



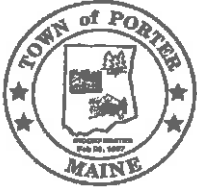
Town of Porter

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

SELECT BOARD MEETING AGENDA February 18, 2026 – 4:00 pm Porter Town Hall

- **ROLL CALL**
- **AGENDA APPROVAL**
- **BID OPENING: Foreclosed Property (Trailer) - 57 Mason Road (Map R01-Lot 029-ON1)**
- **ROUTINE AGENDA ITEMS:**
 - Motion to accept the minutes of the February 4, 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. _____
- **NEW BUSINESS:**
 - A. **Approval of March 28, 2026 Town Meeting Warrant**
 - B. **Appointments of Fire Chief & Deputy Fire Chief**
- **OTHER BUSINESS:** Time Permitting
- **ADJOURNMENT**

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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The Select Board meeting was called to order by Chairperson John Lowry at 4:02 pm.

➤ **Roll Call:**

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

➤ **Motion to Accept the Agenda:**

AGENDA ADMENDMENT:

Item Added – Motion to Accept/Approve the February 17, 2026 Select Board Emergency Meeting Minutes.

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

➤ **BID OPENING: Foreclosed Property (Trailer) – 57 Mason Road (Map R01-Lot029-ON1)**

Treasurer Dawn Campbell reported that the sale of this property was advertised for three consecutive weeks, as required by law. She reminded the Board that the town was not able to sign with a real estate agent for the sale of the property. Three different realtors declined on providing their services due to the fact that the property was determined to have a zero-dollar value. This allowed the town to resort to the sealed bid process for the disposal of the property. However, no bids were received for this bid opening. Dawn has reached out to the town's attorney for guidance on the options of what can be done now. She will follow-up with the Board on the town attorney's recommendations.

➤ **Motion to Accept/Approve the February 4, 2026 Select Board Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the February 4, 2026 Select Board meeting as written. It was seconded by Jeff Cypher. Motion carried with all in favor.

➤ **Motion to Accept/Approve the February 17, 2026 Select Board Emergency Meeting Minutes:**

John O'Donnell made a motion to accept/approve the minutes from the February 17, 2026 Select Board Emergency 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** – Code Enforcement/Plumbing Inspector Dan Davis submitted his report for the time period of January 17, 2026 through February 14, 2026. He updated the Board on several items in his report and answered questions as needed.

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** – Although there was discussion on several items, no actions were taken.

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

P/R Warrant #3 was approved and signed for \$7,019.80

A/P Warrant #4 was approved and signed for \$22,604.79 (for February bills)

** The additional warrant below is due to the Fiscal Year End on January 31, 2026.

A/P Warrant #5 was approved and signed for \$985.12 (for January bills)

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

- Distributed the bank balances for the end of the year (1/31/2026).
- Distributed the January bank reconciliation for the Operating account. It was noted that there are a few items that will need to be adjusted after some TRIO programming issues have been resolved.
- Updated the Board on the audit process. The Auditors are planning to submit the short report audit within the next couple of weeks. Their goal for completing the final audit is May 1st.

- Distributed the updated spending report as of February 17, 2026 to the Select Board. Several items will be updated once the final audit has been completed.
- Submitted an IT Services Agreement for the Board's consideration. It was noted that there have been several ongoing issues with the computer systems at the Town Office that will now be addressed if this agreement is approved.

John Lowry made a motion to approve the IT Agreement with 360 Solutions Group with the date of the agreement corrected. It was seconded by John O'Donnell. Motion carried with all in favor. The date on the agreement is February 6, 2026 and will be updated before being signed by the Select Board at their next regularly scheduled meeting.

- Dawn updated the Board on the research that has been done on the purchase of a sound system to be used for meetings. It was noted that a resident has offered to donate \$500.00 towards this purchase. The Select Board authorized an additional amount of \$250.00 towards this purchase, if needed.

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

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

Approved – 2/28/2026 (8:00 am to 5:00 pm) – Birthday Lunch – Cristina Forsyth & Nick Donovan

- Recommended changing the time for closing the agenda for Select Board meetings from 3:00 pm on the Friday prior to the meeting date, to 2:00 pm on the Thursday prior to the meeting date. This will allow more time to have it posted on the town's website and assemble the meeting packets. It was noted that the office now closes at 4:00 pm on Fridays, instead of 6:00 pm.

The Board agreed to allow the meeting agenda to close at 2:00 pm on the Thursday prior to the meeting date.

- The Rescue Chief's report for January 2026 is included in the meeting packet.
- As discussed at the last meeting, information is included in the meeting packet that was previously presented regarding the Spirit of America Award.
- A complete breakdown of all the vacant municipal positions to be filled in 2026 is included in the meeting packet.
- Hiram Town Clerk Marylou Stacey sent an e-mail asking if anyone else had anyone inquiring about a celebration this year in honor of the nation's 250th anniversary. She was wondering if anyone has given it any thought and if there is any interest in holding a community wide event. A copy of this e-mail is included in the meeting packet.
- The Sample Ballot for the March 27, 2026 Municipal Election is included in the meeting packet. Ballots for absentee voting will be available on February 27, 2026.

- **John Lowry** – had nothing to report.
- **Jeff Cypher** – had nothing to report.
- **John O'Donnell** – had nothing to report.
- **Conservation Commission Report** – No report given.

➤ **OLD BUSINESS:**

There were no “Old Business” agenda items.

➤ **NEW BUSINESS:**

A. Approval of March 28, 2026 Town Meeting Warrant

It was noted that the Select Board thoroughly reviewed the proposed March 28, 2026 Town Meeting Warrant at their emergency meeting held yesterday.

John Lowry made a motion to approve the March 28, 2026 Town Meeting Warrant as presented. It was seconded by John O'Donnell. Motion carried with all in favor.

The Warrant was signed by the Select Board and will be posted for public notice.

B. Appointments of Fire Chief & Deputy Fire Chief

Town Clerk Maureen Scanlon presented appointment papers for both the Fire Chief and Deputy Fire Chief for the Kezar Falls Fire Department. It was noted that after a vote taken by their peers, Jeff Dutil was nominated as Fire Chief, and Ken Burbank was nominated as Deputy Fire Chief.

John Lowry made a motion to appoint Jeff Dutil as Fire Chief, and Ken Burbank as Deputy Fire Chief of the Kezar Falls Fire Department. It was seconded by John O'Donnell. Motion carried with all in favor.

➤ **OTHER BUSINESS:**

A. Town resident Cristina Forsyth had been approached about providing her services for the town's website which includes assuring that it is ADA compliant. She was in attendance to address any needs or concerns that the Board has regarding the town's existing website. A meeting will be scheduled for Cristina to meet with Board Chair John Lowry regarding this matter. Once Cristina knows what the town's needs are, it will allow her to present a proposal for her services for further consideration. This item will be added to the agenda for the March 4, 2026 Select Board meeting.

B. Rob Heard asked for an update on the Bickford Pond Dam. Dam Operator John Lowry updated him on the plans.

➤ **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,

A handwritten signature in cursive script, appearing to read "Maureen F. Scanlon".

Maureen F. Scanlon
Town Clerk