



Town of Porter

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

SELECT BOARD MEETING AGENDA **January 21, 2026 – 4:00 pm** **Porter Town Hall**

Routine Agenda Items:

- Motion to accept the agenda
- Motion to accept the minutes of the January 7, 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. Discussion on Status of 57 Mason Road (Foreclosed Trailer)**

New Business:

- A. Discussion on a Consolidated Town-Wide Fee Schedule – Dan Davis**
- B. ARPA Funds Discussion (Proposed Restoration of 2021 Article 56: Virtual Meetings) – Corey Lane**
- C. Acceptance of \$300.00 Donation from the Land Share Riders ATV Club Towards the General Assistance Fund**

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 January 21, 2026 – 4:00 pm Porter Town Hall

The Select Board meeting was called to order by Selectman John O'Donnell at 4:03 pm.

➤ **Roll Call:**

In attendance were: Select Board members Jeff Cypher and John O'Donnell; Treasurer Dawn Campbell; Town Clerk Maureen Scanlon; Code Enforcement Officer Dan Davis

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 7, 2026 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the January 7, 2026 Select Board meeting as written. It was seconded by Jeff Cypher. Motion carried with both in favor.

- **Emergency Management Report** – Dawn Campbell reported that EMA Director Roger Berube has updated his reports in the EMA files located at the Town Office. This information has also been saved to the “shared” drive on the computer system at the Town Office.

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

- **Code Enforcement Officer/Plumbing Inspector Report** – Code Enforcement/Plumbing Inspector Dan Davis submitted his report for the time period of December 6, 2025 through January 16, 2026. He answered questions from the Board and updated them on several items in his report.

Dan asked the Select Board if they are still considering approaching the Sacopee Valley Health Center to consider what is known as “pay-in-lieu of”. A lot of non-profit (non-taxable) entities do this as a way of providing funding to the community when they consume land, such as the Francis Small Heritage Trust. He mentioned that another neighbor has decided to move out of town due to living next to the facility. It was noted that this is a big health center that is located in the middle of a bedroom community that doesn't provide any other of these types of services. This facility should be located in a larger community, such as the Town of Cornish,

based on current State law and the way that cities are designed. They have more infrastructure and services available to handle it. They are defined by the State as a designated service center, which means that if you are in Cornish, you can apply for money that you can't apply for here, in Porter. It was also noted that this would be something that would be done voluntarily by the Health Center. It was suggested to them in the past by a previous Selectman, and they declined to participate. There was some discussion on this matter.

A copy of this report is attached to and does hereby become a part of the original set of these minutes.

- **Local Health Officer Report** – No report given.
- **Road Commissioner Report** – No report given.
- **Road Advisory Committee Report** – No report given.
- **Review of Action Items** – Items addressed:

- **Appoint one (1) Saco River Corridor Commission Alternate Member. (Elizabeth Jakofsky's term ended on November 1, 2024.)**

These vacancies have been posted on the town's website with no response from the public. It was noted that the town is not required to have members on this commission, but it is encouraged by the Saco River Corridor Commission.

- **Ballfield dugout doors need to be installed.**

Michael Jordan stopped by the office on 12/31/2025 and reported that the door has been painted, and the door hinges and locking system have been installed. He will complete the installation of the door when we get a nice day in January. It has been too cold outside to do it. It was noted that not only has Mr. Jordan donated a lot of time into this project, but also a significant amount of his own funds to complete it. He does not want to be reimbursed, and considers it a donation to the town.

- **Dangerous Buildings Process: 17 Chapel Street & 18 School Street**

There was some discussion on the status of this action item.

- **Solar Panel System at Town Office/Hall needs to be repaired.**

Patrick Crosscup of Sun Version, the installer of the solar panel system at the Town Office has stated that, due to his workload, he is unable to perform the necessary repair to the system. He is willing to provide the repair part to the town if another service provider is found that can perform the repair. John O'Donnell will look into this matter.

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

P/R Warrant #56 was approved and signed for \$5,183.10

A/P Warrant #57 was approved and signed for \$30,084.48

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

- She submitted for Select Board approval, an application to License Games of Chance from the Snowdrifters Snowmobile Club. They are applying to the State of Maine to hold a poker game event on Saturday February 7th, which also requires approval by the municipality where it will be held. The Select Board approved the application for the Snowdrifters Snowmobile Club.
- Distributed the bank reconciliation for the month of November.
- Distributed the bank balances as of December 31, 2025.
- Informed the Select Board that the auditors (RHR Smith) will begin the audit with on-site visits to the Town Office on February 10, 11 and 12.
- Distributed the updated spending report as of today, January 21, 2026 (not including the warrants that were approved at this meeting) to the Select Board.
- She reviewed the process of closing out the fiscal year on Friday, January 30th (the 31st falls on a Saturday).
- She received a request from a resident to add a Warrant Article to the Annual Town Meeting Warrant. The proposed article is: “To see if the town will vote to mandate that the taxpayers be notified that taxes are due three months prior to the due date.” After legal consultation, she supplied the following response to the resident.

Taxpayers are considered part of the Legislative branch of the Town’s Governing Body. As such, they are not able to make the decision of when commitment of taxes happens; the commitment of taxes is part of the Executive Branch’s duties. The Executive Branch of the Town’s Governing Body is considered the Selectboard.

The Select Board could potentially move up the commitment to the beginning/middle of July depending on when their board meeting is. From there, it would likely be a week or so for the Tax Collector to mail tax bills out. Meaning that the Tax payers could receive their bills by mid/end of July. Moving this up to July will allow for around 60 days before the due date but getting to 90 days is not recommended.

The reason for July and not June is for several reasons: 1. State, School, and County fiscal year end is June 30th. 2. If the school budget gets voted down in May, it allows for several weeks before the end of their fiscal year to do a new budget and vote. 3. Other Revenue number from the Town’s annual audit is needed and most times not available until later in the year.

In sum, the earliest that taxes can be committed would be the beginning of July, but is a Select Board’s decision, not a Town Meeting decision.

- **Town Clerk** – Town Clerk Maureen Scanlon reported on the following:
 - Town Office/Hall meeting room rental applications submitted for approval:
 - Approved – 2/7/2026 (8:30 am to 5:00 pm) – Baby Shower – Robyn Edgecomb
 - Approved – 4/12/2026 (1:00 pm to 6:00 pm) – Child’s Birthday Party – Jennifer Hink
 - Approved – 1/28/2026, 3/25/2026, 5/27/2026, 7/22/2026, 9/23/2026, 11/23/2026 (6:15 pm to 11:30 pm) – Bi-monthly Commission Meetings – Sacor River Corridor Commission
 - We are continuing to process 2026 dog licenses. To date, we have licensed 124 dogs with 88 still unlicensed. A twenty-five dollar (\$25.00) late fee, per dog, will become effective on February 1st.
 - The Rescue Chief’s report for December 2025 is included in the meeting packet.
 - Nomination Papers for the Municipal Election on March 27, 2026 have been submitted and processed. A breakdown of the results is included in the meeting packet. The official candidates for the ballot will be as follows: Selectman, Assessor, Overseer – 1 position – David Lawnsby & Aaron Wedgewood. Planning Board Member – 2 positions – Abbey Moore & Nick Stepski. MSAD #55 Director – 1 position – No nomination papers were taken out for this position.
- **Jeff Cypher** – had nothing more to report on that wasn’t already discussed during the meeting.
- **John O’Donnell** – asked if we’ve had any luck finding a Webmaster for maintaining the town’s website. Treasurer Dawn Campbell responded that funding has been approved by the Budget Committee to assure ADA compliance of the website in the new fiscal year.
- **Conservation Commission Report** – No report given.
- **OLD BUSINESS:**

A. Discussion on Status of 57 Mason Road (Foreclosed Trailer)

Treasurer Dawn Campbell consulted the town’s attorney regarding this matter. She reviewed the town’s options that were discussed in that conversation. The Town Meeting Warrant Article that addresses this matter states that the Selectboard may dispose of the property (trailer) in any means that are deemed in the best interest of the town. It was noted that the least expensive option available to the town is to sell the property through the sealed bid process. The trailer would then need to be removed from the property at the new owner’s expense.

John O’Donnell made a motion to proceed with the sale of the property by the sealed bid process. It was seconded by Jeff Cypher. Motion carried with both in favor.

➤ **NEW BUSINESS:**

A. Discussion on a Consolidated Town-Wide Fee Schedule – Dan Davis

Code Enforcement Officer Dan Davis suggested consolidating all town fees into one fee schedule. Currently, the fees are located in several different locations. He also mentioned that the State is requiring more time being dedicated to tasks that the town is essentially paying for, in employee compensation in all departments, due to the extra time required to complete the tasks. He has offered to re-assess the fee schedule and develop a complete document that includes all fees in one location.

John O'Donnell made a motion to allow Dan Davis to revise / update and then present for approval, the current fee schedule for the town. It was seconded by Jeff Cypher. Motion carried with both in favor.

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

Corey Lane stated that she does not believe it was appropriately disclosed to the taxpayers that the Select Board was overturning Article 56 for virtual meetings that was approved by the legislative body at the 2021 Annual Town Meeting. John O'Donnell responded that Article 46 at the 2024 Annual Town Meeting appropriately addressed this matter and reads as follows: "To see if the Town will vote to appropriate the remaining and unexpended funds from Coronavirus Local Fiscal Recovery Funds (aka American Rescue Plan Act or ARPA funds) received by the Town from the federal government for the following project: Road Reconstruction Reserve Fund." This article was approved by the town's legislative body at that meeting. It was noted that the town acted accordingly after consulting with the town's attorney.

John O'Donnell also mentioned that virtual meetings were not meant to be ongoing, but only to address the need caused by the Covid pandemic. Corey mentioned that there were never any virtual meetings held.

Corey also stated that she does not believe the funds appropriately fell under the category of "unexpended" because the town did not fulfill Article 56 that was approved by the people in 2021. The funds were earmarked for the purchase of video equipment for virtual meetings. One thousand dollars was expended for the purchase of used laptop computers, but the purchase of video equipment was never fulfilled. However, MSAD #55 donated a television system with antiquated technology that has never been used because it is outdated. She stated that she is not the only one that voted for virtual meetings, the town did, and that it is a service that should be provided.

Treasurer Dawn Campbell stated that ARPA required that the funds be obligated by December 31, 2024. If they were not obligated to a project, and in contract, by that date, the funds were required to be paid back to the federal government.

John O'Donnell mentioned that video recordings are required to be kept as a town record in the same manner as meeting minutes and agendas. Corey stated there are other local towns that are doing this through Facebook and YouTube. **RECORDER'S NOTE:** It has

been noted at past meetings where this subject has been discussed, that when this is done, the recording of the meeting still needs to be kept permanently "in house" for public access at the Town Office.

Corey asked who she would call at the State level to report that the town is refusing to fulfill the will of the people. She asked the town to contact the town's attorney regarding who she can speak to about it. The Board decided that legal counsel will be contacted regarding the legality of this matter.

C. Acceptance of \$300.00 Donation from the Land Share Riders ATV Club Towards the General Assistance Fund

Treasurer Dawn Campbell reported that the Land Share Riders ATV Club has offered a donation of \$300.00 towards the town's general assistance fund, as a thank-you to the town for assisting them in obtaining the recent ATV grant from the State. She explained to them that the general assistance funds have not been completely spent this fiscal year (which ends on January 31st) and therefore there is a surplus in this account at this time. At the end of the fiscal year any funds left in this account will go into the undesignated fund balance. If a deficit occurs in the general assistance fund it is drawn from the undesignated fund. They were fine with this donation going into the undesignated fund if it is not used by the end of the fiscal year.

John O'Donnell made a motion to accept the \$300.00 donation from the Land Share Riders ATV Club. It was seconded by Jeff Cypher. Motion carried with both in favor.

Dawn will reach out to the Land Share Riders ATV Club, on behalf of the town, to thank them for their donation.

➤ **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 5:23 pm. It was seconded by Jeff Cypher. Motion carried with both in favor.

Respectfully submitted,



Maureen F. Scanlon
Town Clerk