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 22, 2026 – 4:00 pm
Porter Town Hall

- **ROLL CALL**

- **PLEDGE OF ALLEGIANCE**

- **AGENDA APPROVAL**

- **ROUTINE AGENDA ITEMS:**
  - Motion to accept the minutes of the July 8, 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. Renewal of Roadway Usage Agreement Between the Town of Porter and the Land Share Riders ATV Club

  B. Set Tax Rate for 2026 Tax Commitment

- **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 22, 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; Code Enforcement Officer Dan Davis; Road Commissioner Brad Sanborn

- **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 July 8, 2026 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the July 8, 2026 Select Board meeting as written. It was seconded by Aaron Wedgewood. Motion carried with all in favor.

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

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

- **Code Enforcement Officer/Plumbing Inspector Report** – Code Enforcement/Plumbing Inspector Dan Davis submitted his report for the time period of June 21, 2026 through July 18, 2026. He updated the Board on several items in his report, as requested.

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** – Brad Sanborn reported on the following:

  - Informed the Board of culvert repairs that are being completed.
  - Brought up discussion on other areas that need to be addressed and the logistics of completing those repairs.
  - Roadside ditching will start next week.

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

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

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

    Treasurer Dawn Campbell mentioned that she sent a follow-up e-mail message to the former property owner requesting a response to the letter that was sent to them by the town, with the town attorney's approval, regarding personal belongings that were left in the trailer. She has not received any response.

  - **Schedule a meeting with the EMA Director to develop a plan for addressing a mass casualties situation.**

    The Select Board will invite EMA Director Roger Berube to the next workshop meeting being held in two weeks (after the next regularly scheduled Select Board meeting) to discuss the need to develop this plan.

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

    Dawn Campbell was previously designated as the point of contact with the vendor for the website conversion project. Dawn reported that the work on this project is scheduled to begin this week. She will continue to report to the Board on the progress of this project.

  - **Approval of Travel and Overnight Conference Reimbursement Policy.**

    Aaron Wedgewood made a motion to approve the Travel and Overnight Conference Reimbursement Policy as presented. It was seconded by John O'Donnell. Motion carried with all in favor.

  - **Select Board duties governed by Statute Title 30-A.**

    This item has been added to the Action Items list as a reminder that the Select Board intends to develop an onboarding manual.

  Added Items:

  - **Clarification on personnel policy: Article X – Sick Leave – Section B.**

- **Discuss Addendum to Snow Removal/Plowing Contract with Martineau & Son Plowing.** – Include: 1. Shoveling to the propane tank, at the Town Office/Hall building, for delivery access. 2. Add an official turn-around (for plow trucks) at the end of Porterfield Road.

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

P/R Warrant #28 was approved and signed for $9,126.11.

A/P Warrant #29 was approved and signed for $20,017.88.

A/P Warrant #27 was approved and signed for $1,681.62.

Treasurer Dawn Campbell explained that this second A/P Warrant is due to a check being lost. The bank waived the stop payment fee for the lost check.

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

- Distributed the current bank balances and reviewed several items for the Select Board.
- Distributed the bank reconciliation for the month of June to the Select Board.
- Distributed the updated actual to budget spending report as of July 16, 2026 to the Select Board.
- Updated the Select Board on the LRAP funding amount ($55,968.00) that the town will be receiving this year from the State. These funds will be deposited into the Road Reserve account for road repairs.
- Reported on quoted pricing for yearly on-site shredding services. The cost for this service to be performed at the Town Office will be $74.00 for the storage bin and $35.00 to provide the service once a year.

  John O'Donnell made a motion to accept the bid for yearly shredding services. It was seconded by John Lowry. Motion carried with all in favor.

- Reported that she has been working with the bookkeeper for the Tri-Town Transfer Station regarding payment disbursements throughout the year. She will update the Select Board on this matter as needed.

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

- The Rescue Chief's report for June 2026 is included in the meeting packet.
- Geffrey Inman, Director, Oxford County Regional Communications Center, met with me last Wednesday to review the State's GeoComm (computer) program. This program is used for E-911 addressing purposes. It was a very productive meeting; he is a great resource for me as the town's E-911 Addressing Officer.

- **John Lowry** – had nothing to report, but mentioned that he is following-up on a few minor items.

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

  - Brought up discussion on an anticipated funding request from the Fire Department for a new fire truck. Options, such as possibly obtaining a grant, was discussed. Research on this matter will be done.

  - Reported that the Bickford Pond Dam is looking better than it had been when he reported on it two weeks ago.

  - Brought up discussion on needed repairs in the Town Office/Hall parking lot area. John O'Donnell or Aaron Wedgewood will speak to Road Commissioner Brad Sanborn about doing the repairs. (NOTE: Brad had already left the meeting.)

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

  - Asked if the other Selectmen know the rules for the Tri-Town Transfer Station. Discussion ensued regarding the fees that are collected there.

  - He met with Christine Kerble again regarding the water level of Colcord Pond and updated the Board on his conversation with her. There was conversation regarding the condition of the dam.

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

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

  - He has reviewed the Dam Reports and expressed concern about trees that have not been cut down even though it was recommended to do so. John Lowry mentioned that this was not done because the trees are actually on private property and the property owners do not want them cut down.

    He recommended installing hand rails along the catwalk at Bickford Pond and post a "Do Not Enter" sign. This will be done.

  - He also reviewed the Bridge Inspection Report and made recommendations for bridge repairs this summer.

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

- **OLD BUSINESS:**

There were no "Old Business" agenda items.

➢ NEW BUSINESS:

A. Renewal of Roadway Usage Agreement Between the Town of Porter and the Land Share Riders ATV Club

There was some discussion on the work that the ATV Club has completed with the grant funding that was obtained for that purpose. It was suggested that the town should be receiving some reports from the club regarding the work that they have done. Maureen Scanlon will speak to club president Tom Espinosa regarding this matter.

John Lowry made a motion to approve and sign the one-year renewal of the Roadway Usage Agreement Between the Town of Porter and the Land Share Riders ATV Club. It was noted that no changes have been made from the prior year. It was seconded by Aaron Wedgewood. Motion carried with all in favor.

B. Set Tax Rate for 2026 Tax Commitment

At the July 7, 2026 Select Board Workshop meeting, the town's Assessor Agents recommended a tax (mil) rate of $10.35 for the 2026 Tax Commitment.

John Lowry made a motion to set the 2026 Tax Rate at $10.35 as recommended by the town's Assessor Agents. It was seconded by John O'Donnell. Motion carried with all in favor.

The Board approved and signed the Tax Commitment documentation for the Tax Collector. Copies will be given to the Assessor Agents for their records.

➢ OTHER BUSINESS:

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

➢ Meeting Adjournment:

John Lowry made a motion to adjourn the meeting at 5:47 pm. It was seconded by John O'Donnell. Motion carried with all in favor.

Respectfully submitted,

Maureen F. Scanlon

Maureen F. Scanlon
Town Clerk