **OTHER BUSINESS:**

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

➢ **Meeting Adjournment:**

Aaron Wedgewood made a motion to adjourn the meeting at 6:00 pm. It was seconded by John O'Donnell. Motion carried with all in favor.

Respectfully submitted,

Maureen F. Scanlon

Maureen F. Scanlon
Town Clerk